

**MUENSTER ISD  
REQUEST FOR PROPOSALS  
DISTRICT CUSTODIAL SERVICES**

**NOTICE TO VENDORS**

You are welcomed to our district and are invited to consider submitting a proposal for the complete CONTRACTED CUSTODIAL SERVICES of facilities within our District. There are many requirements to complete your proposal submission, so be sure to read, sign, complete, and return all documents requested. Vendors are instructed to inform themselves fully on information contained in this packet.

As noted in the newspaper advertisement and this invitation to submit a proposal for complete custodial services to the Muenster ISD, the Board of Trustees will consider proposals submitted and use these proposals as a decision-making tool in the best interest of the District. The District reserves the right to reject any or all proposals and to waive any formalities and to take any action which it deems the most advantageous to the District.

Sealed proposals, subject to all conditions and specifications attached hereto, will be received in the District's administrative offices and shall be marked on the envelope **"RFP 2019A Custodial Services."**

Questions may be sent to **Mr. Steven Self**                      **steven.self@muensterisd.org**  
Proposals may be submitted to:

**Mr. Steven Self  
Superintendent  
Muenster ISD  
113 E. 7<sup>th</sup> St.  
P.O. Box 608  
Muenster, TX 76252**

It is the Vendor's responsibility to make sure their proposal is received by the District on time. Time of receipt will be determined by the District's clock. The proposals will be opened and read aloud at the time and date on page 4 of RFP. Any proposal received after the specified time and date will not be considered and will be held unopened.

**Faxed, emailed, or copied proposals will not be considered.**

The bid sheet is on page 14; however, the Contractor will be responsible for all specifications and requirements to accompany the bid sheet.

All pages of this RFP must be returned with vendor proposal.

Thank you for your interest in our District.

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It is the Vendor's responsibility to make sure their proposal is received by the District on time. Time of receipt will be determined by the District's clock. Proposals will be received for **RFP # 2019A until Thursday, April 18, 2019 at 3:00 p.m.** Proposals will be opened and read on Tuesday, April 23, 2019 at 3:00 p.m.. A recommendation will be made to the Muenster Board on May 8<sup>th</sup> at the Regular Monthly Board Meeting.

**Faxed, emailed, or copied proposals will not be considered.**

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Thank you for your interest in our District.

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## **I GENERAL SPECIFICATIONS**

### **Purpose**

It is the Muenster ISD's desire to evaluate all possible options for administering and improving the custodial service operations of the District. This RFP is issued for the purpose of negotiating a contract for complete custodial services for the District. In the RFP, the vendor will be referred to as the "Contractor" and the Muenster ISD as the "District".

### **Term of Contract**

The District desires a (3) three year contract with a renewable (2) two (1) one year extensions that includes custodial operations at all school locations as listed in attachment.

### **Scope**

The contract requested would cover custodial operations of approximately **153,000+ cleanable square feet** of District buildings. Total square footage does not include kitchens or storage areas. See attached listing of building location and each building's cleanable square footage. (Page 13)

The Contractor will provide administrative and technical direction for management of custodial operations that will ensure dependable and efficient performance of the District's sanitation and cleaning. The service will include maintaining buildings in a condition acceptable to the District while meeting their budget expectations.

The District is seeking a "turn key" proposal. Proposal prices are "turn key" only and will include all of the following as well as extracurricular activities sponsored by the District.

Contractor's performance will include, but is not limited to, management and responsibilities in the following custodian duties:

- Work Assignments – Oversee a sound custodial program, including use of a system that will help align duties according to standard square footage ratios.
- Quality Assurance – Establish and maintain a system that will also be used to insure acceptable cleaning standards.
- Procurement of Custodial Employees – Provide efficient system in hiring employees and substitutes.
- Procurement of Cleaning Supplies – Provide a system of supply storage and delivery to campuses and buildings as necessary for efficient operation of custodial duties.

**Submission Deadline**

***Sealed proposals will be received from March 20, 2019 until April 18, 2019 at 3:00 p.m. Proposals will be opened on April 23, 2019 at 3:00 p.m. A recommendation will be made by administration to the Board at their May 8, 2019 Board Meeting. Proposals will be received in the Business Office located at 113 E 7<sup>th</sup> St., Muenster, Texas 76252.***

**Contract Start Date**

Beginning date of the contract will be negotiated; however the District desires a start date of no later than July 1, 2019 for custodial services.

