



WILLIAMSON COUNTY SCHOOLS
Revised RFP #1230
OUTSOURCED CUSTODIAL SERVICES
Sent March 8, 2021 at 2:30 pm

NOTE: THIS RFP OPENING WAS ORIGINALLY ADVERTISED IN THE TUESDAY, FEBRUARY 23, 2021 TENNESSEAN, TO BE ELECTRONICALLY OPENED ON THURSDAY, MARCH 11, 2021 AT 2:30 PM. THE DATE HAS BEEN CHANGED AND THE ELECTRONIC OPENING WILL NOW BE HELD ON TUESDAY, MARCH 23, 2021 AT 2:30 PM. A "ZOOM MEETING" WILL BE HELD AT 3:00 PM ON THE SAME DAY.

Williamson County Schools (WCS) is currently accepting electronic proposals for the Districts Outsourced Custodial Services. This request for proposal will be for the entire district including approximately (58) school and ancillary buildings.

During the current Covid-19 Pandemic, WCS has changed the method of how sealed proposal openings are conducted. Therefore, this RFP opening will be conducted electronically. This electronic format will continue to ensure that the RFP process is conducted while safeguarding the participants and avoiding physical & social contact. All electronic proposals should be competitive, complete with all details and will remain secure and confidential until they are opened & read aloud during a zoom meeting shortly after the 2:30 p.m. deadline. RFP submittals will be received electronically via email only.

Companies that attended the Mandatory Pre-Bid Meeting

WCS conducted an in person mandatory pre-bid meeting, on Wednesday, March 3, 2021 at 2:00 pm. The following companies listed below (*in no particular order*) were in attendance at this meeting and will be the only Custodial Companies allowed to submit a proposal for this project.

1. TMA Services
2. ABBCO Services
3. Premiere Building
4. Atalian Global Services
5. Frantz
6. HES (SMS) Custodial Facilities
7. ABM (GCA) Custodial Services
8. Budd Group
9. SG-360
10. 4-M
11. American Facility Services

WCS received a few questions from those who attended the pre-bid meeting. We have answered those questions and also added some additional language to order to clarify these questions. Some of these



questions are listed on the next page. Others are clarified in the section regarding your inquiry. Proposers were instructed ask questions by 3:00 pm on Friday, March 5, 2021.

NO ADDITIONAL QUESTIONS WILL BE ANSWERED

QUESTIONS & ANSWERS FROM THE MANDATORY PRE-BID

1. How many school days are there in the calendar year?
There are approximately 180 instructional days per school year.
2. Does WCS require day porter service when the school is not in session such as a staff work-day? Teacher Professional Development Day, or in service?
Yes, in most cases they are required.
3. Can our company have access to the current staff and pay rates provided now?
Refer to the RFP Proposal sheet for staffing requirements. Currently the custodial companies are required to pay a minimum of \$11.00 hr. Full Time/ 30 hours or more (non-supervisor) \$10.00 hr. Part Time (non-supervisor) and \$14.00 Full Time - Working Forman or Working Supervisor. No required amount for Account Managers or upper Management.
4. Pertaining Background check level – TBI Standards or Nationwide? Are fingerprints required?
Outsourced Employees must have the same level of Background Check WCS employees are required to have, TBI – Statewide which reports to Nationwide FBI Database. All employees must also be fingerprinted.
5. Can you provide the current amount WCS has paid for Covid cleaning so far this year?
Those cost are included in our regular custodial contracts.
6. Is there are charge for new employee badges or replacements?
WCS provides employee badges at no cost to the vendor.
7. Provide consumables, soap paper specifications.
Current contractor is using: Georgia Pacific Brown Roll Towels, Von Drehle Roll Towels, along with Georgia Pacific Jr. Jumbo and Von Drehle Jumbo Toilet Paper
8. What is the current cost of janitorial service and consumables now being paid?
WCS is currently paying (approximately) a total of \$7,318,000.00 for both zones combined annually, which includes consumables and Covid cost.
9. Please provide number of mats that are to be provided by the custodial companies.
Approximate Floor Mat counts per school are as follows:
Elementary 15 – 20 per each school
Middle 20 – 25 per each school
High 35 – 40 per each school
10. Please confirm how many times VCT is to be stripped and waxed per 6-year contract.
All VCT floors are to be completely stripped down to the bare tile and re-waxed once in a six-year contract. WCS will facilitate a schedule to keep up with this for the awarded vendors. First year schedules will be adjusted for new contracts. The second year the contractor is expected to be on schedule with this program. All VCT floors not on schedule to be stripped are to be scrubbed and waxed a minimum of 2 times per year as stated in the specs.



PROPOSAL ELECTRONIC OPENING

Each participating Custodial Contractor shall complete the proposal cover sheets, add any required documents, scan, and send their completed electronic proposals to the following WCS Purchasing email addresses **only**:

Skip Decker skipd@wcs.edu & Kirk Elliott kirke@wcs.edu

Electronic Proposals will be received until the deadline of **2:30 p.m. CST on Tuesday, March 23, 2021** at which time they will be opened, printed, and prepared to be read out loud. After all bids are prepared, they will be read aloud during an “**OPEN ZOOM MEETING**” at **3:00 p.m. CST (on the same day)**. A 30-minute time-period between the RFP submittal deadline and the zoom meeting is to allow WCS staff time to open the emails, print, collate and have them ready to be read out loud.

SENDING A SECURE PROPOSALS THROUGH EMAIL:

Proposers should not copy or blind copy any other person or email addresses other than the (2) WCS emails that are provided. This will help ensure the proposals are kept confidential until opening. In no circumstance will WCS reveal any contents of the submitted proposals until after the deadline and all have been made ready to be disclosed during the zoom meeting. Details on the zoom meeting and instructions on how to participate will be provided after the pre-bid meeting.

Important: Proposals will be accepted beginning the morning of Tuesday, March 23, 2021 beginning at 11:30 a.m. CST and will be accepted up until the deadline of 2:30 p.m. CST

Proposers should consider due to internet speed, technology or other technical problems being out of our control, those submitting a proposal should not wait until the last minute to send over their submittals. WCS is providing a 3-hour time frame in order to allow ample time to submit. WCS will respond to all those participating noting that their proposal has been received as soon as it arrives in our email.

Interested Custodial Contractors must prepare a cover page that will act as the outside of a Proposal envelope. On that sheet the following information must be listed and used as the RFP cover sheet:

- WCS-RFP #1230 Outsourced Custodial Services
- Contractors Name & Address
- Date and Time of Bid Opening

The Electronic Proposal Submission must contain the following documents...

Proposers must print the forms and scan them in as part of their bid submission.

(Failure to send these documents will result in disqualification)

- Signed & Completed Proposal Form
- Certification of Compliance with the Iran Divestment Act
- Drug Free Workplace Program Certification
- Criminal Background Check Affidavit



- Bid bond in the amount of 5% of the total bid. The bond is required as a guarantee that if the proposal is accepted a contract will be entered into.

The Project will be awarded to the lowest and best overall proposal for each zone location. All proposals need to meet or exceed the specifications. Any proposal that clearly does not meet specifications will not be considered. WCS reserves the right and intends to award this proposal to two (2) vendors. It is important to note that WCS will evaluate all submittals using the contractor's ability to complete and follow instructions when providing the required data in the correct format. The proposal will be weighted and evaluated by a team of WCS Staff Members who have various roles in the school district. Each person on the WCS team is highly qualified and has the knowledge and expertise to perform their due diligence in completing the evaluation. It is the Custodial Company's responsibility to acknowledge and understand the specifications, scope, requirements, terms, and conditions of this electronic proposal project. This request for proposal was prepared by the WCS Purchasing Department. Should any terms or conditions on the attached specifications differ from the RFP, then the terms and conditions of the RFP shall govern the process. Any questions concerning this document should be addressed in an email and sent to Skip Decker at the WCS Purchasing Department.

INTRODUCTION TO THE PROPOSAL PLEASE READ THE FOLLOWING PAGES CAREFULLY

Documents for WCS-RFP #1230 Outsourced Custodial Services contain important details along with precise specifications. During the mandatory Pre-Bid meeting some questions were asked and the participants needed clarification. Most of these questions were answered on page 2 of these documents. However, the terms, conditions and specifications also included in this document should help clarify anything that was discussed or any specifications that have been changed as a result of the pre-bid.

During the last few years, many changes have occurred at WCS. The school district has increased in size, number of students and number of staff. There are now more programs and outside groups using the schools, the amount of use after school hours is phenomenal. During the summer months there is scarcely a day when some portions of the schools are not in use. The summer was traditionally the time when custodial deep cleaning occurred. Because of the large amount of use the custodial company will be challenged to complete deep cleaning between camps, sporting events, teacher in service, staff meetings athletic and band practices. Unfortunately, WCS cannot limit the use of buildings for any long period of time. The custodial companies will be required to do the deep cleaning by scheduling overnight or other times to get this accomplished.

There are a few minor "Summer Events" that are School (sponsored) WCPR (sponsored) or SACC (sponsored). These groups meet at different times and locations during the summer months. These events include but are not limited to; Summer School, SACC, or WCPR day camps, Encore Programs. Each event will need (*limited*) cleaning "after" the event and the consumables used re-stocked. WCS will pay an extra fee (as determined by WCS) for these minor events during the



summer. A Summer Matrix will be provided that includes the area that needs cleaning and restocking and the dates the groups will be in the school. This extra fee WCS pays for the added summer program cleaning. However, the few consumables used during these events should be already included in your proposal price.

