



Request for Proposals

For

**New Orleans Charter Science
and Mathematics High School**

New Orleans Charter Science and Mathematics High School
2011 Bienville
New Orleans, LA 70112
Phone: 504-324-7061 Fax: 504-459-2602

**REQUEST FOR PROPOSAL FOR
SCHOOL JANITORIAL / MAINTENANCE SERVICES**

New Orleans Charter Science and Mathematics High School is requesting proposals for school janitorial / maintenance services as described in section III, "Service Requirements". Responses are due to New Orleans Charter Science and Mathematics High School located at 2011 Bienville, New Orleans, Louisiana 70112 by 3:00 p.m. on December 20, 2022.

I. Proposal Instructions

All bids should be submitted via email to procurement@noscighigh.org, (New Orleans Charter Science and Mathematics High School) or fax to 504-459-2602 by 3:00 p.m. on December 20, 2022. Late bids will not be accepted.

All bids should be submitted with a minimum of 3 customer references with contacts, school references are preferred, commercial references with similar or larger square footage acceptable.

All questions, about scope or site visits, should be directed to Donald Neveu via email at procurement@noscighigh.org or phone 504-324-7061 between the hours of 9:00 a.m. – 2:00 p.m. Monday – Friday.

II. Proposal Evaluations

New Orleans Charter Science and Mathematics High School reserves the right to reject any and all proposals received as a result of this RFP.

The selected proposal will be the most advantageous regarding price, quality of service, the Contractor's qualifications, and capabilities to provide the specified service, and other factors, which New Orleans Charter Science and Mathematics High School may consider.

III. Service Requirements

We are looking for a full-service janitorial / maintenance company.

The selected contractor agrees:

1. To utilize appropriate industry standard tools, chemicals, and materials for each necessary application.
2. To utilize the most effective, school safe chemicals available
3. To maintain, at each site, a binder of the Master Safety Data Sheets for every chemical utilized in cleaning the school building.
4. To maintain, for each restroom and common space, a 14-day cleaning log with date, time, and signature fields.
5. To Provide desired services and frequency as described in the table below:

Facility Days of Operation
 Facility Hours of Operations
 Service Days
 Facility Service Hours

**New Orleans Charter Science
 and Mathematics High School**
Monday - Friday
6 a.m. – 6 pm
M - F; weekend as needed
6:00 AM - necessary

Classroom & Offices

| | |
|------------------------------------|--------------|
| Space Cleaning | Daily |
| White Boards | Daily |
| Walls (marks, stains, smudges) | Daily |
| Spot Mop | Daily |
| Sweep with Dust Control | Daily |
| Disinfect Work Surfaces | Daily |
| Interior Glass Doors & Windows | Daily |
| Empty Trash/ Replace Liners | Daily |
| Damp Mop (entire classrooms) | Twice a Week |
| Buff Hard Floors | Bi-Monthly |
| Vacuum carpets, rugs & mats | Daily |
| Dust (furniture, ledges, shelving) | Weekly |

Entrances, Commons & Hallways

| | |
|------------------------------------|---------------------|
| Space Cleaning | Daily |
| Walls & Doors: Remove Marks | Daily |
| Spot Mop | Daily |
| Dust Mop or Sweep | Daily |
| Clean Kick Plates | Daily |
| Buff Hard Floors | Weekly |
| Damp Mop | Weekly or as needed |
| Dust/ Wipe Desks, Tables | Weekly |
| Dust other surfaces: high and low | Weekly |
| Empty trash liners | Daily |
| Furniture: clean appropriately | Daily |
| Spot & stain removal: all surfaces | Weekly |
| Water fountains: disinfect | Daily |
| Vacuum carpets, rugs, and mats | Daily |

| | |
|---|-------------|
| Interior Glass Doors & Windows | Daily |
| Metal fixtures throughout: polish | Daily |
| Interior trash - collect and dispose | Daily |
| Exterior trash collect and dispose to 12' from end of covered entry | Twice a day |
| Clean elevator incl. Door slide wells | Weekly |
| Polish elevator doors | Weekly |

