

TEACH Public Schools
Notice of Request for Proposals
Janitorial Services RFP
No. 2019-2

Notice is hereby given that TEACH Public Schools (hereinafter referred to as “TPS”) is requesting proposals for a provider of Janitorial Services and related services (hereinafter referred to as **Proposer[s]**) for its three charter schools and district office located at 10000 S. Western Ave., 10045 S. Western Ave., 8505 S. Western Ave. and 1846 W. Imperial Hwy. Los Angeles, CA 90047.

Proposers should not construe from this notice that TPS intends to enter into a contract with the Proposer unless, in the opinion of TPS, it is in the best interest of TPS to do so. TPS reserves the right to negotiate final contractual terms with the successful Proposer.

The Request for Proposal (RFP) Information are available at
TPS’s Web site www.teachpublicschools.org

To request the RFP by e-mail or postal mail, please contact:
Matt Brown, CFO/COO TEACH Public Schools
Mbrown@teachps.org
1846 W. Imperial Hwy.
Los Angeles, CA 90047

TPS will record and provide answers to any questions or requests for clarifying information about the RFP through **March 22, 2019**. All questions should be sent via email to Matt Brown (Mbrown@teachps.org) with the email subject line – “Janitorial Services RFP No. 2019-2”. Responses to all questions received through March 22, 2019 will be posted online by March 29, 2019.

Proposers are required to submit written proposals that present the proposer’s qualifications and understanding of the work to be performed. The Proposer’s proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

Proposers must submit written proposals via email or in a sealed package, which should be labeled:

“Proposal – Janitorial Services [RFP No. 2019-2]”

Addressed to:
Matt Brown
Mbrown@teachps.org
1846 W. Imperial Hwy. Los Angeles, CA
90047
Los Angeles, CA 90007

TPS will accept all proposals received on or before Tuesday **May 28, 2019** Except for unusual circumstances as determined by TPS, TPS will not accept proposals that are received after this date. TPS reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. TPS will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of TPS. Following the review and analysis of all responsive proposals, TPS staff will make a recommendation to the TPS Board of Directors at a duly noticed board meeting.

**REQUEST FOR PROPOSAL
for
JANITORIAL SERVICES**

**RFP No. 2019-2
JANITORIAL SERVICES**

by

TEACH PUBLIC SCHOOLS

ADDRESS ALL PROPOSALS TO:

Matt Brown,
CFO/COO TEACH Public Schools
mbrown@teachps.org
1846 W. Imperial Hwy. Los Angeles, CA 90047

Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a contract with a provider of Janitorial and Cleaning and related services (collectively referred to herein as “Janitorial Services”) that will provide TEACH Public Schools (hereinafter referred to as “TPS”) with cleaning services for its schools. The Janitorial Services provider will provide services to TPS as described in **RFP Exhibit 1, Scope of Work**.

TEACH Public Schools are innovative, dynamic, creative, and educationally enriching institutions of positive-driven learning. We believe that all children can learn when taught well and given an opportunity. We adhere to the thinking of philosopher G. Givhan, “What you pay attention to grows.” By looking consistently at our students and the data of our practices, our teachers and students will “grow” in their development and to great successes in the 21st century.

Through this RFP, TPS seeks to promote open and free competition consistent with applicable federal and state laws and standards.

Outlined below are examples of basic competitive bidding standards TPS will use in the issuance of this RFP:

- TPS is soliciting competitive proposals in order to secure public objectives in the most effective manner and avoid the possibilities of fraud, collusion, etc.
- TPS released this RFP to benefit TPS and not the Proposers.
- Fulfillment of RFP specifications is based on full and fair competition and acceptance by TPS of the most responsive and responsible Proposer to TPS’s requirements, as determined by TPS when evaluating proposals based on the criteria contained in the RFP.
- The RFP provides a basis for full and fair competition among Proposers to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only.

To respond to this RFP, interested Janitorial Services Providers must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. TPS staff will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Proposer must:

- Carefully read the entire RFP, attachments, exhibits, addenda, before submitting a proposal.
- Ask appropriate questions or request clarification.
- Submit all required responses by the deadlines.
- Follow all instructions and requirements of the RFP thoroughly and appropriately.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Proposer shall immediately notify TPS of the error in writing and request clarification or a modification of the RFP. If the Proposer fails to notify TPS of the error prior to the date for submission of proposals, and is awarded the contract, the Proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

**Schedule of Events for
RFP No. 2019-2**

- Release of RFP-----Thursday March 7, 2019
- Question and Answer Period-----Monday March 11 – Friday March 22, 2019
- Anticipated Receipt of Proposals-----Tuesday May 28, 2019
- Proposals Evaluated----- Monday June 3, 2019
- Anticipated Contract Award Date----- Thursday June 13, 2019

TPS will make every effort to adhere to the schedule. However, TPS reserves the right to amend the schedule, as necessary, and will post a notice of any said amendment at www.teachpublicschools.org.

