

Sterling Public Schools

REQUEST FOR PROPOSAL (RFP)

Cleaning Service 2021

Posting Date: March 5, 2021

**Due Date: April 1, 2021
1:00 PM**

**Request for Proposal
Sterling Public Schools
Custodial Service Proposal**

SECTION I. INSTRUCTIONS

A. General Proposal Procedures

1. A paper original of the proposal is due no later than April 1, 2021 at 1:00 PM, at which point the proposals will be opened.
2. To:

**Sterling Public Schools
251 Sterling Road, Sterling, CT 06377
Attn: Debra Zajac**
3. The paper proposal shall be placed in a sealed envelope and clearly marked:

Custodial Service Proposal 2021
4. The electronic RFP can be received by emailing: dzajac@sterlingschool.org
5. Any proposals received after the submission date will be considered void and unacceptable. Sterling Public Schools is not responsible for lateness of mail, carrier, etc. Changes and modifications to the proposal after the submission are not permitted but the District reserves the right to request alternate pricing based on need or interest.
6. The bid response must remain valid through May 30, 2021 to allow for Board of Education approval.
7. This RFP document will become an addendum to the contract that is signed with the awarded bidder. The bidder will assume responsibility for complying with the language of this RFP in regards to the wishes of the District.

B. Specifications

Please refer to the attached Scope of Service (Exhibits A and B)

C. Evaluation Criteria/Proposal Selection

1. All proposals issued shall be subject to evaluation by the Sterling Public Schools representatives. Evaluation criteria will include, in part:
 - Compliance to specifications
 - History & background of firm
 - Responses to references
 - Other items that may be deemed relevant to District representatives
2. The price calculation must include all expenditures not included in your proposal. The District will assume the bidder is liable for all expenses not identified in the proposal. End of contract fees must also be clearly identified, if they apply. This includes any potential removal of service fees.
3. Vender reliability and qualifications. Proposing bidders will be evaluated through references on their reliability and qualifications to properly maintain the school property.
4. Sterling Public Schools reserves the right to waive any irregularities in the proposal and to accept or reject any or all proposals, or portions thereof, or to accept other than low bid, if it deems such action to be in its best interests. Sterling Public Schools reserves the right to conduct discussions, request additional information and accept revisions of proposals from any or all bidders. Sterling Public Schools reserves the right to negotiate with the bidder whose proposal is deemed strongest by the Selection Committee. Sterling Public Schools reserves the right to make such investigations as deemed prudent to determine bidder's qualifications and eligibility, including but not limited to, requests for financial statements and company profiles.

SECTION II. SUBMITTAL

A. Information/Questions

Prospective bidders may request clarification of information contained in this RFP. All such requests must be received by the close of business (3:30 p.m.) on March 18, 2021.

A response to all written requests will be provided within one (1) business day after the receipt of such request. All inquiries must be submitted to:

Attn: Debra Zajac

Office phone: (860) 564-4219

Email: dzajac@sterlingschool.org.

B. Incurring Costs

Any recipient of the RFP is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a proposal, or otherwise responding to the RFP, or any negotiations incidental to its proposal or the RFP.

SECTION III. INSURANCE

Contractor shall purchase and maintain for the life of the contract insurance with limits of liability as required by law or as set forth below, whichever is greater.

- Worker's Compensation and Employer's liability at a minimum of \$500,000 or at statutory limits if greater.
- Commercial General Liability made on an Occurrence Form basis which includes at minimum the following types of coverage:
- Contractual liability, advertising and personal injury, products and completed operations, and an installation floater, showing limits of \$1,000,000 per occurrence, and a general aggregate limit of \$2,000,000.
- Sterling Public Schools shall be identified as an additional insured under the coverage. Certificates of insurance shall be on standard format acceptable to the District and shall be filed with the District before commencing the contract. These certificates shall contain a provision that coverage provided under the policies will not be canceled without at least thirty (30) days prior written notice given to the District. The Contractor shall require its subcontractors to maintain equivalent coverage. FERPA COMPLIANCE: The Contractor and its employees and agents agree to comply with the requirements of the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g with respect to the confidentiality of student records and personally identifiable student information, including but not limited to the requirement not to disclose any student record or personally identifiable student information to any other party without the prior written consent of the student's parent or legal guardian or from an eligible student who has reached majority age.

SECTION IV. OTHER RELATED MATTERS

The Sterling Public Schools is committed to prohibiting discrimination in employment on the basis of race, color, sex, age, religion, national origin, citizenship, height, weight, marital status, or handicap. These factors will not be improperly considered by the District in recruitment, examination, appointment, training, promotion, retention, salary determination, discipline, or any other conditions of employment.

The Bidder(s) and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with the respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly relating to employment, because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of the Contract.

Attachment A Cost Sheet

The bidder is to return as part of their response a completed copy of the Scope of Service (Exhibits A and B) provided.

All pricing is to be provided using this form. Bidder shall list any exception to the equipment specifications on a separate sheet and include their exception list with their proposal.

Any bidder that proposes an alternate proposal must also first submit a primary proposal that meets or exceeds the requirements specified.

All proposals must include:

The cost of our Custodial and Project Work as indicated in Exhibit A and Exhibit B including:

First Shift:

1 Full Time/Lead Custodian
1 Part Time Employee

Evenings:

As many as needed to complete the Scope of Services.

Monthly Fee: _____

Annual Fee: _____

Also, please price the service without the first shift lead custodian. Sterling Community School may provide the lead custodian.

ATTACHMENT B
Bidder References

Bidder's Name: _____
Print clearly or type

Reference:
Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Address: _____

Reference:
Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Address: _____

Reference:
Company Name: _____

Contact Name: _____

Contact Phone Number: _____

Contact Address: _____

ATTACHMENT D
Authorized signature

I have read and fully understand the above Request for Proposal (RFP).

I am a person in this firm having the authority to bind the firm in a contract.

Authorized Signature: _____

Printed Name and Title: _____

Company Name: _____

Street Address: _____

City, State, Zip: _____

Contact Person: _____
(Please Print Clearly)

Telephone Number: _____

Fax Number: _____

Email: _____

ATTACHMENT E

Checklist

Bidders need to be certain that their proposal has met the specific inquiries of this RFP. They include, but are not limited to:

1. Have you clearly identified the training that comes with your proposal?
2. Have you clearly identified all costs associated with your proposal?
3. Have you identified any contractual difference in language?
4. Have you provided references?
5. Have you filled out the **Attachment A Cost Sheet**?