

INVITATION TO BID  
Janitorial Services

ITB# 2017-01

Coastal Empire Montessori Charter School, CEMCO, acting by and through its Board of Trustees, is requesting qualified persons, firms, partnerships, corporations, associations, or professional organizations to provide a bid for Janitorial Services for the cleanliness of school property. This bid covers the remainder of FY17 and up to three additional years. To this end, CEMCO encourages bids that will achieve this goal, and is seeking to engage one firm for this service.

This ITB is also available on the CEMCO website under the Community Tab: <http://www.cemco.org>.

Bids will be accepted no later than **3:30 PM on August 22, 2017**, at which time they will be publicly opened and a list of offerors registered. Faxed responses will not be accepted. **Pre-Bid Conference is scheduled August 7, 2017 at 1:30 PM.** If you have any questions or inquiries concerning this bid, please submit them in writing at the school or by email to [teresa.middleton@cemco.org](mailto:teresa.middleton@cemco.org) on or before **August 21, 2017 at 5:00 PM.**

Administrative Information

Final Bids, as further described herein, should be addressed to:

Teresa Middleton, Business Manager  
Coastal Empire Montessori Charter School  
301 Buckhalter Road  
Savannah, GA 31405

PHONE: (912) 395-4075

HOURS: 10:00AM – 5:00PM

Time is of the essence, and any bid received after the announced time and date for submittal will not be considered.

Enclosed is a bid packet outlining the items being solicited, instructions describing the submission of the bid, and an explanation of the bid evaluation process.

Respondents to this ITB should mail or deliver in person one (1) paper copy and one (1) PDF electronic copy submitted to [teresa.middleton@cemco.org](mailto:teresa.middleton@cemco.org).

Please include in the bid packet the qualification application, submittal form, a copy of the current business license(s), three to five (3 – 5) references, and insurance certificate. Your interest and participation in submitting a bid is appreciated.

1. Qualification Application
2. Submittal Form
3. Business License
4. 3 to 5 References
5. Insurance Certificate

## BID PACKET

ITB# 2017-01 Janitorial Services

This bid packet defines:

1. Services sought
2. Generally outlines
  - a. Requirements,
  - b. Timeline for Bid,
  - c. Decision criteria for bid evaluation, and
  - d. Terms and Conditions

### **Background**

CEMCO operates a public charter school (K - 5th grade) serving the Chatham County area. Currently operating in modular buildings. CEMCO is seeking maintenance and repair services for the proper upkeep of the school. This ITB solicits bids limited to janitorial services for the work site located at 301 Buckhalter Road, Savannah, GA 31405.

### **ITB Terms and Conditions**

1. Qualification of Contractor – A responsible Contractor is defined as one who meets, or by the date of renewal of this contract can meet, all requirements for licensing, insurance, and service contained within this contract. CEMCO has the right to require the Contractor to submit documentation of the ability to perform, provide, or carry out the service requested at the time of contract renewal.
2. Clarification – CEMCO reserves the right to request clarification of information submitted and to request additional information for campus projects.
3. Contractor Performance – The Contractor will be evaluated by a CEMCO representative over the duration of the contract period. Performance will be documented. Poor performance may result in termination of the contract.
4. Scope of Service – CEMCO’s Campus consists of 10 Cottages and 2 extended modular classroom buildings, the Sphynx and the Maverick. Janitorial services will cover all buildings (2 large modular buildings and 10 cottages) around the campus. Service covers the entire school day.
  - a. All Janitorial Services shall be completed by Contractor at 301 Buckhalter Road, Savannah, GA 31405 (“Work Site”) unless prior approval to sub-contract has been approved by a CEMCO Board representative.
  - b. Contractor shall provide all labor and materials to perform Janitorial Services described herein at the Work Site.
  - c. Keys to Building. Contractor shall be provided one set of keys to all locked doors. Contractor shall not duplicate any key without written approval from CEMCO. If any key is lost, stolen or missing, the Contractor shall immediately notify CEMCO and shall soon thereafter explain in writing the circumstances surrounding the lost, stolen or missing key. The Contractor will be responsible for any charges related to the lost key. Contractor shall be responsible for and return all keys immediately upon termination of the contract.
  - d. Staffing. Contractor shall furnish and pay for all labor and other costs associated with employee wages. Staffing requirements are identified in paragraphs below, however, the

Contractor may submit alternate proposed staffing modification that will be considered at the discretion of CEMCO representative.