**Communications**

All inquiries and requests for information regarding proposal submission requirements shall be directed to:

**Mr. Steven Self  
Superintendent  
Muenster ISD  
P.O. Box 608  
113 E. 7<sup>th</sup> St.  
Muenster, Texas 76252**

**Proposals**

Sealed envelopes containing the proposal must be addressed as listed above and should be marked on the outside of the sealed envelope **“RFP #2019A Custodial Services”**. **Return this Request for Proposals in its entirety. It will be the basis of any agreement between the District and the Contractor.**

**Waiver of Formal Defect**

The District may waive any technical or formal defect in any proposal not prepared and submitted in accordance with the provisions herein, and reject any or all proposals. The District will make the award to the most responsive Contractor according to its own judgment and in the best interest of the District.

**Late Proposals**

***Any proposal received after April 18, 2019 at 3:00 p.m. will not be considered. The District will not accept faxed or emailed proposals.***

**Facility Inspections**

It is the responsibility of the Contractor to preview all custodial related buildings. **Proposals from Contractors that do not personally inspect the District facilities will not be considered.** Contractors must make an appointment.

**Contract Award**

Award shall be made to the one qualified firm whose proposal is determined to be the most advantageous when taking into consideration the evaluation factors set forth in the sections that follow, including overall long-term value to the District. Negotiations can take place only after a successful bidder is selected by the District. There is no obligation on the part of the District to award a contract. Any contract awarded will be awarded to a single firm.

**Addenda**

Any changes to this RFP will be made by addendum and such changes will prevail over previously issued information. Addenda issued will be transmitted to firms on record to participate. Each firm submitting a proposal is responsible for the latest addendum incorporation.

Anyone obtaining RFP documents from a source other than the District must notify the District of a contact name, address, telephone, e-mail and facsimile number in order to receive any correspondence, including addenda.

**II PROPOSAL REQUIREMENTS****Contract Term**

The successful firm will be awarded a three year contract. Contractor should bid an annual cost per square foot and total annual cost for each year of the contract term. At the end of the three year contract, the District may extend the contract at the District's discretion and in the best interests of the District.

**Additional Fees**

The Contractor may request additional fees:

- anytime the District acquires and assigns to the Contractor additional facilities or additional duties not described in this bid specification.
- to comply with any state or federal legislation that would affect the wage structure, such as federal Minimum Wage Laws, or any other economic exigency that may affect the state or federal economy affecting supplies and other custodial operations.
- To provide competitive hourly wage for the custodial personnel employed by the contractor, contractor will request negotiated wage increases with the district any time the district increases hourly wages of like employees within the district.

Any increase will be commensurate with the cost per square foot within the base quote of the annual bid price per square foot within the school year that the increase is requested, or by the effect of hourly wage increases mandated by Minimum Wage Laws. *It is stressed that the District recognizes these contingencies yet still expects “turn key” proposals.*

### **Contract Payments**

The Contractor will invoice the District once per month with payment due at the end of each month.

### **Liability Insurance**

Throughout the term of the contract the Contractor shall carry Commercial General Liability coverage of \$1,000,000 combined single limit policy aggregate. The certificate of Insurance will be submitted with the proposal. In the event the Contractor fails to maintain and keep in force the insurance coverage required, the District shall have the right to terminate any contract resulting from this RFP.

### **Employment**

The firm will be required to hire the number of full time equivalent employees needed for the operation in accordance with its goals to provide the District with an efficient and successful cleaning program. This would also include management, supervisory, and clerical as required. (See page 9, Management, for specific District Manager required employment.)

### **Interpretation**

Any questions as to the meaning of the RFP should be directed in writing to the individual(s) indicated. The District will attempt to provide adequate clarification to specific questions directly to the firm submitting the question. Only in cases where the District discovers probable cause for all proposing firms to misinterpret the meaning and intent of the document will an addendum be issued. All clarifications and interpretations issued by the District will be final and binding upon the recipient. Cost or problems associated with misinterpretation of the intent of the RFP or because of failure to receive addenda will be the responsibility of the proposing firm.

### **Qualifications**

A contract will only be awarded to a qualified firm with proven capability to provide the full range of services specified. The following information and documentation must be furnished by the Contractor when submitting the proposal.

1. The name and address of the operating company must be listed.
2. General background and experience of the company.
  - a. Number of years in business-The Contractor must show evidence of having operated a public or private school facility contract for a minimum of (5) five consecutive years.

