



Three Rivers Local School District
401 N. Miami Avenue
Cleves, OH 45002

RFP Specifications – Custodial and Maintenance

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1. Purpose

The purpose of this RFP is to obtain proposals for custodial maintenance services at 3 buildings in one location:

Location

- A. Three Rivers Educational Campus includes Taylor High School, Taylor Middle School, and Three Rivers Elementary School.
- B. Address: 56 Cooper Ave., Cleves, OH 45002
- C. Square Footage – 283,000 square feet

2. Owner & Contact Information

The owner is the:

Three Rivers Local School District Board of Education
Cleves, Ohio

Contact person for questions regarding this RFP

Tom Olson, Director of Human Resources and Operations
Phone - (513) 941.6400
Email – tolson@trlsd.org

Contact person for questions concerning current custodial practices of Three Rivers Local School District:

Michael Nye, Facilities & Operations Supervisor
Phone - (513) 941.6400
Email – mnye@trlsd.org

Any potential contractor who would like to tour and walk the facility is welcome to join us on **Tuesday, April 5, 2022 at 10:00 a.m.** Please meet at the elementary school entrance and plan on 90-120 minutes for the tour.

3. Intent of the RFP

Three Rivers Local School District has interest in receiving proposals from professional quality custodial maintenance companies, (hereinafter referred to as the “contractor”), to provide custodial and maintenance personnel to Board owned structures for general cleaning on a daily, on-going basis. The District intends to contract for personnel services, cleaning equipment, cleaning materials, and uniforms necessary for the daily activities of the personnel supplied by the contractor. Custodial services will be predominately second shift, working after the student day is complete and then moving to first shift for summer cleaning and cleaning over holiday breaks. Three Rivers Local Schools employs custodians to cover first shift during the student days, and will work with the contractor during holiday and summer breaks. Maintenance staff will work first shift and report to the Three Rivers Supervisor of Facilities and Operations for work to be completed. Three Rivers Local Schools will be in charge of a work order system to track maintenance requests.

4. Resources & Restrictions

The contractor must be capable of providing all of the human resources, equipment, supplies, etc. needed to perform this project on an on-going basis for an initial three (3) year period, renewable for extended years based on a variety of factors to be negotiated in an agreement subsequent to the RFP process. The District reserves the right to interview all personnel proposed to work at all sites. All personnel working at the sites will be subject to a criminal background check and random drug tests. It is the intention of the district to decide upon candidates presented by the contractor and those chosen will be supplied to the district on a regular and repeated basis through the term of the referenced agreement subsequent to this RFP. The District expects a reasonable amount of substitutions of personnel may happen due to illness or family emergency, however, it is the intention that the people chosen to work at the sites are in regular attendance and becoming a known party of the support team of the building. In the event of an absence of a person supplied, it shall be the option of the Owner to fill that position with a substitute offered by the contractor, or leave the position vacant during the absence.

5. Financial Responsibility & Reporting

Contractors responding to this RFP must include details of financial fitness with financial statement information; liability and w/c insurance; and bonding for employees. Reports that could be requested include:

- Three years, plus the current year financial statements
- A current Dunn & Bradstreet Report
- Resumes of the owner(s) and principals of the contracting business.
- A statement of the number of employees currently working the business.
- A statement that all Ohio Personal Property Taxes are paid.
- Detail company professional organization affiliations and ongoing training of personnel
- General liability insurance against any and all claims or injuries to persons or damage to property occurring or arising out of contractor's obligations set forth herein.

6. Contractor Service History

The contractor must demonstrate a proven track record of quality services of the type to be performed under this RFP. The contractor must have been performing such duties for clients of significant size for a minimum of 5 years. Include details of previous projects including dollar value and references with phone numbers.

7. RFP Instructions – Proposal requirements

Site visits can be scheduled for the purpose of identifying the major areas of the structures to be cleaned and maintained. Building maps are included as additional exhibits.

The contractor may not sub-contract any portion of the work.

Quality of work to be performed shall be a major consideration in the awarding of a contract subsequent to this RFP. As part of the award process, each contractor may be required to make a presentation of his or her proposal before a review committee. The presentation will be for the purpose of demonstrating that the prospective contractor fully understands the scope of the work and will meet all of the requirements and intent of the RFP. It is the intention of Three Rivers Local Schools to engage a highly qualified and experienced company to provide custodial services for the district. Proposals should be in the form of bound reports, easy to open flat. Pages are to be 8 1/2" x 11", with optional foldouts when necessary. Compliance with these guidelines is essential to the ability of the selection committee to evaluate submittals fairly.