This growth has forced the custodial companies to purchase additional equipment and hire more manpower to meet the district's needs. These additional after hour events have also require more supplies and consumables. Therefore, **supplies and consumables** for the following programs, SACC Child Care, Science Departments, Food Service Kitchens, Sporting Events, WCPR Athletic Leagues, Camps, Band Programs, Theater Programs, Special ED events which were previously supplemented will now be required to be included in your RFP cost. ***There will no longer be any supplements for these programs. Make sure the supplies and consumables are included in your proposal. Bidders can refer to page 2 of this document and the proposal sheets with approximate student enrollment numbers to help calculate what the cost of consumables will now be.***

Williamson County Government must approve taxpayer funds in order for the School District to enter into a contract for these services. Custodial Services are viewed as a necessity, there are different viewpoints on how much taxpayer money should be used to fund these services. Custodial companies should be competitive in their proposals but also strive to provide a high level of cleanliness. WCS has compiled a complete and straight forward list of expectations which are detailed in these documents. In releasing this Request for Proposal our expectations are to receive proposals that will provide adequate services at a reasonable and affordable price. WCS welcomes any company that is able to fill these requirements. It will be up to the individual proposers to come up with an approach to the districts needs while staying within the budget limitations. One of our past obstacles has been finding a custodial company who can not only fully staff the buildings but can also meet these high demands on a continuous basis. All companies who are submitting a proposal should note that if any of the terms and conditions in the RFP are not achieved by the awarded contractor WCS has in place and will strictly enforce the contract by monetary deductions.

PART ONE: Details of the District, Goals and Expectations.

1.1 Size of District: WCS is a medium to large school district consisting of approximately 50 schools and several ancillary buildings. Several new schools or additions are in the planning stages that will be constructed in the next few years. Williamson County is approximately 584 square miles in size and is approximately 15 miles south of Nashville, Tennessee.

1.2 Demographics: Williamson County is for the most part an affluent area. A great many of its residents are in the upper to wealthy income class. As with most affluent communities a higher standard of expectations in county services are anticipated. WCS is considered a world class school district with some of the highest achieving schools in the United States. Therefore, superior staff, well equipped and clean buildings are expected/demanded from its residents in order to enhance the learning process.



- 1.3 County Government:** Williamson County has a very conservative government that is protective of the taxpayer's money. The Williamson County Government also expects the School District to operate and provide excellence, but on a reasonable somewhat limited budget. There is not only a high demand for services but also a high demand for fiscal responsibility.
- 1.4 District Goals:** WCS is tasked with providing the highest possible level of services, while keeping the cost of doing so at the lowest lever possible. The awarded proposers of this RFP will be challenged to find ways to help us achieve this goal.
- 1.5 Experience:** Companies submitting a proposal for this contract should have a minimum of five (5) years' experience in custodial services in a School District of similar size. Proposals submitted should be from companies that have the experience, fortitude, determination, and financial backing to make this program work. It should also be noted that any previous experience with WCS will be considered during the evaluation. To clarify, any experience with WCS both good and/or bad will be considered.
- 1.6 Previous Experience:** Previous experience with WCS however will not necessarily qualify or exclude a company. During the evaluation process and it will be discussed and may or may not have a bearing on the overall score. If a company has had a less than desirable track record with WCS it may be necessary for that company to take the extra step in overcoming those obstacles in order to be considered for this award.

PART TWO: General Conditions

- 2.1 Award of RFP:** WCS anticipates due diligence to be completed and evaluations of all the submitted proposals finalized *approximately on or before* April 1, 2021. Bidders take note that this date is approximate and circumstances beyond WCS control could push this date back. However, after the recommendations from the evaluation committee is complete, WCS Purchasing will prepare a bid tabulation and will send out the intent to award notice.
- 2.2 Transition Period:** Depending on the actual award of this RFP a transition period / cycle may be required of the current vendors. It will be the responsibility of the current vendors (if this happens) ensure a smooth transition for the new company into the new role. However, in any case, it is still imperative that the awarded vendors be prepared to start 100% fully staffed, with all equipment in place and ready to go on July 1, 2021.
Note: If this fails to happen a severe penalty (to be determined at that time) will be applied to the custodial companies first payment. In addition the outgoing company will be graded the last month of the contract, if they are non-compliant their final invoice will be reflective of their inability to clean and help with the transition.
- 2.3 Length of Contract:** The first year of this award is for 11 months. At the end of the first 11-month period WCS will evaluate and determine if we the contract will be renewed/rolled over, to



the next year. If WCS elects to renew - then each consecutive renewal will be a 12 a month period (again evaluated around the end of each subsequent period). This means there will be an initial 11-month period that begins 07/01/21 and runs thru 05/31/22. From that point forward at the end of each year, WCS may renew for (5) additional 12- month periods that will run 06/01 - 05/31 each year and will remain in place going forward for each consecutive (possible) renewal. If all renewals are granted, then this will be a 71- month term program. The purpose of this change is to properly shift and phase our WCS outsourced custodial program to a more desirable June -thru- May term for future years. Both parties must agree to extend the contract to the next year. No awarded contractor will be allowed to change the terms and conditions of the contract. Any changes or amendments to the contract will be at the discretion of the WCS Purchasing Department. A written renewal contract shall be signed each year.

2.4 Awarded Contractor's Staffing: The Awarded Contractor(s) must be 100% fully staffed with all resources (equipment & human resources) in place and fully functional by the beginning of each contract year.

PART THREE: Evaluations of Submitted Proposals

3.1 Evaluation Team & Award of RFP: The Project will be awarded to the lowest and best overall proposal for each zone location. All proposals need to meet or exceed the specifications. Any proposal that clearly does not meet specifications will not be considered. In addition, WCS reserves the right and intends to award this proposal to multiple vendors at its sole discretion. It is important to note that WCS will evaluate all submittals using the contractor's ability to complete and follow instructions when providing the required data in the correct format.

The proposal(s) will be weighted and evaluated by a team of WCS Staff Members who have various roles in the school district. Each person on the WCS team is highly qualified and has the knowledge and expertise to perform their due diligence in completing the evaluation. All WCS team members have a desire to find the most responsive and compelling candidates for this award and their own success is linked with the success of this program. Therefore, the decisions made by this evaluation team carries a considerable amount of respect with the community and school board members. All proposals will be judged on pricing which is the half of the determinant factor. However, the cost of services, materials, past experience and overall quality of services are extremely important and shall play a very large role in the award.

3.2 Acceptance or Rejection of Proposals: Williamson County Schools reserves the right to waive any formalities and accept or reject proposals, upon the evidence (or determined by WCS) before or after the proposal opening, that a proposer is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice. All proposals are to be complete in every detail as required. Those that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected.



- 3.3 Funding:** This RFP project is ultimately subject to funding as with all WCS RFP projects. WCS is a tax-exempt organization: Proposal costs must include all related sales and use tax... Although WCS is tax exempt the Proposer(s) are responsible for any / all sales and use tax for the materials and or equipment.
- 3.4 Failure to enter into a Contract:** In the event the successful proposer to whom the contract is awarded fails to execute a satisfactory Contract, PPLM Bond and Proof / Certificate of Insurance — then said Bidder shall be eliminated and shall forfeit his 5% bid bond and be liable for any loss occasioned to the Owner because of such failure. At this point WCS will begin negotiations with the next best bidder. In the unfortunate situation that the bid or performance bond is called, proposers / bidders will also be responsible for all related legal costs (including WCS costs) and may be barred from bidding on a future project.
- 3.5 Codes & Regulations:** The awarded proposer shall be responsible to comply with any / all local, State and Federal laws, regulations, codes, licensing, permits and other requirements if such exist regarding cleaning services described in this RFP.
- 3.6 U. S. Citizens:** All proposers must ensure that employees are authorized to work in the U.S. and maintain such documentation as required by IRS, Federal and or State regulations or laws, including but not limited to all properly executed forms. Violations of this may/can result in termination of the company's contract.
- 3.7 Background Checks:** A successful completion of a background check affidavit and a drug free affidavit is required for all employees providing services at any WCS locations. This includes the Central Office or other ancillary building. Successful completion is hereby defined by the absence of a felony conviction. Initial forms are attached to this proposal.
- 3.8 Employee Wages & Training:** Williamson County Schools requires our partners to provide their employees at least a bare minimum living wage. Awarded Vendors must pay any / all full-time employees working at least 30 hours per week on WCS property a minimum of \$12.00 per hour, and part time employees working less than 30 hours per week on WCS property a minimum of \$11.00 per hour. A competent and qualified lead night foreman must be appointed at each and every school and is required to be compensated a minimum rate of \$16.00 per hour. See also page 19.
- 3.9 Records of Awarded Vendors:** The awarded vendor will make available to WCS legal access to their payroll and employment records for all employees working at our locations. WCS will provide an independent auditor to verify these records insuring all employees are U.S. Citizens and that every employee is making at least the minimum wage amount required in this RFP. Each awarded contractor will be 100% responsible for ensuring all employees are in compliance with the State of Tennessee by providing a Tennessee Drug Free Workplace Affidavit as required by TCA 50-9-113, in addition all contractors must provide a Tennessee Criminal Background Compliance Affidavit as required by TCA 49050413 and must include



fingerprinting as required by WCS. WCS benefits from these requirements when the contractors provide employees who are well trained, responsible and can comprehend. Failure on the part of the vendor to comply with these requirements will result in the loss of the custodial contract without penalty to WCS. If the awarded vendor fails to comply WCS will not be obligated to pay any additional contract amount.