- b. The Contractor must list the total number of current school contracts with name, address, and telephone numbers, along with the length of time employed by each school District. Contractor must list not less than (5) five current school District references.

### **Felony Notification Document**

Contractor will complete the attached Felony Notification Document. (See page 12)

### **Negotiations**

The District may conduct final negotiations, to include any items or costs not reflected in this RFP only after selecting the successful firm in order to insure the best overall program design and to achieve the best business arrangement for the parties.

### **Background Checks**

All new employees of the selected firm must undergo a criminal background check according to state requirements prior to beginning work. No employee with a felony conviction or a conviction of sex crime, crime of moral turpitude or any crime against a child may be employed. Records of backgrounds must be made available to the District at any time.

### **Agreement Not to Hire**

The District and the selected firm will agree not to hire each other's management employees without permission.

### **Offices/Storage**

The District will provide for the selected firm suitable central storage facilities and suitable storage facilities at each work location.

### **Equipment**

The Contractor will provide all necessary equipment for the successful completion of the services required. Any equipment that requires replacement or any required additional equipment will be provided by the Contractor. Cost of equipment necessary to maintain an acceptable sanitation and cleaning program should be within the total proposal.

### **Supplies**

- The Contractor will provide all cleaning chemicals, floor finishes, and waxes as needed for an efficient and complete cleaning program for the District.
- The Contractor will provide all paper goods necessary for all restrooms. The Contractor will provide all plastic trash can liners as needed for cleaning purposes.
- The Contractor will provide and maintain all paper and soap dispensers.
- The Contractor will provide the paper dispensers at no charge when they are made available by the Contractor's suppliers.



- The Contractor will not provide paper goods (Kleenex, paper towels etc.) for the classrooms. The Contractor will not provide classroom trash cans, unless requested at additional cost to the District.
- The Contractor will not provide any supplies used in kitchen and service preparation areas.
- The Contractor will provide supplies for cleaning the cafeteria.
- Feminine hygiene dispensers, their products, and any monies will be the responsibility of the District.

### **Termination of Contract**

Any agreement between the District and the Contractor may be terminated with a (30) thirty day written notice. However; if the reason for termination is due in full, or in part, on the performance of the Contractor, then the District shall provide the Contractor with (45) forty-five days to cure such deficiencies by improving the service to a level which is acceptable to the District.

## **III Proposal Evaluation and Criteria**

### **Proposal Selection**

The criteria to be used for the selection of a proposal will be that listed in the Education Code. Section 44.031.

(b) Except as provided by this subchapter, in determining to whom to award a contract, the District must consider:

- (1) the purchase price.
- (2) the reputation of the vendor and of the vendor's goods or services.
- (3) the quality of the vendor's goods and services.
- (4) the extent to which the goods or services meet the District's needs.
- (5) the vendor's past relationship with the District.
- (6) the impact on the ability of the District to comply with laws and rules relating to historically underutilized businesses.
- (7) the total long-term cost to the District to acquire the vendor's goods or services.
- (8) any other relevant factor specifically listed in the request for bids or proposals.

**It should be noted that low bid will not necessarily be selected.** The District will use these criteria to award in the best interest of the District. The District reserves the right to reject any or all bids or any part of any bid.

### **Performance Review**

The District desires a successful relationship with the Contractor to ensure a quality cleaning program. To achieve that goal, the District will require availability of the Contractor's on-site manager for daily monitoring and supervision of custodial operations. The District's personnel may inspect school premises from time to time to determine that the premises are maintained in a clean and sanitary condition.

## **IV Custodial Specifications**

The Contractor will provide a District Manager that will be available to the District management at all times.

The Contractor ownership and area manager will provide additional support for the District Manager. Contractor will provide cell phone for District management personnel to ensure immediate response to the District administration.

### **Training**

The Contractor will provide custodial management with personal training, material, and technical support training necessary for management of the custodial department.

### **Daily Operations**

The Contractor will be responsible for daily operations, on a full-time basis, all year long. Supervisory management will be available to the District administration at any time. Contractor will also provide additional communication for the District administration to area managers and ownership.

### **Employment**

It will be the right and responsibility of the successful Contractor to adjust time schedules as required for the success of the services provided.

