

REQUEST FOR PROPOSALS

Cleaning for Victory Ridge Academy

For the period of
August 6, 2018 – July 31, 2019

427 & 501 Burns Avenue

Lake Wales, FL 33853

Phone: (863)679-3338

(863)679-3944

kay.west@victoryridge.org

SECTION I PROPOSAL DEADLINE

A. Proposal Deadline: **July 10, 2018 at 4:00 p.m.**

B. Proposals must be electronically delivered to the following:

kay.west@victoryridge.org

C. All proposals must be received by **July 10, 2018 at 4:00 p.m.** Proposals will not be accepted after such deadline. Any modifications to the original proposal must be received prior to the due date and time. Late proposals will not be considered as responsive to the RFP and will be returned to the sender. Faxed or mailed proposals will not be accepted.

Please contact Kay West for a tour of the campus. Tours will take place by appointments only.

D. Issuance of this RFP is coordinated by:

Kay West, Coordinator
Victory Ridge Academy

Questions about this proposal must be emailed to Kay West, email: kay.west@victoryridge.org, fax 863-679-3944.

Prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with Board Members of Victory Ridge Academy or any employee of Victory Ridge Academy, other than Kay West or as directed in the Request for Proposals. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.

SECTION II GENERAL INFORMATION

A. PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

Victory Ridge Academy (VRA) is soliciting proposals to perform cleaning of Victory Ridge Academy campus, an ESE Charter School.

B. BACKGROUND INFORMATION

Victory Ridge Academy is a non-profit corporation organized pursuant to Chapter 617, Florida Statutes, the Florida Not For Profit Corporation Act and Section 1002.33, Florida Statutes. The governing body of the School is the not-for-profit corporation Board of Directors. Victory Ridge Academy is a public charter school that is different from other public schools serving special needs children.

C. SCOPE OF SERVICES

Victory Ridge Academy's campus includes two locations next to each other. 427 Burns property has an administration building, a therapy building and 12 portables. 501 Burns property has a main building and 3 portables. Each portable has a restroom. The cleaning schedule is to follow the teacher working day calendar for the 2018-19 school year through July 31, 2019. See Attachment A for dates. Daily cleaning can start as early as 3:30 pm. Vendors are required to comply with the [Jessica Lunsford Act](#) by having proof of background clearance from the Polk County Schools and be in good health (free from contagious diseases).

One bid is requested for the following areas:

1. The administration building at 427 Burns has 8 office areas, a conference room, a front lobby, a clinic with a shower, 3 restrooms, 2 drinking fountains, a janitor's closet and a kitchenette.
2. The therapy building at 427 Burns has 3 rooms, a large open area, a kitchenette, two (2) drinking fountains, a janitor's closet and 4 restrooms.
3. Twelve (12) portables at 427 Burns property and three (3) portables located at 501 Burns property. Each portable has a bathroom and kitchen sink.
4. The main building at 501 Burns has a cafeteria with a kitchen, 4 classrooms, a nurse/clinic with a sink, 2 janitor's closet.
5. Anticipate in mid-October: Five (5) offices, Conference room, Storage room, Four (4) classrooms, reception area, and staff dining area at 501 Burns. This will complete the downstairs.
6. Hourly rate for an occasional substitute day porter to work approximately five (5) hours per student school days. The day porter will provide custodial duties, light maintenance services such as; replacing light bulbs & fluorescent lighting, unclogging toilets, pulling weeds, pressure washing small areas at a time, touch up painting around campus, moving furniture and small repairs that do not require a certification or special licensing. This position will work between the 2 areas.

Daily:

- Clean, disinfect and deodorize all restrooms and kitchen areas. This includes toilets, walls, mirrors, floors, all sinks, all faucets and wastebaskets.
- Refill all disposables, including toilet paper, paper towels and soap dispensers.
- Clean and disinfect all classroom tables and student desks. Wipe down/clean seats as needed.
- Vacuum all carpeted areas.
- Empty all trash inside and outside. Replace trash bags.
- Sweep and mop all tile floors.
- Clean all doors on all of the building.
- Clean and disinfect therapy tables and clinic bed.
- Clean kitchen area and cafeteria.
- Lock/secure all classrooms and both campuses.
- Clean all drinking fountains
- Clean shower in the clinic at 427 and bathtub in the classroom at 501 Burns

Weekly:

- Clean/vacuum window sills and blinds.
- Clean baseboards.
- Clean air vents.
- Clean, disinfect and deodorize all trash cans

During June/July, when teachers are not in session:

- Two days per week used spaces (typically summer camp in June in limited classrooms)
- Deep clean and disinfect each classroom per schedule, to prepare for new school year.
- Empty all trash inside and outside. Replace trash bags.
- Lock/secure all classrooms and both campuses.

D. CONTRACT PERIOD

The contract period will begin August 6, 2018 and will continue through July 31, 2019. This contract may be renewed on a yearly basis for no more than two years beyond the initial contract. Such renewals shall be made by mutual agreement and shall be contingent upon satisfactory performance as determined by VRA.

SECTION III

A. GOVERNING PROVISIONS AND LIMITATIONS

1. A response to this Request for Proposal does not commit VRA to award a contract or to pay any costs incurred in the preparation of a response. VRA reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with any qualified source, or to cancel in part or entirety this RFP.
2. Contracts negotiated as result of this Request for Proposal may be extended, modified, or de-obligated in order to receive the annual audit successfully. VRA reserves the right to negotiate all terms of the contract and is not bound to accept any terms of the successful responder's proposal.
3. Material misrepresentation in the Request for Proposal shall result in the rejection of the proposal, even after ranking, and may result in termination of the contract.
4. VRA reserves the right to:
 - a. Negotiate an increase or decrease in the contract award based on funds available and/or if it is in the best interest of VRA. In such cases, no additional solicitations or proposals are necessary. This shall include extensions and modifications or time and available funds beyond a single program year
 - b. Negotiate to modify a contract awarded as a result of this RFP, with additional funding as appropriate.

