

Dearborn Heights School District No. 7

Request for Proposal

Custodial Services



Due: September 24 2018, 10:00 a.m. EST

To: Board of Education

Jason Perkins

20629 Annapolis

Dearborn Heights, MI 48125

Dearborn Heights School District No. 7

Request for Proposal

Custodial Services

- 1. SUBMISSION DEADLINE AND REQUIREMENTS:** The district is requesting proposals from qualified companies for a contract for everyday custodial services operations, 245 service days. Proposals must be received at the district office, ATTN: Jason Perkins, 20629 Annapolis Dearborn Heights, MI 48125 no later than 10:00am EST on September 24, 2018. A mandatory Pre-Bid walk thru will be held on September 17, 2018 at 10:00am. Please meet at board office. Start date for this project is October 4, 2018.
Proposal envelopes must be sealed and marked RFP FOR CUSTODIAL SERVICES. No telephone, e-mail or faxes will be accepted.
- 2.** Each proposal must be an original, and signed by the highest ranking local official.
- 3. INQUIRIES:** Prospective bidders may request clarification of information contained in the RFP. All such requests must be received by the close of business on September 20, 2018. Please submit questions via email to Jason Perkins at perkinja@dhsd7.net.
- 4. OPENING OF PROPOSALS:** At the specified time and date stated above all proposals shall be opened and the pricing read aloud. No decision will be made at that time.
- 5.** The district will be responsible for all supplies and equipment, labor and associated compensation, taxes etc. all costs associated with this labor only contract. **Minimum starting wage for custodial personnel will be \$12 per hour for an 8 hour day, 40 hour work week.** Overtime will be paid upon district approval ONLY. The district is also requesting an alternate proposal with wages starting at \$15 per hour.
- 6. GENERAL POLICIES AND REQUIREMENTS:** All custodial services will be supplied within the district. The custodial provider will supply a full time salaried custodial manager that is MANAGEMENT ONLY. Mileage for the custodial manager must be included in contract pricing provided.

7. **CONTRACT FORMATION AND PERIOD:** This is a request for proposals only. The contract is for three (1) year with the possibility of a multi-year extension and will commence on or about October 4, 2018.
8. **PROPOSAL REQUIREMENTS AND FORMAT:** Proposals must demonstrate an understanding of the scope of work required for the district. Each bidder will include information it feels is significant in making an informed decisions. At minimum, proposals should include: executive summary, company background, training program, transition plan, references (minimum of 2 school districts within an hour of the district), absenteeism control programs including sub pool, and contractor inspection programs. Additionally, the district places a high regard on the potential contractor's management capabilities. Please clearly define in your proposal, via organizational chart, your management structure. All personnel and areas of responsibility must be clearly defined.
9. **COST:** Contractor shall provide hourly rates as mentioned above. The pricing contained in a contractor's proposal must be based ONLY on the wages and benefit plans. Pricing will also include scrubbing, stripping and waxing of floors. **Furthermore, this RFP will incorporate custodial services as follows: Bid #1 the four (4) elementary buildings only, Bid #2 the Middle and High School only, Bid #3 the entire district. Please include a separate line item including all NEW custodial equipment.**

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School Addresses and Descriptions/Square Footage

123,000 Annapolis High School

4650 Clippert Dearborn Heights Mi. 48125

98,000 O. W. Best Middle School

22201 Powers Dearborn Heights Mi. 48125

42,000 Polk Elementary

4651 Polk Dearborn Heights Mi. 48125

38,000 Pardee Elementary

4650 Pardee Dearborn Heights Mi. 48125

27,000 Madison Elementary

4950 Madison Dearborn Heights Mi. 48125

40,000 Bedford Elementary

4650 Croissant Dearborn Heights Mi. 48125

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Pricing Page

(4) Elementary School

Custodial Services Year 1 _____

Custodial Services Year 2 _____

Custodial Services Year 3 _____

Costing with Equipment _____

Middle School and High School

Custodial Services Year 1 _____

Custodial Services Year 2 _____

Custodial Services Year 3 _____

Costing with Equipment _____

Entire District

Custodial Services Year 1 _____

Custodial Services Year 2 _____

Custodial Services Year 3 _____

Costing with Equipment _____

Please confirm pricing represents 245 service days. Yes or NO

Please confirm pricing includes salaried, non-cleaning manager. Yes or NO

Please enter manager salary _____

Hourly Rate for Custodian _____

Price per Square foot _____

Signature from local Executive Management

Contractor Signature

Date