PART FOUR: Regions, Sections & Areas Separated into Zones

- 4.1 Separate Zones:** Different areas, regions or sections of the county will be divided into two (2) Custodial Zones. Proposers must submit proposal prices for both zones. A zone is identified as a geographic region or area and they are being defined by WCS as the following:
- ⇒ **NORTH ZONE:** Currently consists of *approximately 31 locations* (including schools and ancillary areas) **Brentwood, Grassland, Franklin, Cool Springs, Nolensville**
 - ⇒ **SOUTH ZONE:** Currently consists of *approximately 28 locations* (including schools and ancillary areas) **South Franklin, Spring Hill, Thompson Station, Fairview, Bethesda, College Grove**
- 4.2 Pricing Per Zones:** Proposers must submit pricing for each and every school or ancillary location in both zones.
- 4.3 Failure to Include all Locations:** *Proposers who fail to submit pricing for all locations in both Zones will be disqualified.*
- 4.4 WCS Determines which Zone a Proposer Receives:** It should be noted and understood that submitting a proposal will not guarantee any company a particular zone. Whether this RFP is awarded to an existing company, a former company, or an entirely new company the zone that is awarded to that company will be 100% determined by the WCS Purchasing Department. In making zone determinations WCS reserves the right to award a zone strictly on the basis of what is in the best interest of WCS. It must be understood that previous accomplishments in a zone will not guarantee or provide any bearing on who is awarded which zone.
- 4.5 Exclusive Provider:** The awarded custodial vendors will be the exclusive providers of custodial service for the zone they are awarded by WCS. No sub-contracting shall be allowed without written consent from WCS. As the exclusive provider of services, all groups sponsoring any activity on school premises shall be required to utilize these awarded vendors for cleaning services, any deviance of this policy may result in “unpaid charges”.



- 4.6 Local Conditions:** All proposers must familiarize themselves with the local conditions that effect the cost of the work. This should include the current labor market, and other factors which are pertinent to performing the work at hand.
- 4.7 Manufacturers Names or Special Brands:** The use of a manufacturers name: Use of any special brand, model, or make in describing an item, or the use of detailed descriptive specifications pertinent thereto, does not restrict vendors to that manufacturer or specific article or such detailed descriptive specifications. This means or method being used is simply to indicate the character or quality of the article desired. The articles or services on which proposals are submitted should be of such character, quality and design that will serve the purpose for which it is intended.
- 4.8 Vendors Performance:** If at any time the primary awarded custodial contractor(s) fail to perform over the term of the agreement then: WCS shall invoke the payment and performance bond for the failed vendor(s). WCS reserves the right to negotiate with the next best bidder if a vendor fails to complete the contract for any reason. WCS Custodial Contract Administrators, WCS Purchasing Department and the Maintenance Director shall grade, check, and enforce these contracts of behalf of the WCS.
- 4.9 Increases or Decreases:** Throughout the term of the awarded contract WCS reserves the right to increase or decrease services to be purchased over the life of this agreement, and to reject any/or all proposals or any part of any proposal or to accept other than the proposal with the lowest cost, meeting all specifications. WCS reserves the right to "tweak" or make adjustments in locations or square footage — either up or down. These adjustments may be caused by ongoing changes at facilities due to additions, demolitions, or new construction and in budgets or operations. It is understood that a contract is not recognized between the successful proposer(s) and Williamson County Schools until such time as Williamson County Schools signs the contract.
- 4.10 Amendments to the Custodial Contracts:** Any amendment or modification of the agreement must be made in writing. Contracts must be signed by all parties notwithstanding the actions of the parties to the contrary, no oral modification shall be effective and legally binding unless such modification has been reduced to writing and has been signed by the Purchasing Manager. During the renewal process at each anniversary, WCS will consider an increase in payment, let it be known that no increase will occur if the contractor has consistently made low scores on their monthly evaluations, or have not performed their duties as required satisfactorily. The increase depends on the budget availability and the approval of the School Board and the County commission but shall never exceed more than 1.5% of the existing contract.
- 4.11 Errors or Omissions:** The proposer will abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully



address the intent and meaning of each aspect of the specifications.

- 4.12 Future New Schools:** The cleaning service of future (unidentified) schools or ancillary sites will be added to the contract over the term at a cost equal to the average rate quoted in the initial RFP submission. As previously mentioned, the WCS Purchasing Department will assign a custodial company to any new facilities.
- 4.13 Invoicing / Payments:** Payments will be made within (30) days of the date vendor's invoice is stamped received by WCS AP Dept. All invoices must be reflective of the original RFP and vendors proposal. WCS desires to pay from (1) itemized monthly invoice per account which must include a WCS PO. billed in arrears five days after the end of the month. WCS will not be responsible for any "added" expenses (that have not been authorized in writing by WCS Administration). Again — invoices must be received in WCS AP Dept. during the First 5 days of each month for the full prior month. *Deductions (if applicable) for failure of performance will be taken from the monthly invoices.
- 4.14 Computer and Technological Equipment:** No computers, printers, fax machines, telephones, copiers, or other technological equipment shall be moved or unplugged without coordination with the WCS Technology Department.
- 4.15 Mutual Cooperation, Assignments:** Each party agrees to perform all acts and deliver all documents which are reasonably necessary to carry out its responsibilities under the agreement or to allow the other party to perform its responsibilities. The agreement is not assignable by either party without the prior written consent of the other party.
- 4.16 Indemnification/Hold Harmless:** Awarded proposer shall indemnify, defend, save and hold harmless WCS its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, suppliers, agents, or employees or due to any negligent act or occurrence or any omission or commission of contractor, its subcontractors, suppliers, agents or employees.
- 4.17 Alternative Dispute Resolution:** If any dispute(s) arises out of or relates to the agreement or the breach thereof (other than actions alleging personal injury or amount payable to lenders hereunder) and if the dispute cannot be settled through negotiation, the parties shall in good faith attempt to resolve the matter through the use of mediation.
- 4.18 Terms and Conditions:** The terms, conditions and language of this RFP shall supersede and take precedence over any resulting contract / agreement and shall be binding unless mutually amended by WCS and the awarded proposer. Disputes or legal matters will be litigated in Williamson County or the Middle District of Tennessee. Issuance of the purchase order will be the award notice. The terms and conditions of the RFP and detailed purchase order shall constitute the entire agreement. WCS Purchasing Manager must approve any change to original RFP specifications. Attorney's Fees, in any action brought in law or in equity based



on this agreement, the prevailing party shall have its reasonable costs and attorney's fees paid by the non-prevailing party.

4.19 Force Majeure: If the contractor's performance is delayed in connection with any circumstance beyond their control including and without limitation, fire, floods, accidents, failure to secure materials from the usual sources of supply, strikes, riots, and national emergencies, the time for performance of the contractor's performance shall be extended by the period of delay. In the event such delay exceeds 120 days, the contractor may elect to terminate this agreement and WCS shall pay to the contractor upon termination, in addition to any amounts otherwise due, the amount, if any.

4.20 After the Contract is Awarded: Once the successful proposer(s) are established through the competitive RFP process, and the WCS Evaluation Team has chosen the awarded proposers, WCS Purchasing will notify in an email the awarded proposer(s) with our intent to proceed with award of the contracts. WCS will send out an intent to award notification that includes the bid tabulations to all contractors who submitted a proposal. After this intent to award has been issued in approximately 10 days the Official Award will be issued to the awarded vendors.

The awarded contractors will have (15) consecutive days from the date of the PO notification to provide to WCS Purchasing the following items:

- A certificate of liability insurance for an amount no less than \$2,000,000 naming WCS as an additional insured.
- A Payment, Performance, Labor and Materials (PPLM) Bond in the amount of 50% of the total annual contract (12 months) awarded zone issued by a bonding company licensed to do business in the state of Tennessee and acceptable to WCS. Bond is required of the successful bidder to guarantee faithful performance of work under the contract. The overhead cost related to the PPLM Bond should be absorbed, captured, and reflected in the various bid amounts submitted by the proposers when the proposals are submitted for consideration.

PART FIVE: Instructions on Completing the Proposal

5.1 Understanding the Nature of this Proposal: Each interested custodial contractor shall be responsible for the review of information contained herein. All contractors who wish to submit proposals must attend or have a delegate at the pre-bid meeting to represent them.

5.2 Pre-Bid Meeting Details: Specifications and detailed instructions for participating were discussed at the pre-bid meeting. Because WCS has rescheduled the bid opening to March 23, 2021 the participants will have a few more days to schedule a tour. All tours or walk-thru visits shall be combined, meaning a group of visitors will be scheduled at the same time. **Private tours or special circumstances for touring schools will not be considered.** Covid



-19 social distancing will be practiced during any tour.