General Instructions for Proposers

1. Prepare proposals simply and economically. Provide a straightforward concise description of the Proposer's capability to satisfy TPS's requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP.
3. TPS may reject a proposal if the proposal is conditional or incomplete, deemed nonresponsive, or if it contains any alterations of form or other irregularities of any kind. TPS may reject any or all proposals or waive any immaterial deviation in a proposal. TPS's waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Proposer from full compliance with all other requirements if awarded the contract.
4. Proposers are responsible for the costs of developing proposals, and shall not charge TPS for any preparation costs.
5. Proposers may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline.
6. Proposers may withdraw their proposal by submitting a written withdrawal request to TPS, by email or signed letter by the Proposer or their authorized agent, through the contact person named in the "Contact Information" provided on page ii of this RFP. Thereafter, a Proposer may submit a new proposal prior to the proposal submission deadline. Proposers may not withdraw their proposal without cause after the proposal submission deadline.
7. TPS may modify the RFP prior to the date given for submission of proposals by posting an addendum on www.teachpublicschools.org
8. TPS reserves the right to reject all proposals for any reason and at TPS's discretion. TPS is not required to award a contract.
9. TPS will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Proposer has submitted more than one proposal for work contemplated herein will cause TPS to reject all proposals submitted by the Proposer. If there is reason to believe that collusion exists among the Proposers, TPS will not consider any of the participants of such collusion in this or future solicitations.
10. Additional charges for regular or express delivery, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.

11. Proposers are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.

TPS representatives reserve the right to request to inspect a Proposer's operations prior to any award of a contract.

TPS reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided TPS considers such negotiation to be in its best interest.

12. Interested Proposers are encouraged to inspect TPS's premises prior to submitting a proposal in order to determine all requirements associated with the proposed contract.
13. Proposers should submit one paper copy and one copy in digital format (*e.g.*, email, CD, DVD, or flash drive.).
 - a. The paper copy should contain the original signature of the individual(s) authorized to bind the Proposer contractually.”
 - b. The Proposer must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
 - c. The proposal envelopes should be marked legibly with TPS's RFP number and title, and TPS name and address, as shown in the following example:

Proposal—Janitorial Services [RFP No. 2019-2]

[*Enter Back Office Provider Name Submitting RFP*] for

TEACH Public Schools

Submitted to:

Matt Brown, CFO/COO
TEACH Public Schools
mbrown@teachps.org
1846 W. Imperial Hwy.
Los Angeles, CA 90047

Proposal Requirements

To be eligible for evaluation, a proposal should adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers should complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

1. Cover Letter

Only the individual(s) authorized to bind the Proposer contractually may sign the cover letter, which shall be a part of the proposal package. TPS may reject the proposal if the Proposer fails to include the following information:

- Name and address of responding company
- Organizational structure of the responding company (*e.g.*, corporation, partnership, etc.)
- Proposer's Federal Employee Identification Number and Corporate Identification Number, if applicable
- Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to TPS
- Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Proposer in a contract if different from the primary liaison
- A statement expressing the Proposer's willingness to perform the services described in this RFP
- A statement expressing the Proposer's ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
- A statement regarding the Proposer's proprietary information; if applicable, the Proposer must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note:** the Proposer cannot consider the entire proposal to be proprietary)

- The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

2. Attachments Checklist

The Proposer shall include all documents identified in the Attachments Checklist (Attachment A). TPS may reject proposals that do not include the proper required attachments.

3. Minimum Qualifications

TPS will only consider Proposers that **meet all minimum qualifications**

4. Proposer References

Proposers must provide a minimum of two references. TPS reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

5. Authorization Agreement

The Proposer or their authorized representative must sign the Authorization to do reference checks

6. Fee Proposal

The Proposer must complete a Fee Proposal as part of the proposal package.

7. Licenses

Proposer must add copies of all licenses, certificates and authorizations needed to perform the task

8. Insurance

Proposer must provide evidence and copies of liability and all needed insurance coverage for the entity. Proposer must also be agreeable to naming TPS and its associates as additionally insured.

Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, TPS may ask Proposers to clarify information in the proposals, but Proposers may not change their proposals.

An error in the proposal may cause TPS to reject that proposal; however, TPS may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, TPS will consider the conformance of the proposal to the format and content required by the RFP and that the Proposer's intent is clearly established based on review of the whole proposal.