The response shall include the following elements:

Section Content:

1. Cover Letter
2. Firm Experience
3. Fee Proposal
4. References
5. Miscellaneous Forms

The following summarizes the desired information for each of the above sections. Attach any additional data you feel is appropriate to provide a better understanding of your firm, its management structure, firm philosophy, why you should be considered for this project and your ability to undertake this project at this time (in terms of services, experience, personnel or other commitments).

Cover Letter:

A covering letter of not more than one page may be provided at the front of the response.

Firm Experience:

Provide a statement of similar project experience by the firm. Include the names of the companies that were recipients of your services, dates description, start and completion dates, address and phone numbers and email addresses. Describe your experience in the Southwest Ohio area.

Fee Proposal:

Propose your fee in a lump sum basis for the entire contract for a one-year period. If there will be additional charges outside the proposed fee, they will be noted at this point. Note that the award of this contract will be based on price, performance, and experience. The best bid will be considered as lowest and best bid, meaning the lowest price bidder may

not be awarded the contract.

References:

Provide a minimum of three references consisting of names, addresses, email addresses and telephone numbers of all clients of similar size and requirements to Three Rivers Local School District.

8. Scope of Work

Every Day Cleaning (During the School Year)

The buildings will require daily cleaning from the general classroom activities and function of a school. During the district's 172-day academic calendar and 12 additional staff professional days, it is expected that all personnel supplied by the contractor will work shifts as required to address contractor efficiency needs and requirements. Supervisory personnel of the contractor will make the second shift custodial assignments and manage custodial staff. The Contractor will assign personnel to first shift to perform maintenance operations. The Contractor should anticipate the following staffing requirements:

- 2nd and/or 3rd Shift custodians conduct the general cleaning of the building through established work schedules as well as set-up, tear-down, or cleaning for school events. (Exhibit 2 daily cleaning specs)
- From time-to-time it may be necessary to cover events on the weekends/holidays. The Contractor will follow normal standards/rules whereby plus-hours are handled providing equal opportunity for increased earnings for the personnel in each building.
- Expectations exist for specific and detailed cleaning in high visibility areas (office suites, kitchens) throughout the buildings.
- Additional vendor requirements include supplying all cleaning agents, chemical, rags, towels, floor finish, stripper, and related materials. Equipment to include is cleaning carts, vacuums, carpet scrubbers, floor buffers and auto scrubbers.
- Resupply restrooms and kitchen areas with trash liners and hygienic items as provided by the District (paper towels, toilet paper, hand sanitizer and soaps, etc.). Notify District as stocks of district supplied materials are low before being depleted.
- Provide for grounds pickup of loose debris, empty outside trash receptacles, shoveling sidewalks in inclement weather and applying ice melt as necessary.
- Provide necessary contact numbers and emergency contacts.

Cleaning During Fall/Winter/Spring/Summer Breaks

During breaks in the school calendar, all evening custodians will be expected to work a modified day shift. Some may be expected to work a later shift in order to maintain coverage in the building for afternoon and evening activities. This would also include Contractor supervision. Cleaning specifications during these periods would change and some hour reductions could occur (Exhibit 3 – summer/holiday cleaning specs). Duties for summer cleaning would include but not be limited to:

- Stripping/shower scrubbing and re-finishing of all floors
- Heavy duty cleaning of classrooms to include furniture, windows (inside & out) blinds/shades, cleaning light fixtures and diffusers, vent grills, washing walls.
- Cleaning stairwells
- Heavy duty cleaning of all surfaces and all restrooms.

Every Day Maintenance Responsibilities (all year)

- Replace light bulbs and ballasts
 - Unclog toilets, repair flush valves, repair faucets, and drinking fountains
 - Change air filters twice a year
 - Perform light carpentry, dry wall repair, and painting
 - Install/repair door hardware
 - Replace existing light switches and/or electrical outlets
 - Replace belts on any belt-driven equipment (air handler for example)
 - Assemble furniture and move furniture, as needed
 - Replace ceiling tiles as necessary
- **Work with the Owner to perform preventative maintenance, including but not limited to:**
- Check fuel levels in generators
 - Verify sump pump is operating properly
 - Monitor key components of the TREC campus such as the HVAC system
 - Check and verify fire extinguishers are operational
 - Check and verify eye wash stations and emergency shower stations are operational
 - Report to Owner that preventative maintenance has been completed.