5.3 Additional Information:

- Tours will be conducted by either Robert Leslie 615-533-2585 or Eric Pajic 615-533-2609 or their designee.
- No questions will be answered over the phone or in person. Proposers are prohibited from contacting other **school staff** or **board members** during the RFP process. Evidence of outside contact other than Purchasing or Maintenance Department Administrators will be cause for disqualification.

5.4 Submitting a Proposal: Proposals shall be submitted in via email **NO LARGER THAN 40 MB** file, in order the same as if they were being presented in a notebook or binder still outlined and identified by sections for this request. The method and appearance of the proposal will be a part of the overall grade.

PROPOSALS THAT ARE NOT SUBMITTED IN AN OUTLINED ELECTRONIC FORMAT THAT IS EASY TO UNDERSTAND MAY NOT BE ACCEPTED.

Note: Do not exceed 40MB on your submission. Theoretically that should be ample file space, files larger than 40MB will not adhere to WCS IT policy and will not be delivered.

WCS is requesting proposals in electronic form to facilitate evaluation and to prevent the evaluation team from unnecessarily searching-looking for materials needed for evaluation purposes.

In the preparation of each proposal, attention should be given to the criteria referenced herein which will be used for purposes of evaluation and award determination purposes.

5.5 References and Qualifications: Each proposer shall submit references and evidence of abilities which would influence the capacity to perform satisfactorily the custodial services defined elsewhere in this RFP document (see the evaluation of criteria for details). Contractors will submit evidence of five (5) years of business performing janitorial services on a similar scale. Potential Bidders must list at least two (2) account references with contacts for similar size School Districts that would have the same expectations for quality cleaning as WCS. The inability or failure to submit this may cause that contractors proposal to be rejected.

5.6 Proposal Format: Each proposal shall be formatted identically to the outline of the request utilizing the forms provided. The intent here is to facilitate evaluation with a minimum effort and delay. Therefore, each proposal should include information that is clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.



- 5.7 Winning Proposals:** The contract(s) will be awarded to the qualified contractor(s) whose offer, conforms to the conditions and requirements of this request for proposal. Only proposals that are in the best interest, beneficial, competitive and are the most responsive will be awarded. The Purchasing Department will evaluate statements of qualification data submitted by firms proposing to provide services and determine the relative ability of each firm to perform the services required for this contract. The WCS Evaluation Team will conduct discussions and *may* require public presentation by firms regarding their qualifications. In addition, the contractors' approach to the project and their ability to furnish the required services will be considered by this evaluation committee. Selection will include evaluation criteria, set forth in an evaluation scoring form. The evaluation scoring form will include a point system and rates the criteria listed on page 16.

PART SIX: Proposal Contract Requirements

- 6.1 General Requirements & Vandalism:** The awarded contractor shall furnish all supervision, personnel, equipment, supplies tools and other materials required for 100% turnkey custodial service for Williamson County Schools. This includes all paper towels, soap, dispensers, toilet paper, a limited number of feminine napkin machines in the high schools and pads. All cleaning supplies are provided by the contractor. Equipment provided by the contractor should be clean, safe, and professional in order to accommodate a large school or other facility. Contractors must use the proper cleaning agents for the job and those that will not damage the fixtures and are safe for plumbing. Contractors should also make certain that all products used to clean the floors are acceptable to the manufacturing floor company standards.

Concerning the paper towel dispensers, the custodial company will not be required to replace paper towel dispensers (*except for wearing out*) more than **2 times per year per location**. However, this will only apply if the contractor can prove that they have installed new machines twice already in a fiscal year July 1 – May 31 (1st year) July 1 - June 30 all other years. If vandalism occurs or dispensers are abused and damaged it will be the contractor's responsibility to show proof (pictures, having the Contract Administrators view and confirm) that WCS students have damaged the dispensers more than 2 times in a school year. If vandalism is determined to be the problem the Principal of that school will be required to fund more replacements out of school funds or to remove the dispensers from that area. To reiterate, custodial contractors will not have to provide more than 2 dispensers per year (unless the machine is faulty or worn out) but must have proof it was caused from vandalism. This will also apply to toilet paper and supplies...if students are vandalizing and pilfering rest room supplies (toilet paper, paper towels, feminine napkins) more than once per year, the school will be responsible for replacing (only the wasted or stolen) supplies out of their school funds. Proof in the form of photos and eyewitnesses of this type of behavior must be documented with the Custodial Contract Administrators, Principal or Administrator of that building.

- 6.2 Level of Cleanliness:** It will be the responsibility of the awarded contractor to provide



custodial services for individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations, and protection of the physical facility. This RFP includes detailed specs in which to submit pricing. WCS is being guided by **APPA Custodial Service Levels** in which to base the standard of cleanliness. This contract will seek to eliminate any doubts as to what level is expected. WCS Custodial Contract Administrators will be coached and trained to grade exactly as the contract calls for and will use (at their discretion) basically the same techniques to grade.

- 6.3 School Makes an Extra Cleaning Requested not Included in the Contract:** If a school chooses to do extra cleaning above what is in the contract then a separate PO must be **APPROVED IN ADVANCE AND ISSUED** either using school funds or District funds Account II as called for in the contract. Extra cleaning done without a PO may be rejected when submitted for payment if applicable.
- 6.4 Cleaning Records for Annual or Semi-Annual Duties:** Any duties that are done annually or semi-annually will be documented and recorded, each awarded contractor will be held accountable and will be required to complete these duties as noted. WCS Custodial Contract Administrators must schedule and document these have been done before the next years contracts are signed. WCS will be reasonable in scheduling these projects. It is not the desire of WCS to take advantage of a contractor, it is our desire to work daily to ensure clean schools and good communications.
- 6.5 Overall Requirements:** Overall requirements in general are to provide complete custodial services as required for the Williamson County Schools which serves students and faculty from approximately 6:00 am— 9:30 pm Monday through Friday of each week (daily 5 days per week). Note: Numerous weekend activities are also scheduled in our schools (these events subject to additional approval / billing).
- 6.6 Actual Spaces to Clean:** When considering the actual space... To the best extent possible additional information will be furnished to each vendor upon request. However, actual measurement it shall be the responsibility of the vendor to verify measurement as deemed applicable for the submission of a proposal.
- 6.7 Square Footage of School:** Square footage: The square footage is the NET cleanable square footage of each school. The gross square footage has been reasonably reduced to Net-Cleanable Square Footage...This takes into account areas not to be cleaned by outsourced custodians i.e. Kitchen, mechanical rooms, closets, various building chases and so forth. Over the years WCS has reviewed these Net-Cleanable spaces and is confident that we have an accurate accounting of the square footage to be cleaned.



- 6.8 Addendums or Addenda:** Any addendums or addenda that are issued by WCS prior to the time for receiving proposals shall be covered in the proposal and, in closing a contract they shall become a part thereof.

PART SEVEN: WCS Contract Officers and Administrators

- 7.1 Contract Officer & Contract Administrators:** The role, duties, and responsibility of WCS Custodial Contract Administrators are established through the Purchasing Department. The Contract Officer develops the Custodial program scope, specifications of the RFP and the budget...Furthermore the Contract Officer awards the program and makes final decisions regarding any program modifications. The WCS Purchasing Manager is the Contract Officer.

WCS has as total of 4 Contract Administrators. The role of the WCS Contract Administrator is crucial to the success of this program. They are in the field daily and will closely monitor the performance of the awarded custodial contractors during the terms of the awarded contracts. The Contract Administrator is the first line of communication when a contractor has a question, problem or needs assistance. Communication is critical to the Contract Administrator, all performance information by the contractors is related back thru the contract officer. The contract Administrators are the daily managing liaisons and facilitator between the contractors and WCS Staff.

- 7.2 Contract Administrator:** Contract Administrators shall conduct the business of custodial care contract administration daily and work with the awarded vendors management, contractors' employees and the WCS Purchasing and Maintenance Department to quickly solve and diffuse any & all problems. The WCS Contract administrator shall also handle complaints from WCS Staff or Principals and shall attempt to address the problems out in the field.

The contract Administrator will use reasonable and effective methods to solve the problems. If a problem arises, the Contract Administrator or (WCS Purchasing) will then advise the custodial company and their supervisors of the problem. A solution will be determined and WCS will approve plans to make corrections. After the problem has been corrected the WCS Contract Administrator will go back and approve the corrections and monitor the situation carefully.

All custodial problems should be documented in writing (and use of pictures) by both the Awarded Contractor and WCS. Issues or problems should be checked off as they are satisfactorily performed. Custodial Contract Administrators should carefully document any problems on campus, so that the Maintenance Department can have these fixed to prevent loss and waste. If the contractors are instructed to stop work or leave the school grounds for any reason by someone other than the Custodial Contract Administrators the custodial workers must document (write down the staff person's name, date, and time) the person who gave them this instruction and report this immediately to the WCS Contract Administrators or WCS Purchasing Manager (or his designees).



7.3 Review of Vendors Work: The Contract Administrators will conduct reviews of all work by all custodial vendors and will keep written records and photos of both acceptable work and unacceptable work. Any un-acceptable work will be addressed, and the custodial vendors will be notified. If the problem is repeated or not corrected it will be noted and a deduction made on the monthly invoices.