The Contractor will perform all duties pertaining to new employment, and employee status whether it is termination or promotion, and all recommendations pertaining to these personnel. The District reserves the right of approval of all custodial employees and the Contractor will notify the District of any employment changes. The Contractor further agrees that upon request of the District, it will remove from the District's premises or from employment any employee who, in the opinion of the District, is guilty of improper conduct, not qualified to competently perform the work assigned, or whose presence is deemed detrimental to the District's best interest.

## **Custodial Requirements for Extracurricular Events**

- Custodians will be responsible for opening and securing buildings during the normal cleaning day. **The District will determine the time at which the buildings will be secured in the evening.**
- Upon notification from the District, the Contractor will reschedule employees to cover clean up duties after any of the District's sponsored activities at night or on weekends at no additional cost. This cost will be within the base bid of each vendor.
- The gymnasium or any other special event areas will be prepared before each game or school sponsored event and will be in "game ready" condition. The school lobby outside gymnasiums will be policed and monitored during all athletic and extracurricular events. It is the District's responsibility to provide Contractor with event schedules and notification of any events not listed on schedules.
- The Contractor will have restrooms and press box ready before and after each football game. The Contractor will be responsible for cleaning the stadium to include trash pickup and removal.
- The Contractor will refinish all gym wooden floors, usually one time per year during the summer using industry standard.

## **Uniforms**

The Contractor will provide uniforms for all Contractor personnel.

## **Exclusion of Duties**

- Mechanical maintenance except duty to report such.
- Any internal kitchen cleaning and kitchen supplies.
- Weekend cleaning or setup for any non-District events, unless requested by the District at an additional charge of \$17.00 per hour.
- Moving of heavy furniture, supplies, or equipment, except when ample employees are available.
- Changing of light bulbs except in fixtures at normal room height.
- Post-construction cleaning of new or renovated facilities except at an additional charge negotiated with the District.

- Removal of any medical waste, such as hypodermic needles etc. from the nurse's office. The District will be responsible for proper disposal of such waste.
- Cleaning of computers or other sensitive electronic equipment that is better cleaned by its operators.

**Felony Conviction Notification**

State of Texas Legislative Senate Bill No. 1, section 44.034, Notification of Criminal History Subsection (a), states, "a person or business entity that enters into a contract with a school District must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony." The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states, "a school District may terminate a contract with a person or business entity if the District determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in services performed before the termination of the contract.

This notice is not required of a publicly-held corporation  
Please complete the information below

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been received by me and the following is true to the best of my knowledge.

Vendor's Name:  
Authorized Company Official's Name (Please Print or Type)

\_\_\_\_\_

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Company Official: \_\_\_\_\_ Date \_\_\_\_\_

B. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature of Company Official: \_\_\_\_\_ Date \_\_\_\_\_

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s) \_\_\_\_\_

Details of Conviction(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Company Official Date \_\_\_\_\_

**Muenster ISD**  
**Facility Location and Square Footage**

<b><u>Location</u></b>	<b><u>Square Footage</u></b>
High School 205 East 7th	37,101
Hornet Gym 217 East 7th	15,351
Field House 323 East 7th	25,754
Agriculture Building	7,752
Agriculture Shop	6,650
Agriculture Barn 1930 CR 310	2,500* See page 19 for clarification
Junior High 135 East 7th	18,050
Press Box	800
Ticket Booth	85
Football Comfort Station	660
800 Building (Mainly Storage) 814 N. Oak	1,576
District Administration Building 113 E. 7th	1,796
Elementary 912 Walnut Street	38,000
	<b><u>153,575</u></b>



**BID SHEET**

I have received a Request For Proposals as prepared by the Muenster ISD for District Custodial Services. I agree and submit all documents as required by the RFP and its specifications and our company submits the following cost information for your complete custodial services.

Cost Breakdown of Vendor’s Proposal is as follows:

Fiscal Year	Annual Cost	Cost Per Square Foot
SY 2019-2020		
SY 2020-2021		
SY 2021-2022		

I have attached all pages of this Request For Proposals, completed all required areas, signed all designated areas, and enclosed all required documents. This entire RFP will become the basis of any agreement between the District and Contractor.

Company\_\_\_\_\_

Address\_\_\_\_\_

City/State/Zip\_\_\_\_\_

Code\_\_\_\_\_

Telephone\_\_\_\_\_ Fax\_\_\_\_\_

Authorized Representative\_\_\_\_\_   
 Print

Title/Position\_\_\_\_\_

Authorized Signature\_\_\_\_\_



## **V. Cleaning Frequencies**

The following pages list typical frequencies for cleaning. The frequencies may be adjusted to the District's satisfaction.