- i. Day Custodian Personnel to perform all the housekeeping functions and duties listed under as more completely specified and described in paragraphs (1)(d) – (1)(l), Monday through Friday, between the hours of 8:30 am and 4:15 pm.
  - ii. Night or After Hours Custodian Personnel to perform all the housekeeping functions listed under paragraphs (1)(d) – (1)(l), Monday through Friday after 4:15 pm no later than 7:30 pm. Summer and Winter break cleaning are to follow the specifications listed under paragraphs (1)(d) – (1)(l), Monday through Friday between the hours of 8:30 am and 4:15 pm.
  - iii. pm.
  - iv. A training program for the Contractor’s employees who are assigned to the school shall be conducted by the Contractor at least once a year and shall include information regarding all State Mandated training, i.e. Blood Borne Pathogens, Asbestos Awareness, etc.
- e. Equipment. CEMCO will not provide equipment, supplies, tools or other accessories necessary to conduct custodial work or replenish janitorial supplies unless the Contractor and CEMCO have reached a mutual agreement to be included in an addendum to the contract.
- f. Scope of Service. Janitorial Services include, as more completely specified and described in paragraphs below:
- i. Janitorial services of all facilities;
  - ii. Winter and Summer projects; and
  - iii. Janitorial services will be to commercially acceptable condition.
- g. Day Custodial Duties
- i. Police the outside of buildings for debris
  - ii. Clean and salt entryways and sidewalks on icy days
  - iii. Dust mop all common corridors
  - iv. Handle light maintenance, e.g. loose screws, loose knobs, replace light bulbs, etc.
  - v. Clean common spaces and office areas, disinfect door knobs
  - vi. Dust and clean in offices, including counter tops
  - vii. Clean and sanitize drinking fountains.
  - viii. Empty office wastebaskets and clean containers (reline as necessary)
  - ix. Vacuum office carpets and spot clean (as needed)
  - x. Clean glass at entry doors, spot clean office doors, and door knobs
  - xi. Remove trash to a designated area at a minimum after lunch
  - xii. Clean and disinfect water fountains
  - xiii. Replenish and organize supply closets
  - xiv. Replace all disposable HVAC filters at designated times (filters provided by CEMCO)
- h. After Hours Custodial Duties (All areas including classrooms, as needed)
- i. Dust mop all common corridors
  - ii. Handle light maintenance, e.g. loose screws, fix or replace pencil sharpeners, replace light bulbs, repair door knobs, etc.
  - iii. Empty all wastebaskets at the end of the day and clean containers and reline
  - iv. Vacuum carpets and spot clean (as needed)
  - v. Dust and clean wall vents, HVAC vents, blinds, light fixtures, window ledges and sills, etc.
  - vi. Check ceilings and corners for cobwebs, remove any cobwebs found