PART EIGHT: Special Requirements for the Submission of a Proposal

8.1 Unit and Total Costs: Each proposal shall include a monthly cost figure for each school in the zone and a total for the complete zone. (See proposal sheets) Contractor will provide a price per cleanable square foot. WCS will use this for comparison purposes as it allows the ability to value compare at a lowest common denominator level.

8.2 Portable Classrooms: WCS will pay \$150 per month for each portable classroom utilized within the district at various locations. Portables are used as various classrooms throughout the district, although they are equipped with rest rooms these are not connected and the rest room is simply used as a storage area. Portables are often relocated or moved within the district so the awarded bidder's invoice may be adjusted accordingly depending on the actual use of portable units. provider in that geographic area. The amount will be added during the effective term of the contract at the monthly cost per cleanable square foot as calculated in the original bid submission.

PART NINE: Acceptance & Evaluation of Proposals

9.1 Accepting Proposals: The evaluation team shall accept all proposals that are properly submitted. However, it reserves the right to request clarifications or corrections to proposals. If needed, as determined by the evaluation team, additional interviews either in person or thru zoom meetings may be required. Acceptance of a proposal by Williamson County Schools or a submission of a proposal to the school district offers no rights upon the proposer nor obligates Williamson County School District in any manner.

9.2 Evaluation of Proposal: Williamson County Schools District reserves the right to deny any or all proposals at its own discretion. Contractors should complete all proposals and make any clarifications to proposals before submitting for evaluation.

- A. **Evaluation of Proposals:** The evaluation of proposals submitted in response to this solicitation will be conducted by a committee of WCS Purchasing Staff and other WCS Employees and Staff members for the purpose of determining the most competitive and responsive proposal for the district. WCS expects proposers to submit competitive responses to this RFP that will meet WCS requirements as identified in the RFP



Specifications. Based on proposer's responses to this RFP, Williamson County School District plans to negotiate final terms and details with 2 vendors for this project.

B. Subjective and Qualitative Analysis: 50 Points

Electronic Proposal Presentation should be scanned and submitted in the following order:

- RFP Cover Sheet (*see page 3*)
- Signed Proposal Cost using the Proposal Cover Sheets,
- Background Affidavit & Drug Free Affidavit
- Iran Divestment Certificate, Copy of 5% bid bond
- Company History, Structure, Licenses & Basic list of Experience
- Executive Summary...Organizational chart showing management, training and quality assignments.
- Individual resumes may be required for management employees
- Client References, Proposer Qualifications, Proposed Implementation Plan, Quality, Reliability and Technical
- Approach to servicing WCS...(understanding of WCS requirements).
- Illustration of how bidder will meet scope of services, management plans
- How well does this solution meet the needs of WCS.

This section will be judged, using the Proposers overall strengths, experience, and accomplishments, by key WCS stake holders the Contract Officer, Purchasing Agent & Contract Administrators.

C. Objective and Quantitative Analysis: 50 Points

- i Criteria
- ii Proposed Cost to WCS (Graded in 2-point increments — lowest cost receiving highest score, _____ next lowest and so on.)

100 pts maximum (for both sections)

After completion of the evaluation — WCS will begin to negotiate and select a firm that is determined to be the best value, interest, and best solution for WCS District.

PART TEN: CONTRACT AWARD

10.1 Assigning Zones to Contractors: Assuming competitive responses are received, it is WCS' intent to award the custodial services to two separate qualified service providers. We recognize that our district is large and believe it would be difficult to be serviced satisfactorily by one contractor without assuming a large degree of performance risk.

10.2 Annual Renewal: Renewals will be made based upon the recommendations of the Purchasing Department and/or Budget-Finance Department for Williamson County Schools. Final approval for any extensions shall be made by Williamson County Schools designee. In



case of renewals, the cost per month, which was submitted in the vendor's proposal, may be increased annually if the contractor has performed their duties satisfactorily and the budget is approved. The amount of increase will be determined by the WCS Contract Officer. This cost figure will be negotiated, during negotiations, the former year's prices will remain in effect. If subsequent annual renewals are exercised after initial 11 months, contract increase, excluding new facilities service (growth), the increase shall not exceed 1.5% per year.

- 10.3 Cancellation Breach of Contract:** WCS may cancel contract with a (30) day written notice.
- 10.4 Notice of Breach; Grace Period; Termination:** If contractor breaches one or more of its obligations hereunder, WCS shall then have thirty (30) days from the receipt of such notice to remedy the breach for which such notice has been given. If, at the end of such thirty-day period, the contractor has not cured the breach, WCS may thereupon terminate this Agreement by giving the contractor a written notice of termination and, at the expiration of the thirtieth day following the delivery of such notice, the Agreement shall be deemed to be terminated and WCS shall be relieved from the further performance of its obligations hereunder. The parties understand and agree that the foregoing 30-day period is to allow for an orderly transition from the custodial services as provided hereunder to an alternative service mechanism.
- 10.5 Withholding Payments:** WCS reserves the right to withhold payment or make deductions for documented failure to perform duties. See "Penalty for Non-Compliant Work." Note: As a government entity, payment by WCS is guaranteed assuming satisfactory performance.
- 10.6 Performance Bond:** A Payment, Performance, Labor and Materials (PPLM) Bond in the amount of 50% of the total annual of the zone contract, issued by a bonding company licensed to do business in the state of Tennessee and acceptable to the WCS. Bond is required of the successful bidder to guarantee faithful performance of work under the contract. The overhead cost related to the PPLM Bond should be absorbed, captured, and reflected in the various bid amounts submitted by the proposers.
- 10.7 Failure to Provide Submittals:** In the event the successful Bidder to whom the contract is awarded fails to execute a satisfactory contract and PPLM bond and proof / certificate of insurance within 15 consecutive calendar days then said Bidder shall be eliminated and shall forfeit his bid bond and be liable for any loss occasioned to the Owner because of such failure. At this point WCS will begin negotiations with the next best bidder. In the unfortunate situation that the bid or performance bond is called, proposers / bidders will also be responsible for all related legal costs (including WCS costs).
- 10.8 Insurance Coverage:** The contractor shall provide at all times during the contract period the following insurance coverage:
1. Worker's Compensation — Statutory Limits of Tennessee.
 2. Liability limits no less than \$2,000,000

The Williamson County Schools shall be listed on the vendor's insurance as an additional insured. The



bidder shall furnish Williamson County Schools a certificate of insurance within 15 consecutive calendar days after written notice of award. Failure to comply will result in the bid bond being invoked. At which point WCS may begin negotiations with the next best bidder. Williamson County Schools must have ten (10) days' notice of cancellation or change in insurance coverage and give its approval.

10.9 LIST OF EQUIPMENT THAT MUST BE PROVIDED BY THE AWARDED CONTRACTOR AT EACH SCHOOL LOCATION:

- Auto Scrubber
- Buffer
- Leaf Blower (electric)
- Bathroom floor scrubber machine (small enough to get into corners and around toilets/partitions).
- Backpack Vacuum cleaner with 10-foot extension wand (for high dusting and vent cleaning).
- Cleaners will have carts with mop bucket and a separate mop bucket for restrooms.
- Vacuum cleaners for every janitorial cleaner in the elementary schools.
- Mister-Fogging Machine for disinfection purposes as used during Covid.

PART ELEVEN: SCHEDULE OF DEDUCTIONS:

11.1 Schedule of Deductions: The contract will now provide clear guidance on how deductions for unsatisfactory performance will be applied. If the above changes are in fact negotiated and paid for then they should be accompanied by a schedule of deductions that is rigorous and that responds to sustained non-compliance as determined from the formal inspection grades of our Day and Night-time inspectors.

11.2 APPA Levels & Vendor Performance: WCS facilities will be inspected using the Association of Physical Plant Administrators (APPA) Custodial Service levels. This guide will be the basis of how the Contract Administrators inspect when grading facilities. Using this APPA model, a standard of clean for areas such as, front lobbies, administration offices, clinic and rest rooms will be graded at a level one (highest level) On the other hand certain areas like Locker rooms, stairwells, hallways will be on a level two (clean and orderly). The expectations of this performance are to have all tasks completed, all products stocked and the school ready for inspection no later than 4:00 am on a school day.

11.3 Composite Scores: The attached table provides a recommended schedule of deductions if the



areas listed are not cleaned.

- COMPOSITE SCORE > 90 – FULL PAYMENT OF MONTHLY INVOICE WITH NO DEDUCTION
- COMPOSITE SCORE 80 – 89 – 2% DEDUCTION OFF MONTHLY INVOICE
- COMPOSITE SCORE 70 – 79 – 4% DEDUCTION OFF MONTHLY INVOICE
- COMPOSITE SCORE < 70 – 6% DEDUCTION OFF MONTHLY INVOICE

Although a Custodial Vendor may receive a composite score over 90...It was noted in the prior fiscal year that certain schools routinely and consistently fell below this composite score. This is unfair and unacceptable to the affected schools. Therefore, to correct this situation if this occurs more than (1) one month at any given school or ancillary location then deducts shall be made on the entire invoice...No WCS school or ancillary location shall be left behind in terms of consistent quality cleaning.