District Responsibilities

- Provide a district contact for contractor services to act as a point of contact for all issues, concerns, and questions regarding the performance of custodial cleaning agreement.

- Provide schedules of weekly activities by building and notification regarding additional coverage.
- Provide hygienic supplies including hand soap, hand sanitizer, roll towels, toilet paper.
- Provide ice melt for sidewalks.
- Provide ceiling tiles and light bulbs.
- Provide location at each facility for vendor to store cleaning supplies and equipment
- Provide access control cards for each building.

Penalty for Failure to Perform

The District will evaluate the quality and completeness of custodial services to the district's various facilities and communicate with the Contractor's Supervisor regarding any deficiencies that need to be addressed. If the deficiency is not corrected the District will provide written notice to the Contractor's Supervisor and the Contractor office. Once a written notification of a deficiency is issued by the District, the district will deduct fifty dollars (\$50.00) from the Contractor's fee. This penalty would occur each time a deficiency letter is issued. The District would provide verbal notice prior to a deficiency letter being issued.

9. Supervision

Supervision of the Contractor's employees will be accomplished using Contractor personnel for all second and/or third shift employees. First shift maintenance staff will report to the Owner's supervisor. (The district may request additional supervision of district personnel during contract term.)

10. Daily Direction / Coordination

Direction and coordination of daily or different needs of the Contractor's personnel serving in the buildings shall come from the Owner's supervisor of facilities and operations, with support and coordination of the Contractor's supervisor. All Contractor personnel working on evening or other shifts shall also be supervised by the Contractor. Daily direction shall not include issues/disputes involving the agreement between the Contractor and the Owner. Such matters will be addressed by the Superintendent/designee and/or Treasurer/CFO.

Cleaning issues shall be coordinated between the Contractor's on-site supervisor and the Owner's supervisor of facilities and operations.

11. Training

It is an expectation of the Owner that the successful responder to this RFP will demonstrate a sound and on-going training program covering representative issues such as life safety, diversity, sexual harassment, and other topics important to employee training. It is expected that the contractor will make every effort to provide personnel with experience in custodial *and maintenance* matters. It is also expected that all personnel supplied by the Contractor will

possess a decorum that allows them to interface successfully with parents and young children as well as the general public. The Owner will provide training in matters of cleaning that are specific to the quality expectations of the district.

12. Manuals

Each responder to the RFP shall provide a copy of the complete set of documents their employees receive at hire. In order for the RFP of a contractor to receive consideration. The documentation must indicate said contractor is an equal opportunity employer and evidence exists of an established safety program.

13. Acceptance / Rejection of RFPs

The Board of Education expressly reserves the right to accept or reject any and all proposals for any reason, and to waive any irregularities of any kind for any reason. This RFP and the resulting responses do not create an obligation for the Board to contract for services. Eventual choice of a Contractor shall not be based on price alone, and will include considerations such as quality of the company as evidenced in the response, history of service in like application with similar clients, adherence to the guidelines of the RFP, positive reference, and other factors.

Should the Owner find it beneficial, it may at its sole discretion, elect to conduct in-person or virtual follow-up interviews with a select number of proposing Contractors.

Should the Owner find the offerings of one Contractor superior to all other, the Owner and contractor will enter into contract negotiations that will dictate the terms of an agreement under which services may be provided. Any agreement forthcoming from this process shall be able to be terminated by either party without mutual consent from the other party with notice not to exceed thirty (30) days.

COVID CLAUSE

In the event of an extended closure due to unforeseen events such as COVID19 or other future pandemics the District would agree to pay 50% of the agreed upon normal rates for a period of 60 days. After 60 days no further contractual payments would be made except where required by federal, state or local legislation.

RFP's should be submitted by 12:00 p.m. (noon local time) on Monday, April 18, 2022.

The RFP review process will begin on Tuesday, April 19, 2022.