In addition to these attached frequencies, the District requires the following items as part of the frequencies within the entire cleaning program

- Contractor shall instruct day-shift custodians, Monday through Friday, to check and police lobbies and restrooms. Custodians will be available to answer emergency cleanup spills, or special events cleaning, etc. in all of the District buildings.
- Contractor shall empty all indoor and outdoor waste containers to dumpsters, and shall keep dumpster areas clean and free of debris and litter five days per week.
- Contractor shall assist the maintenance staffing clearing snow and ice from entrance and sidewalks. The District will provide de-icer materials.
- Contractor shall police trash around the immediate buildings, entrances and walkways to the curb.
- Contractor will respond as necessary and continuously be aware of infectious disease problems within the District's facilities.

## **Cleaning Specifications and Frequencies**

Listed below are specifications and frequencies for specific areas. These frequencies are levels that can achieve a level of cleanliness that is satisfactory to the school's administration, faculty, students, and school patrons and visitors. *These frequencies may be fluctuating and altered in each school's needs and requirements.* Custodians may need to alter any of these frequencies upon request of the District. Day custodians will be available to the building Principal and staff as needed for sanitation, assistance, and emergency situations.

### **Classrooms, Offices, Laboratories, Restrooms**

#### **Daily**

Sweep all hard surfaced floors with dust control tools.

Vacuum carpeted areas.

Damp Mop entries, lobbies, corridors

Spot mop classrooms

Dust baseboards and lower ledges (or as needed)

<b>Monitor Restrooms</b>	<b>Clean, Disinfect, and Polish hand basins, commode seats and cover. Clean towel and paper fittings, metal and mirrors. Remove marks from doors and/partitions. Replenish soap, towels, and toilet paper, etc. Spot wash walls, partitions, doors. Monitor throughout the day.</b>
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Clean and polish water fountains

Clean glass entrance doors, partitions, panels

Dust and clean glass furniture glass tops

Empty classroom waste cans

Police and pick up trash of immediate exterior of buildings and sidewalks to street curb

## **Weekly**

**Dust wood furniture, desks, podiums, shelves, etc.-Clean surfaces**

**Polish furniture with suitable polish**

**Wash chalkboard or whiteboard completely as product recommends**

**Clean and spot wash interior walls as needed**

**Spray buff classrooms, offices, etc.**

**Dust high ledges and surfaces**

**Wash window inserts doors**

**Dust lighting fixtures not normally done daily**

**Spot cleaning of carpeted areas as needed**

## **Annual**

**Strip and finish hard surfaced floors one time per year.**

**Wash interior reflecting surfaces, lamps, shades, louvers, etc. one time per year.**

**Damp clean window blinds one time per year.**

**Wash interior of all exterior windows twice per year.**

**Dust and damp wipe ceiling vents as much as four times per year.**

**Shampoo and heavy extraction in carpeted areas**

**Agriculture Barn at 1930 CR 310**

***During stock showing season, twice a week, restrooms and public areas at the Agriculture Barn to be checked and cleaned. This will continue for 2 weeks to a month.***

## Common Areas

### Daily

Vacuum all runners, mats, etc. (provided by School)

Damp wipe hand rails, banisters, of landings and stairwells with appropriate cleaners.

Sweep and police hallways.

Damp mop entries, lobbies, corridors.

Clean and polish water fountains.

Clean glass entrance doors, partitions, display cases as needed.

Police wall surfaces. (tape, pins, etc.)

Empty all indoor and outdoor waste containers, take to dumpster and police area.

Clean and damp mop cafeteria/dining area, empty trash, and straighten tables.

Unlock and then secure all building doors and entrances morning and evening after cleaning hours.

### Weekly

Dust pictures, logos, sculptures, decorative fixtures.

Spray buff hall and landings.

Spot clean carpets.

Dust high ledges and surfaces (twice per month)

Wash window inserts on doors.

Wash white boards, bulletin boards, as required my manufacturer.

Spot wash hallway wall surfaces.

**Annual**

**Shampoo carpet and heavy extraction (twice per year)**

**Strip and apply finish on hard surface floors, to include gymnasiums.**

**Dust and damp wipe ceiling vents. (four times per year)**

**Wash interior of windows.**

**Wash and refinish cafeteria floors.**

**Damp clean louvers, shades, and window blinds. Etc.**