TPS will open proposals to determine if they contain all the required information in accordance with this RFP. TPS will evaluate qualifying proposals using the following factors (listed in no particular order):

- Administrative Requirements: Did the Proposer include all required information in accordance with the General Instructions and Proposal Requirements?
- Experience: Did the Proposer demonstrate experience with and an understanding of charter school and nonprofit corporation finance and accounting practices? Does the Proposer have the requisite capability and experience, as measured by performance record, years in the industry, relevant charter school experience, number of other schools served, client retention and satisfaction, and references?
- Capacity: Based on the Proposal Questionnaire responses and the Cover Letter, did the Proposer demonstrate a complete understanding of TPS's service requirements, as described in the RFP and the Scope of Work, and can the Proposer perform those services to TPS's satisfaction?
- Reputation: Has the Proposer demonstrated a track record in the industry of providing high quality, professional, and timely customer service, and provided positive references?
- Cost: Does the Proposer offer the requested services described in the RFP and the Scope of Work at a competitive price?
- Insurance: Does the Proposer possess the needed liability and other insurance coverage. Is the proposer prepared to name TPS as additionally insured?
- Licenses: Does the proposer possess the requisite licenses, certifications and authorizations needed to perform the task.

TPS staff will recommend to the TPS Board awarding the contract to the most responsive and responsible Proposer based on the factors above.

ATTACHMENTS

Attachment A

Attachments Checklist

Proposer Company Name

Please complete this checklist to confirm that the items listed below have been included in your proposal. Place a checkmark or “x” next to each item submitted to TEACH. For your proposal to be considered, all required attachments must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Section	Title
_____1	Cover Letter
_____2	Table of Contents
_____3	Attachments Checklist
_____4	Minimum Qualifications
_____5	Proposal Questionnaire
_____6	Proposer References
_____7	Authorization Agreement
_____8	Fee Proposal

Attachment B

Minimum Qualifications

A Proposer must meet all of the following minimum qualifications to TEACH's satisfaction to be given further consideration. Failure to satisfy any of the minimum qualifications may result in the immediate rejection of the proposal.

As of June 1, 2019, both the Proposer's company and its key personnel meet all of the following minimum qualifications:

1. The Proposer has at least three years of experience with providing back office services.

Yes _____ No _____

2. The Proposer has knowledge and experience working with California charter schools.

Yes _____ No _____

3. The Proposer has professional references that demonstrate and evidence the ability to perform the required services.

Yes _____ No _____

4. The Proposer is licensed to do business in the state of California.

Yes _____ No _____

Attachment C

Proposal Questionnaire

This proposal questionnaire is intended to provide TEACH with specific information concerning the Proposer's capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company's qualifications and experience relevant to the minimum qualifications in Attachment B, along with any necessary substantiating information. Limit your responses to information about your company's capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing janitorial services and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with providing any similar services.
3. Provide a general description of your company's experience with California charter schools.
4. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.

Attachment D

Proposer References

List at least two references to which the Proposer has provided janitorial services within the past five year(s).

Reference 1		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 2		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		
Reference 3 (optional)		
Name of Reference		
Street Address		
City	State	Zip Code
Contact Person	Contact Title	Contact Phone Number
Brief Description of Services Provided		
Dates of Service		

Attachment E

Authorization Agreement

Request for Proposal for Back Office Services
RFP No. 2019-1

We, [Enter Company Name], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for TEACH.
5. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Web Site Address: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Signature of Authorized Representative

Date Signed: _____

Attachment F

Fee Proposal

COST BREAKDOWN

Proposer Instructions

- Provide a breakdown of all costs included in the fixed price, including personnel costs.
- Clearly identify all costs**

Item #	Description of Services	Annual Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
GRAND TOTAL		

RFP EXHIBIT 1 – Scope of Work

The proposed services consisted of the following:

TEACH Academy of Technologies, TEACH Tech Charter High School, TEACH Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School and TEACH Public Schools Office

- Clean all floor areas of the classrooms, and
- Clean all floor areas of the hallways and stairwells.
- Clean all restrooms,
- Clean the outdoor lunch areas,
- Remove all trash, and
- Cleaning in this context include but not limited to Washing, mopping, scrubbing, disinfecting, decontaminating, laundering, sterilizing, scraping, vacuuming, removal of stains, spots, dirt among others.
- Walls of classrooms, hallways, and stairways, stair rails, and windows, ceilings
- The deep cleaning service consist of but not limited to the following tasks:
 - High dusting of hard to reach areas,
 - Dusting of AC vents,
 - Cleaning of low reach areas such as baseboards,
 - Cleaning of windowsills, and ledges, and
 - Cleaning of interior glasses.
 - Refill of Receptacles (paper towels, napkins, soap, toilet seat covers)
 - Removing and emptying all trash bags and replacing with new trash bags
 - Wiping clean all desks & tables
 - Dusting of blinds

The floor care service consisted of but not limited to:

- Carpet care (shampoo and stain removal once per month)