Exhibit #1

Custodial and Maintenance Services Quote

Custodial Services Quote

1. Number of custodians required to clean all three buildings according to the Daily-Weekly cleaning specs:
 - a. Second shift custodians:
 - b. Third shift custodians:
2. Placement of Custodians with the TREC Campus – assigned cleaning areas per custodian:
 - a. Second shift custodians:
 - b. Third shift custodians:
3. Cost per custodian:
 - a. Cost per day/week/month:
 - i. Second shift custodians:
 - ii. Third shift custodians:
 - b. Additional cost for substitutes (if any):
4. Procurement and payment for cleaning supplies/materials – state the process you will use to order and maintain supplies, and who is responsible for this process:
5. Summer cleaning – additional personnel or expense (if any):
6. Saturday and Sunday services cost per custodian:
7. Holiday services cost per custodian:

Maintenance Services Quote

1. Number of maintenance personnel needed to maintain the TREC Campus (full-year position):
2. Cost per maintenance staff member (full-year position)
 - a. Cost per day/week/month:
 - b. Additional cost for substitutes (if any)
3. Additional maintenance personnel cost for emergency reporting on Saturdays, Sundays, or holidays:

EXHIBIT #2
Three Rivers Local Schools
Daily and Weekly Cleaning Specs – During the School Year

Classrooms - Daily

Backpack vacuum / dust mop floors and carpet
Spot mop floors
Remove trash and replace liner
Clean desk and table tops
Clean classroom sink
Clean white boards
Empty pencil sharpeners
Refill paper and soap dispensers

Classrooms -Weekly

Damp mop entire floor
Clean door glass and door frame
Spot clean walls around trash cans

Restrooms and Locker Rooms

Sweep floors
Empty trash and replace liners
Refill paper and soap dispensers
Remove graffiti
Clean mirrors
Clean and disinfect sinks
Clean and disinfect toilets and urinals
Spot clean walls and partitions
Damp mop floor

Entrances, Hallways, Stairs, and Lobbies - Daily

Dust mop/sweep floors and stairs
Auto scrub or wet mop floor
Vacuum carpet and walk-off mats
Clean entry door glass and side panels
Clean and disinfect drinking fountains
Remove trash and replace liners
Spot clean walls and locker fronts of graffiti

Entrances, Hallways, Stairs, and Lobbies - Weekly

Dust ledges

Wet mop stairs
Clean display case glass
Buff floors

Media Centers, Computer Rooms, Offices, and Teachers' Lounge - Daily

Backpack vacuum / dust mop floors and carpet
Damp mop floor
Remove trash and replace liners
Clean countertops and table tops
Clean entry glass
Clean and disinfect sinks, toilets, and floors (where applicable)

Media Centers, Offices, and Computer Rooms - Weekly

Dust ledges and bookcases
Dust computers
Spot clean walls and door frames

Gymnasiums - Daily

Sweep and dust mop floor
Spot mop floor
Vacuum walk-off mats
Remove trash and replace liner
Locker rooms receive same cleaning as restrooms above
Lobby receives same cleaning as lobbies above
Clean bleachers after events

Gymnasiums – Semi -Weekly

Auto scrub gym floor

Auditorium

Vacuum
Remove trash and replace liners

Stadiums / Fields

Remove trash from bleachers
Remove trash and replace liners
Pick up trash from surrounding areas

Owner's initials _____

Contractor's initials _____

EXHIBIT #3
Three Rivers Local Schools
Summer/Holiday Cleaning Specs

Classrooms

Wash all student furniture
Wash walls and boards (8 feet and below)
Wash doors and door frames
Clean inside of windows
Dust light fixtures
Clean trash cans
Extract carpet
Top scrub and refinish floors

Restrooms and Locker Rooms

Clean mirrors
Clean and disinfect sinks
Clean and disinfect toilets and urinals
Clean walls and partitions
Clean trash cans
Clean dispensers
Top scrub floors
Kaivac where applicable

Entrances, Hallways, Stairs, and Lobbies

Wash walls, railings, etc. (8 feet and below)
Clean inside of windows
Extract entrance mats and carpet
Top scrub and refinish floors

Media Centers, Computer Rooms, Offices, and Teachers' Lounge

Wash all furniture
Wash walls eight feet and below
Clean inside of windows
Extract carpet

Cafeteria

Wash walls eight feet and below
Wash furniture
Clean trash cans

Clean inside of windows

Kitchen

Wash walls eight feet and below

Clean trash cans

Gymnasiums

Wash walls eight feet and below

Sweep and mop bleachers and under bleachers

Auditorium

Vacuum and extract carpet

Vacuum and damp mop stage

Stadiums / Fields

Detail clean restrooms, press box, concession areas

Owner's initials _____

Contractor's initials _____

EXHIBIT #4
Three Rivers Local Schools
TREC Campus Maps