- 11.4 Awarded Contractors Shall Provide Detailed Schedules:** Contractors should provide detailed schedules to WCS Maintenance Staff. A detailed spreadsheet that states a planned school by school service schedule disclosing precise dates, task and services. It is critical for each custodial company to maintain this master schedule and comply with the set schedule. At no time during the term should the custodial contract deviate from this schedule \pm 1-2 days. This provides WCS Custodial Administrators the ability to determine which tasks are being performed at each school, and it helps to make sure the school staff is aware of services and special tasks being performed at their locations. As with most project communication is key to its success. The WCS Custodial Contract Administrators are the liaison between the school's staff and the Custodial Contractors. Principals should always be aware of any services happening at the schools.

WCS REQUIREMENTS FOR DAY PORTERS:

See Proposal sheets for details.

WCS REQUIREMENTS FOR NIGHT- TIME EMPLOYEES:

Each location is different, see Proposal sheet for details.

**Williamson County Schools
RFP # 1230 OUTSOURCED CUSTODIAL PROGRAM**

RESPONSIBILITIES OF THE CONTRACTOR



PART TWELVE: Personnel

- 12.1 Providing Personnel:** The recruitment, screening, hiring, and retention of personnel shall be the exclusive responsibility of the awarded contractor(s). Only those personnel who have been properly trained shall be assigned duties under this contract. All Custodial Personnel shall wear an ID Badge at all time while on School Property. All personnel shall be neat and clean in appearance. Uniforms, which fully identify the worker as a member of the contractor's work force and shall always be worn.
- 12.2 Authorized & Documented:** Vendors must ensure that all employees are authorized to work in the U.S. and maintain such documentation as required by IRS, Federal and or State regulations or laws, including but not limited to properly executed I-9's. No employee who has a criminal felony or misdemeanor conviction other than minor traffic violations may be assigned duties under this contract.
- 12.3 Background Checks:** Contractor shall be responsible for the request of police clearance records prior to placement at assigned facility. Employees will be deemed conditional employees pending return of TBI criminal background records. All costs pertaining to criminal background checks shall be the sole responsibility of the contractor.
- 12.4 Wages Paid to Employees:** Williamson County Schools requires our partners to provide their employees at least a bare minimum living wage. Awarded Vendors must pay any / all full-time employees working at least 30 hours per week on WCS property a minimum of \$12.00 per hour, and part time employees working less than 30 hours per week on WCS property a minimum of \$11.00 per hour. A competent and qualified lead night foreman must be appointed at each and every school and is required to be compensated a minimum rate of \$16.00 per hour. Contractor will pay all taxes pertaining to these employees as required by law. All employees will be bonded in the amount of \$50,000 (Third Party Fidelity Bond).
- 12.5 Removal of Employees:** Any vendor's employee whose work habits and/or conducts are deemed objectionable shall be removed from the work force upon request of the authorized Williamson County Schools' representative. Williamson County Schools maintains a strict sexual harassment policy. All employees of the Contractor will receive training on the issue of sexual harassment and become familiar with the Williamson County Schools sexual harassment policy. Contractor shall not utilize subcontractors to provide custodial services without prior written approval of WCS.

PART THIRTEEN: Safety and Security



- 13.1 Employee Training Hazardous Chemicals:** The awarded contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for its employees and WCS students, staff and faculty. Training will include hazardous materials, hazardous communications, blood borne pathogens and general fire/electric safety. “SDS” information will be kept for all chemicals used at that site.
- 13.2 Employee Training for Security:** The awarded contractor shall be responsible for Training employees in all the security requirements of the WCS and shall be responsible for the enforcement of the same. A list of all staff shall be provided to WCS Custodial Service Administrators by the last Friday of every month. WCS also requires a daily log of each employee’s written signature when they check in and out for the day or night. This is for the Custodial Service Administrator to verify the Vendor is provided the required number of staff both day and night. WCS will be notified immediately of any other staff changes in between these reports. No one will be allowed on the premises or in the buildings whose name does not appear on the staffing list. Children of Contractor employees are not allowed in the schools while employees are performing their duties. WCS will require the email of each night foreman.
- 13.3 Employee Background Checks:** Williamson County Schools' security policies require that the awarded vendors provide to the WCS Contract Administrator a list of all personnel hired by name, social security number, and date of birth, sex, race and address. The contractor shall have a TBI Background check for all employees prior to employment. Additionally, each employee shall be informed of the following:
- a) The contractor shall be responsible for safeguarding against loss, theft or damage of all WCS property, materials, equipment and accessories, which may be exposed to the contractor's personnel. Guns, knives or other dangerous weapons shall not be allowed on campus. Alcohol and drugs are strictly prohibited on the campus. Smoking is not allowed in any school, admin building or on any property owned by WCS.
 - b) The Williamson County School system will provide the contractor with one set of keys / fobs for each building. The contract will not make any copies or duplicates of any keys/fobs. The contractor is responsible for tracking all keys/fobs given to their employees. Contractor shall furnish to the Williamson County School Contract Administer a list of employees holding keys. This list must be updated and reconciled every 6 months. Upon cancellation of the contract, the contractor must return all keys/fobs issued to them and their employees. If for any reason keys/fobs are not returned by the contractor thus resulting in a building being re-keyed/program new fobs the contract will pay the full cost. This penalty fee will be deducted in the contractor’s final payment from WCS.
 - c) Awarded vendor to be responsible for all unauthorized long-distance telephone calls placed by contractor's employees. All related costs to be reimbursed to WCS.
 - d) Contractor shall be responsible for securing each facility by means of locking all doors at end of night shift and by activating facility alarm system (if applicable).



- e) Custodians Smart Phones are to be used only for work purposes, no photos of WCS students or staff are permitted, texting of custodial employees to students is prohibited.

13.4 Keys or Key Fobs: To reiterate what was stated above, keys/fobs will be issued to the custodial companies for each location. All keys/fobs along with the employee ID badges must be returned immediately to the contractor's foreman after an employee leaves or is discharged. Lost keys/fobs should be reported to the WCS Contract Administrator. **NO DOORS ARE ALLOWED TO BE PROPPED OPEN AT ANY TIME.** If a custodian is carrying out the trash, they must either have an access key to get back into the school or another custodian must stand at the locked door and open it to allow them back in the building.

13.5 Security Cameras: Throughout the WCS School district all doors are monitored by security cameras. Security footage is subject to being reviewed and checked by school security staff at any time with or without the Custodians permission.

PART FOURTEEN: Equipment and Supplies/Materials

14.1 Equipment: The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the awarded contractor's responsibility. Contractor must also provide mats at all outdoor (door) locations. Mats are to be supplied by the awarded vendor. Mats should be properly cleaned and rotated at least every two weeks. Shop rags must be provided at the WCS Transportation and Maintenance Dept.

14.2 Storage: Williamson County Schools will provide locked storage spaces, but shall not be responsible for losses, which may be incurred due to theft and/or vandalism. Custodial spaces are to remain locked at all times. All equipment shall be maintained properly and kept in clean condition. A listing of all chemicals, equipment and supplies, which will be used by the successful contractor, must be submitted for approval by WCS prior to service under the contract. Changes may be made only after authorization by WCS.

14.3 Supplies: The contractor shall be responsible for supplying all dry goods, chemicals, paper dispensers, and equipment needed to maintain a successful housekeeping program for WCS. The contractor shall be responsible for filling all dispensers with towels, feminine pads (in high schools) hand soap, and tissues along with replacing trash can liners. Trash can liners shall be replaced daily in classrooms, offices. Trash can liners will be replaced daily in the cafeteria and restroom areas or more often if required. If contract is terminated or not renewed, WCS reserves the right to negotiate for the retention of all vendor supplied dispensers. No dispensers shall be removed without written notice from WCS canceling this right of negotiation.

14.4 Chemicals: All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Safety Data Sheets (SDS) will be maintained on each job site for all chemicals used in the cleaning process. A complete set will also be provided to the WCS Contract Administrator. SDS must be maintained in two locations in



each building. One location easily accessible by the contractor's employees and the second location will be in the principal's office for each building. All chemicals transferred to another container must be appropriately marked to clearly identify the container's contents. The contractor must furnish all needed safety equipment and protective devices necessary for the safety of their employees, students, staff and facility. Said safety devices will include, but are not limited to wet floor signs, gloves, goggles and spill kits. All safety training and devices must conform to OSHA and all other applicable regulatory standards.

- 14.5 Diversy Pro-Strip:** Contractors shall use “Diversey GP Forward” (or equivalent) brand floor cleaner mixed with “Diversy Pro-Strip” (or equivalent) to remove all wax to bare floor tile. This bare tile stripping method should be accomplished in all buildings at least once every 6 years. After the bare tile is exposed the vendor should use a coat of Diversy Pro Sealer followed by a minimum of three coats of Diversy Vector Brand Wax. If vendors are stripping off the top layer of wax during the years no bare tile floor stripping is required then vendors should again apply a minimum of 3 coats of a high-Diversy Vector Brand quality wax on floors.