- vii. Ensure everything is in good working order, follow up with a CEMCO representative for services and repairs that are outside of the Contractor's scope of work
- i. Bathrooms Daily
  - i. Clean, sanitize and polish all fixtures including toilet bowls, urinals and sinks
  - ii. Clean and sanitize toilet seats
  - iii. Clean and polish all glass and mirrors
  - iv. Empty all containers, insert new liner as required
  - v. Wash and sanitize exterior of all containers
  - vi. Remove spots, stains, splashes from wall areas
  - vii. Refill all dispensers to normal limits: tissue, towels
  - viii. Remove all soil and soap scum and clean and sanitize all floor and wall area
  - ix. Check to be sure all plumbing is operational, that there are no stoppages or leaks, and report any problems to CEMCO representative
- j. As needed but at least once weekly (All areas including classrooms)
  - i. Wet mop floors (as appropriate)
  - ii. Dust window seals and blinds
  - iii. Dust and clean overhead lights and vents
  - iv. Vacuum carpets and spot clean (as needed)
- k. Winter Project Cleaning
  - i. Deep clean and/or strip and wax corridors
  - ii. Clean walls, partitions and floors in bathrooms.
  - iii. Clean all horizontal surfaces in office areas.
  - iv. Dust window blinds in office areas and all classrooms.
  - v. Wash down furniture office areas.
  - vi. Shampoo or use soil extraction method on all carpeted surfaces.
- l. Summer Project Cleaning
  - i. Strip, seal and wax all tile floors. Floor wax must be approved by the CEMCO Board and shall be of high quality polymer material that retains a luster finish.
  - ii. Shampoo all carpeting. Soil extraction will occur during summer project work or shampoo will occur as needed.
  - iii. Clean all baseboards.
  - iv. Wash all ledges and window sills.
  - v. Clean tile where applicable.
  - vi. Sanitize and deodorize the bathrooms completely.
  - vii. Clean all windows inside and out.
  - viii. Spot clean walls where dirt or marks appear.
  - ix. Clean light fixtures and light bulbs

### **Time of Performance**

CEMCO is requesting the selected firm to begin work by March 1, 2016.

### **ITB Timeline and Actual Work Schedule**

1. July 26 & 30, 2017 - Advertisement for Bid and Release
2. August 7, 2017 at 1:30 PM – Pre-Bid Conference
3. August 21, 2017 at 5:00 PM – Deadline for submission of questions
4. August 22, 2017 at 3:30 PM – All bids due to CEMCO Business Office

5. August 22, 2017 - Bids review and selection; interviews (if required)
6. August 28, 2017 – CEMCO Board selection approval
7. August 30, 2017 - Notification to selected firm and anticipated contract awarded

### **Selection Criteria: Terms and Conditions**

The most highly qualified offerors designated from the ITB process will provide a Proposal consisting of a detailed scope of services, proposed fee, and schedule. After submission of the Proposal offerors may be requested to participate in an interview process.

After the evaluation, the Selection Committee will identify the consultant/firm that can provide the greatest overall benefit to CEMCO. Should CEMCO be unsuccessful in negotiations with the firm with the highest score, the firm with the second highest score will be extended the opportunity to accept a contract.

Each Proposal will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

### **Statement of Bid Response (100 Points)**

1. 25 points – Cost of the overall service
2. 25 points – Experience Quality of service and Demonstrated ability to perform the work (demonstration that consultant/firm actually has an effective quality control program in place and operational)
3. 20 points - Performance as reported by references (demonstrated breadth of experience in actually performing maintenance and repair services requested in this ITB for other customers)
4. 15 points - Training program – The education and training programs to be provided to staff
5. 10 points – Bidder’s attendance at pre-bid meeting and facilities walk-through. The extent to which the service meets the need (demonstration that the prospective consultant/firm has actually provided high quality accurate land surveys including maps and plats)
6. 05 points – Litigation History (declaration of non-issue or summary of litigation, arbitration and negotiated/settled history with previous clients)

### **Business Information**

Upon submission of Proposals please provide the following information:

1. Firm name
2. Address
3. Telephone
4. Fax
5. Name and Email of main contact
6. Social Security number or Federal Tax I.D. Number (whichever is applicable)

### **Other stipulations**

Each submittal must conform and be responsive to the requirements set forth in this ITB. CEMCO reserves the right to waive any informalities or irregularities in received submittals. Further, CEMCO reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. CEMCO hereby notifies all respondents that it will affirmatively insure that, in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit their responses to this ITB, and no respondent will

be discriminated against on the grounds of race, color, sex, age, ancestry, religion, marital status, national origin, medical condition, physical disability, or sexual orientation on consideration for the award. CEMCO reserves the right to change the dates on the schedule without prior notice.

### **Compliance with Laws**

The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State, or County statutes, ordinances and rules during the performance of any contract between the Board and the bidder. Any such requirement specifically set forth in any contract document between the bidder and the Board shall be supplementary to this section and not in substitution thereof.