Gymnasium

| | |
|--|--------------|
| Dust mop Gym Floor | Daily |
| Remove trash from seats | Daily |
| Remove Graffiti from benches and Seats | Daily |
| Damp mop Gym Floor | Twice Weekly |

Restrooms, Locker rooms & Showers

| | |
|---------------------------------------|---------------------|
| Empty Trash | Daily |
| Refill Soap and Paper Products | Daily |
| Disinfects toilets & urinals | Daily |
| Disinfect sinks and showers | Daily |
| Clean and polish all Metal fixtures | Daily |
| Walls and partitions: Remove graffiti | Daily |
| Sweep floors | Weekly or as needed |
| Damp mop: floors & lower walls | Daily |
| Scrub grout: Floors & lower walls | Weekly |
| Hi/Lo Dusting | Weekly |

Cycle cleaning include moving non-fixed furniture to ensure a complete cleaning. Every inch of the building needs to be cleaned per annum. No matter how infrequent use.

Accept deliveries and move items

| | |
|---|---------------|
| Strip, Scrub, finish all Hard Floors | Quarterly |
| Strip, Scrub, finish Lobby Floors | Quarterly |
| Strip, Scrub, finish Hallways | Quarterly |
| Strip & scrub restroom floors | Quarterly |
| Strip & scrub locker room & shower floors | Quarterly |
| Deep clean all carpets, rugs, & mats | Quarterly |
| Deep clean High Traffic Carpet areas | Quarterly |
| Clean infrequently used Spaces | Semi-annually |
| Dust, Sweep, Mop storage closets | Semi-annually |
| Dust, Sweep, Mop Electrical closets | Semi-annually |
| Dust, Sweep, Mop ALL stairwells | Quarterly |

The selected contractor agrees and understands that the primary role of the janitorial / maintenance service provider will be to maintain a clean, safe, school facility. To that end, the services and frequencies described above may be adjusted as necessary to maintain the building appropriately.

All cleaning products, cleaning tools, cleaning machines, tools and labor will be supplied by the selected contractor, as a part of this contract. The school will purchase toiletries, paper towels, soap, fixtures, wax and stripping materials will be purchased by the school.

IV. Site Walkthroughs

Walkthroughs will be conducted on Tuesday, December 13, 2022. Contact Donald Neveu, dneveu@noscihigh.org to receive information on how to participate. Additional walkthroughs may be scheduled, based upon need.

The site and addresses:

- New Orleans Charter Science and Mathematics High School – 2011 Bienville, New Orleans, LA 70112

V. Insurance Requirements

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract and must name New Orleans Charter Science and Mathematics High School as an additional Insured.

- Worker's Compensation insurance at a minimum of \$1,000,000.00 per incident that covers all employees of contractor that work in/on the schools.
- General liability or a similar comprehensive insurance policy with a minimum of \$1,000,000.00 per incident coverage for the following:
 - Property Damage
 - Contractual Liability
 - Personal or bodily injury

VI. Proposal Inclusion

Each proposal shall include the following:

- The total cost of the contract
- The scope of services to be provided by the contractor, including sample duty lists
- Copies of insurance coverage declaration pages (to be replaced by certificates of insurance, if selected)
- A staffing outline (# of personnel, anticipated schedules)
- A description of capacity and skillsets necessary to complete the job
- Three (3) references from other similar sized or larger clients – at least one K-12 school organizational reference required

IV. Safe Environment

We are committed to protecting our youth at New Orleans Charter Science and Mathematics High School.

Any employee or volunteer who has ongoing, unsupervised contact with minors must complete the following steps:

- Background check. This is handled through New Orleans Charter Science and Mathematics High School. Contact the appropriate staff member.
- Contact New Orleans Charter Science and Mathematics High School for additional information in reference to Safe Environment.

Safe Environment training and background check must be repeated every three years. Thank you!

Thank you for taking the time to review our Request for Proposal. Please consider responding.