14.6 List of Consumable and Supplies that will be Supplied by the Contractor:

1. Soap & Soap Dispensers
2. Tissues
3. Paper Towels & Paper Towel Dispensers
4. Can liners
5. Hand Sanitizer & Dispensers (if applicable)
6. Hand Dispenser Stands (3) in each school – one in all ancillary areas
7. 1 spray bottle and 1 rolls of paper towels refilled on a regular basis (as needed)
8. Cleaning chemicals used to clean the schools, rags, etc...*and/or any other typical type of materials, supplies or equipment needed not mentioned above.*
9. Foggers-Electrostatic Sprayers to perform CDC compliant disinfection (*if needed*)

Cost of the items above must be reflected in the proposal pricing.

Supplements will no longer be provided.

- 14.7 Dumpsters:** Each school is equipped with a Dumpster / Trash Compactor provided by WCS at the loading dock area of the building. The awarded Custodial firms are to manage the dumpster equipment and the surrounding area within **100 feet** to insure cleanliness and functionality.

- 14.8 Dumpsters:** Custodians will report mechanical problems with the compactor / dumpsters to WCS Maintenance in which case Maintenance will make timely and appropriate repairs. These outsourced Custodial Vendors are agents of WCS. They are acting on our behalf to manage the dumpsters. They will make all calls to Williamson County Landfill for pick-ups. Due to illegal dumping by the general public, the dumpster doors will remain secure. The authorized personnel to have keys for the locks area the custodial staff and WCS Maintenance. Very Important: School Staff shall not call the WC Landfill for pickups. The Landfill has been



instructed to disregard calls from school staff.

14.9 Propping a Door Open: When taking out the trash custodians **will not Prop a door open** to allow them access back into the building. If the custodian does not have a key or fob, then another custodian should accompany the custodial employee taking the trash out and should remain inside so they can reopen the door when the employee is finished. Cameras are positioned at the doors and this policy will be strictly enforced.

14.10 Responsibility and Management of Dumpsters includes:

Dumpster Bins, Compactors, Recycle Bins, **Entire area around the dumpster.** Failure to comply: The WC Landfill will assess \$150 fines for "less than full loads".

Each respective custodial service provider will be responsible for any less than minimum haul penalty fees. The fines are charged per occurrence and will be deducted by WCS from monthly payments. Proper management of this process should eliminate any and all penalties. Please note however, the following items that can also be assessed if not managed properly (each is a penalty of \$150)...less than full load, parked vehicles blocking access to dumpster including turn around and contamination or miss use of recycle bins.

PART FIFTEEN: School Kitchens

15.1 The individual school kitchen(s) are not a part of this contract. Kitchens are cleaned by WCS Food Service Personnel. To clarify, the Cafeteria and other areas around it are part of this contract.

PART SIXTEEN: Outside Stadium Bleachers and Athletic Facilities / Field House

16.1 Awarded Vendor shall clean and dispose of trash under, on and around a 100 foot radius of outdoor bleachers and Athletic Facilities / Field house. The outdoor restrooms are to be cleaned and stocked after event and as necessary.

PART SEVENTEEN; Emergencies

17.1 All emergency conditions shall be promptly reported to the Williamson County Schools Safety Director, Contract Administrator, School Principal and Maintenance Manager.

PART EIGHTEEN: Contractor's Representative

18.1 Contractor's Representative: A representative of the contractor shall be appointed within 24 hours after notice of award. This person will be available for purposes of reporting problems, requesting schedule changes, etc. This individual shall be someone other than the job supervisor, and he/she shall be the sole contact person for routine matters.

18.2 Schedules: Scheduling custodial services shall be done with a minimum of



disruption to normal school functions.

- 18.3 Full Responsibility:** The awarded custodial contractor shall assume full responsibility for the WCS custodial services program at the schools in their awarded zone as defined herein after written notice of award. It is the Contractor's sole responsibility to become acquainted with all after school activities at each school, through weekly meetings with schools' designated representative, and plan accordingly to provide required cleaning coverage for these activities. Upon execution of agreement, the contractor shall designate an English-speaking lead/day porter as the authorized representative, acceptable to WCS, to represent and act for the contractor.
- 18.4 Recalls:** The awarded custodial contractor must provide service for recall if proper cleaning has not been performed the previous night. If an area is not clean when a Williamson County Schools' representative reports to work, contractor must have employees other than day porters on the job within sixty (60) minutes to start cleaning. Contractor will provide in their proposal the emergency phone number to be used for these calls and the name of the individual to be contacted.
- 18.5 Additional Services:** Additional services may be added to this contract under the prevailing terms and conditions of existing contract. Both parties will mutually agree upon the price.
- 18.6 Snow & Ice:** The contractor may be responsible for the removal of ice and snow from entrances and sidewalks up to 50 feet from entry to proposed schools and to provide salt to melt snow and ice. The custodial company will be notified if this is required... If they are required to do this process the removal should start so that slippery areas will be cleared before people report to the buildings.
- 18.7 Inclement Weather:** On days when schools are closed due to inclement weather, the contractor will, within practical safety limits, provide a custodial inspection of each school. Contractor will inspect for cleanliness, weather related damage and determine that building is sufficiently heated to prevent freezing damage.
- 18.8 Maintenance Problems:** Any maintenance problem discovered by the contractor's employees must be reported to the principal or his/her designee.
- 18.9 Determination of Specifications:** Should the contractor refuse or fail to complete the work or any part thereof properly and diligently and in substantial accord and compliance with the schedule or schedules agreed upon and filed with the respective school principals or the Contract Administrator, or as defined in specifications or any extension thereof; or if the Contractor should fail or refuses to perform any requirement or provision of the Contract specified to be performed by the Contractor, then and in either event, WCS after three (3) days written notice to the Contractor of the default, may take over the work, or such portion thereof as may be in default or arrears, and correct the fault and make good the deficiency and the cost



thereof will be deducted from the Contract price and may be withheld from any amount due or that may become due the Contractor from the Owner; or, at the Owner's option, may declare the entire Contract terminated and take possession of all materials, tools, machinery, equipment, and appliances on the site of the work and complete the work by the Owner's own forces or in such other manner and means as the WCS may deem necessary or expedient. WCS is to remain accountable to the Contractor only for any excess that may remain between the cost of the work completed by either such methods or the Contract price. The Contractor and his surety shall remain at all times liable to the Owner for any deficit remaining between the cost of the completion of the work and the contract price. The Owner, for his sole convenience and after three (3) days written notice to the Contractor may terminate the Work, or such portion thereof; the Owner to remain accountable to the Contractor only for the cost of work completed up until the notice of termination.

PART NINETEEN: Penalty for Non-Compliant Work

- 19.1 Compliance of Contractors** WCS Contract Administrator's shall be the sole judge as to whether the contractor has accomplished the specifications outlined in this contract. The basic outline of how this will be addressed is listed below.
- 19.2 Contract Administrator** A representative of WCS or the WCS Contract Administrator will conduct frequent inspections of school sites, if basic duties are not accomplished then the WCS Administrator's shall make a notation of the poor performance and the WCS Purchasing Department may make deductions from the contractor's next invoice.
- 19.3 Accounts One & Two** Billing under Account 1 & Account 2 should be simultaneous monthly invoices. The services will be billed in arrears (i.e., June services should be billed during the first week of July).
- 19.4 Additional Services** A school may desire/request additional services, for which they intend to pay from their school activity funds. This is allowable and must be done in writing with the Principal. Note: In these cases, the Vendor acknowledges that these type arrangements are between the vendor and the school principal; and that WCS is not liable for these extra (site-based) services. Invoices for additional services approved by the school principal shall be billed separately and noted as Account 2 items. WCS is not responsible for billings under either Account 1 or Account 2 that are not related to pre-authorized services.
- 19.5 Evaluations:** The WCS Contract Administrator's shall make routine evaluations during the entire contract. Procedure: The form entitled "Custodial Inspection Form" shall be utilized. The intent will be to document those areas where cleaning services are not satisfactory and to serve as written notification to the vendor that corrective actions are required. WCS will design this form. Copies of each evaluation will be provided to Principal, Contractor, WCS Maintenance, and WCS Administration.



- 19.6 Evaluations to the Administration:** The school's Principal or their Designee will receive an emailed copy of the evaluation.

PART TWENTY: Training

- 20.1 Training:** All Contractors proposing shall provide evidence a training program for custodial employees and supervisors. A copy of this plan must be submitted with the RFP package as an integral part of the proposal package.
- 20.2 Logs:** The contractor will be responsible for supplying a logbook for each school/office for employees to report problems. This log shall be kept at the office of each school and be checked, by the contractor's representative, before each work shift.

PART TWENTY-ONE: Responsibilities of WCS

- 21.1 Determination of Specifications:** The Williamson County School system shall be the sole judge as to whether the contractor has accomplished the specifications outlined in this contract. If specifications are not met, WCS will deduct an amount determined in these specifications. Deductions will be taken off the monthly invoice.
- 21.2 Utilities:** All necessary utilities will be furnished by the Williamson County School system.
- 21.3 Storage:** Williamson County Schools shall provide custodial closets for the equipment and supplies /materials normally required for the types of services to be provided under this contract. These closets shall remain locked, clean, and well organized at all times.
- 21.4 Trash Disposal:** Williamson County Schools shall furnish, in a reasonably convenient location, a container for use by the contractor in the removal of wastepaper, trash, debris, etc. Vendor is responsible for providing all carts and barrels necessary for the conveyance of trash from classrooms, offices and other WCS provided receptacles to the WCS provided compactors. In addition, vendor will supply trash barrels necessary for removal of all trash from school cafeterias.
- 21.5 Chalkboards / Marker Boards:** Contractor shall not erase or clean any chalkboard/marker boards that has "DO NOT ERASE" and/or the date written on chalkboard / marker boards.
- 21.6 Daily Disinfecting and Disease Control Prevention:** The following items shall



be provided daily in classrooms and operational areas while custodians are routinely cleaning during their normal daily tasks.