### **Indemnity Provisions**

Where bidder is required to enter or go onto property to provide services or gather information, the bidder shall be liable for any injury (including death), damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to visit Board property and shall indemnify and hold harmless the Board, its officers, employees, agents and volunteers from any liability arising therefrom. Offerors should not include an indemnity or hold harmless agreement from the Board in any proposal.

### **Cancellation/Default of Contract**

In the event the successful bidder, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the Board shall have the right to terminate its contract by specifying the date of termination in a written notice to the selected vendor at least thirty (30) days before that termination date. The Board also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess cost incurred.

### **Certification of Independent Price Determination**

By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this Invitation to Bid:

1. The pricing structure in this bid proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any bidder or with any competitor;
2. The pricing structure which has been quoted in this bid proposal has not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

### **Compliance with Specification/Terms and Conditions**

The Invitation to Bid, Legal Advertisement, General Terms and Conditions, Bid Submittal Instructions, Special Terms and Conditions, Specifications, Attachments to Bid, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidder's proposal or bid and by reference are made a part hereof.

### **Award of Contract**

The contract, if awarded, will be awarded to the responsible bidder with the highest total points based on the criteria point structure in paragraph *Statement of Bid Response* above. CEMCO Board will award the contract to the next most qualified bidder if the selected bidder is unable to execute a contract and provide service as specified in this ITB.

### **Signed Bid Considered Offer**

The signed bid shall be considered an offer on the part of the bidder, and shall be deemed accepted upon approval by CEMCO Board. In case of a default on the part of the bidder after such acceptance, the Board may take such action as it deems appropriate, including legal action for damages or lack of required performance.

**Special Terms and Conditions**

CEMCO Board will award this contract on an "all or nothing" basis or on an item by item basis, whichever in the best interest of the Board.

**Pricing**

The bidder shall identify the number of custodians assigned to the school and provide a rate for each item on this ITB which will remain valid throughout the stipulated performance period (remainder of FY17 school year with renewals up to three years). Rate includes the items as specified, as so stated in the bid specifications. CEMCO Board may request an option to renew the contract at the bid prices for a specified time period.

**Performance Bonds**

If the specifications so state, the successful Contractor may be required to furnish a performance bond equal to the full amount of the contract guaranteeing the faithful performance of such a contract. The performance bond shall be submitted to CEMCO Board upon execution of the contract and shall be maintained in full force and effect until the contract has been completed. The cost of the performance bond shall be borne by the successful Contractor. The surety company furnishing such a bond shall be authorized to do business in the State of Georgia.

**CEMCO QUALIFICATION APPLICATION**  
**ITB# 2017-01 JANITORIAL SERVICES**

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Representativ's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_

E-Verify Number: \_\_\_\_\_

Years In Business: \_\_\_\_\_

Years Operating Under Current Business Name: \_\_\_\_\_

Former Name Organization has Operated Under (If Applicable): \_\_\_\_\_

Does the vendor or any officer, dlrector of owner of the company have any pending litigation, outstanding financial dispute relating to prior or current performance with CEMCO, other government agency, individual, company or other party? (circle yes or no) **Yes or No**

If Yes, Please describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has the vendor or any officer, director or owner of the company had a contract terminated due to non-performance issues in the past three (3) years? (circle yes or no) **Yes or No**

If Yes, Please Describe: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Application Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature)



*CEMCO BID 2017-01 Janitorial Services  
SUBMITTAL FORM*

Bids will be submitted on this form (in a separate sealed envelope).

Sealed bids will only be opened and accepted from Bidders who submit a Qualification Application and deemed by the CEMCO Board to be qualified in accordance with the Qualification requirements described in Bid Announcement

Coastal Empire Montessori	A. Number of Custodians	B. Remainder of FY18 (Sep 2017 - Jun 2018)
Day Custodian(s)		\$
After Hours Custodian(s)		\$
Winter Project Cleaning		\$
Summer Project Cleaning		\$
Grand Total		\$

Firm Name: \_\_\_\_\_