- c. VRA reserves the right to terminate the contract if the contractor fails to perform as agreed in the contract.
5. Potential respondents of the RFP are expected to be familiar with charter school requirements, and other applicable laws, its regulations and appropriate directives governing the program. All applicants selected for an award are expected to understand and comply with all applicable requirements in conducting services under the agreement awarded.

B. THIRD PARTY CONTRACTING

Contractors are required to assume full responsibility for all services. A third-party contracting for services described in this proposal shall be permitted only when previously identified and approved through this RFP process.

C. NOTIFICATION

A letter will notify unsuccessful proposers. The approved proposer will be informed of the funding level and projected time to finalize the negotiations of the contract by telephone, if possible.

SECTION IV REQUIRED INFORMATION

PROPOSAL FORMAT

1. PROPOSAL RESPONSE FORM COVER SHEET—*Attachment B*

2. NARRATIVE RESPONSE TO THE INTRODUCTION

The proposer must provide, in the narrative section, information that indicates an understanding of the purpose of and need for the project as presented in the RFP.

3. STATEMENT OF COMPONENTS:

The proposer must provide a description of their methodology and work plan, which meets the requirements as stipulated in the RFP. This description must include, at a minimum the following:

One bid is requested for the following areas:

- 1 The administration building at 427 Burns has 8 office areas, a conference room, a front lobby, a clinic with a shower, 3 restrooms, 2 drinking fountains, a janitor's closet and a kitchenette.
- 2 The therapy building at 427 Burns has 3 rooms, a large open area, a kitchenette, two(2) drinking fountains, a janitor's closet and 4 restrooms.

- 3 Twelve (12) portables at 427 Burns property and three (3) portables located at 501 Burns property. Each portable has a bathroom and kitchen sink.
- 4 The main building at 501 Burns has a cafeteria with a kitchen, 4 classrooms, a nurse/clinic with a sink, 2 janitor's closet.
- 5 Anticipate in mid-October: Five (5) offices, Conference room, Storage room, Four (4) classrooms, reception area, and staff dining area at 501 Burns. This will complete the downstairs.
- 6 Hourly rate for an occasional substitute day porter to work approximately five (5) hours per student school days. The day porter will provide custodial duties, light maintenance services such as; replacing light bulbs & fluorescent lighting, unclogging toilets, pulling weeds, pressure washing small areas at a time, touch up painting around campus, moving furniture and small repairs that do not require a certification or special licensing. This position will work between the 2 areas.

4. DESCRIPTION OF ORGANIZATIONAL CAPABILITY

The proposer must provide:

- a. A synopsis of the proposer's corporate qualifications, indicating their abilities to manage and complete the proposed project;
- b. Evaluations of projects similar to the one proposed in the RFP (previous experience is desired but not necessary);
- c. The proposing organization's
 - Federal Tax Identification Number
 - Florida Tax Identification Number (if applicable)
- d. An explanation outlining the staff that will be providing the service, their qualifications and their number.

5. CONTRACT BUDGET AND RATE JUSTIFICATION

Budget – prepare a detailed line-item budget for the proposed services.

The rankings of the selection committee shall be reviewed by the Request for Proposal Committee. The final rankings will be made by the Request for Proposal Committee and recommended to the VRA Board for approval. VRA shall enter into negotiations with the top ranked proposer. Should these negotiations be unsuccessful, VRA may enter into negotiations with the successively ranked proposers.

SECTION VII ATTACHMENT

<i>Attachment A</i>	2018-2019 CLEANING DATES
<i>Attachment B</i>	PROPOSAL RESPONSE FORM

2018-2019 Cleaning Dates

August 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31 = 20 days

September 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28 = 19 days

October 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29, 30, 31 = 23 days

November 1, 2, 5, 6, 7, 8, 9, 13, 14, 15, 16, 26, 27, 28, 29, 30 = 16 days

December 3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21 = 15 days

January 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 22, 23, 24, 25, 28, 29, 30, 31 = 19 days

February 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 21, 22, 25, 26, 27, 28 = 19 days

March 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22 = 16 days

April 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 22, 23, 24, 25, 26, 29, 30 = 21 days

May 1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 28, 29, 30, 31 = 22 days

June 4, 6, 11, 13, 18, 20, 25, 27 = 8 days

July 2, 5, 9, 11, 16, 18, 23, 25, 30 = 9 days

Day porter will work the same days except for August 6-10, September 17, October 15, January 4, February 15, and May 31

**PROPOSAL RESPONSE FORM
REQUEST FOR PROPOSALS PROGRAM YEAR 2018 – 2019**

Victory Ridge Academy
Attn: Kay West
427 Burns Avenue
Lake Wales, FL 33853

Cleaning

Proposing Organization Legal Name and Address:

I hereby certify that the information contained in this proposal and any attachments is true and may be viewed as an accurate representation of proposed services. I am authorized/empowered to sign this proposal on behalf of the named organization/agency:

Typed Name

Signature

Typed Title

Date

For Victory Ridge Academy Use Only:

Date Received: _____

Time Received: _____

Received by: _____