- Daily Disinfect Door handles
- Daily Disinfect Elevator buttons
- Weekly Stairwell – disinfect handrails
- Disinfect Locker Handles in school hallways & in Athletic Locker Rooms
- Disinfect recreation equipment (if applicable)
- Daily Disinfect the outside of Vending Machines buttons
- Daily Disinfect Counter Tops
- Daily Disinfect Light switches
- Weekly, Disinfect, phones, copier, printers and fax control buttons
- Daily disinfect the front desk, lobby surfaces (areas where the general public are received)
- Disinfect, Student desk and Teacher desk (as needed)
- Daily clean & disinfect tabletops, microwaves, outside of refrigerators, coffee machines and countertops

NOTE: In the event of a disaster, disease outbreak, pandemic or other emergency, WCS may request these areas be cleaned again, re-cleaned or additional added disinfectant provided. Additional labor would be billed under the “Special Services Rate”.

CLEANING SPECIFICATIONS CONTINUOUS SUSTAINABILITY

WCS Facilities which includes all Schools and Ancillary Buildings will be inspected using the Association of Physical Plant Administrators (APPA) Custodial service Levels. On the following pages you will find a listing of areas and the expectations on which to base pricing. Each area will be labeled with the level of APPA service expected. In addition, the expectation of this performance contract is to have all tasks completed at the schools, with products stocked, and the school ready for inspection by the WCS Contract Service Administrators no later than 4:00 am before the start of each school day.

APPA’S LEVEL OF CLEAN:

1. LEVEL ONE – “Orderly Spotlessness”

- Clean shiny floors and baseboards
- No buildup in corner, along walls
- Clean polished surfaces (vertical & horizontal)
- No accumulated dust, streaks, fingerprints
- Bathroom fixtures are shiny nothing smells, supplies stocked
- Clean odorless trash containers

2. LEVEL TWO - “Ordinary Tidiness” same level as above with these exceptions

- May have up to 2 days dust streaks etc....



- Everything is clean but close inspections may reveal some dust, fingerprints etc....

3. LEVEL THREE – “Casual Inattention”

- Floors may be swept or vacuumed but have stains or buildup in corners or along walls
- Walking lanes visible in carpet
- Streaks on Baseboards
- Obvious dust, marks, fingerprints
- Still remains clean appearance and order free

New This Contract: Complete Stripping of VCT to Bare Tile Every Five Years:

The Contractor shall develop and provide a six-year plan to completely strip wax on VCT from all schools that are in their zones. This schedule should be developed with the assistance of the WCS Contract Administrators and will ensure that all the VCT floors in the buildings are stripped completely down to the bare tile at least once every six years. This new schedule will be modeled after the current WCS Gym Floor Refinishing program.

NOTE: When preparing a proposal all of the new specifications and requirements listed in this document should be considered and included in the prices you submit. WCS is attempting to eliminate “supplemental” items that have been added in the past to offset cost. This new expectation is that all of these requirements be included in the price per square that is being considered in each submittal. The only exception to this will be the COVID – 19 Pandemic supplement which will be included for a Pandemic or other type emergencies similar or like the one we are experiencing currently. A price for this type of service will be included on the RFP Cover sheets that each participating bidder will complete.

ITEM 1 CLASSROOMS — APPA Level Two

- A. Daily (Five Days Per Week)
- 1) Empty wastebaskets replace trash liners
 - 2) Spot clean desktops (removal of graffiti)
 - 3) Clean and sanitize/disinfect counters, sinks, water fountains — bright works — do not use rags or other items used in restrooms, on floors, etc. Dust mop, with chemically treated dust mop, all compositions floors
 - 4) Spot mop composition floors with all-purpose cleaner
 - 5) Vacuum all carpet / area rugs Spot clean carpet as needed
 - 6) Vacuum walk-off mats
 - 7) Spot clean windows in doors and partitions
 - 8) Secure any exterior doors and windows and turn off light before leaving room
 - 9) Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- B. Weekly (to be accomplished by each Friday)
- 1) Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables.



- 2) Sweep baseboards.
 - 3) Damp clean window ledges
 - 4) Mop compositions floors (wall to wall full mop)
 - 5) Remove cobwebs from corners/ceilings/return air vents, lights, etc.
 - 6) High dust above hand height (60") horizontal surfaces, including shelves, top of chalk/white boards, door and window frame, moldings, etc. WCS Maintenance personnel will clean high ceiling areas that cannot be reached from a 6-foot ladder.
 - 7) Remove dust from ceiling areas, lights, etc.
- C. Special Ed, CDC Rooms: Special Ed classrooms with carpeted areas must be vacuumed every day and carpet spot cleaned as needed. More frequent shampooing of the carpet may be required during the normal school year due to unforeseen soiling. Principal will make the request to the contractor's supervisor. Hard surface floors must be fully mopped daily.
- D. Semi-Annually
- 1) Scrub and refinish all compositions floors
 - 2) Clean / extract room carpet and rugs
- E. Annually — June / August 1
- 1) Strip and refinish all composition floors
 - 2) Clean carpeting and apply soil retardant fabric coating

NOTES:

- Annual services to be performed prior to the start of the school year during the summer.
- Semi-annual services to be performed over Winter Break.
- Schedules for cleaning must be approved by each building's chief administrator.

ITEM 2: OFFICES, ADMINISTRATIVE AREAS, STAFF RESTROOMS, MAIN LOBBY & ENTRANCE AREA, LOUNGES, GYM ENTRANCE AND THE CLINIC - APPA Level One

- A. Daily (5 DAYS PER WEEK)
- 1) Empty wastebaskets replace trash liners
 - 2) Low dust all horizontal surfaces to hand height (60") including all furniture, chairs, tables and telephones.
 - 3) Spot clean furniture, including chairs and tables
 - 4) Spot clean all window glass and glass partitions to hand height
 - 5) Dust mop, with chemically treated dust mops, all composition floors
 - 6) Spot mop compositions floors with all-purpose cleaner
 - 7) Vacuum carpet daily
 - 8) Spot clean carpet as needed
 - 9) Vacuum walk-off mats



- 10) Clean restrooms in all admin areas and clinic office
 - 11) Secure any exterior doors/windows & turn off lights before leaving room.
 - 12) Sanitize door handles, light switches and other high touch areas daily
 - 13) Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.
- B. Weekly (to be accomplished by each Friday)
- 1) Sweep baseboards
 - 2) Damp clean window ledges
 - 3) Remove cobwebs / dust from return air vents, corners/ceiling, etc.
 - 4) Clean behind and around desks and other obstructions
 - 5) High dusting (ceiling height up to 10 feet) horizontal surfaces, including shelves, moldings, top of door frames, etc. Remove dust from ceiling areas and lights.
 - 6) Dust window blinds where applicable
- C. Semi-Annually
- 1) Scrub and refinish all composition floors
 - 2) Clean / extract all carpet and rugs
- D. Annually June / August
- 1) Strip and refinish all composition floors or clean carpets

ITEM 3 LOUNGE - APPA Level One

- A. Daily (Five) Bright Clean — watch for cross contamination
- 1) Empty wastebaskets and replace liners
 - 2) Dust and spot clean furniture, including chairs and tables and telephones
 - 3) Spot clean all window glass to hand height
 - 4) Clean restrooms, clean and disinfect sink, damp clean counter tops
 - 5) Damp clean vending machines
 - 6) Dust mop, with chemically treated dust mops, all composition floors
 - 7) Spot mop composition floors with all-purpose cleaner
 - 8) Mop restroom floors
 - 9) Vacuum carpet daily
 - 10) Spot Clean carpet
 - 11) Sanitize door handles, light switches and other high touch areas daily
 - 12) Secure any exterior doors and windows and turn off lights before leaving room.
 - 13) Remove fingerprints from doors, frames, light switches, and kick plates, handles and railings



B. Weekly (to be accomplished by each Friday)

- 1) High dust all horizontal surfaces to ceiling height up to 10", and including furniture, tables and chairs, window ledges
- 2) Sweep baseboards
- 3) Remove cobwebs / dust from return air vents, corners/ceilings etc.
- 4) High dust above hand height (60") horizontal surface, including shelves, moldings, door frames, top of chalk and white boards, etc.
- 5) Dust window blinds where applicable

C. Semi-Annually & Annually

- 1) Scrub and refinish all composition floors
- 2) Clean / extract all carpet and rugs

ITEM 4 LIBRARY APPA Level One

A. Daily (Five)

- 1) Empty wastebaskets change liners
- 2) Spot clean all window glass and glass partitions to hand height
- 3) Spot clean table and counter tops
- 4) Dust mop, with chemically treated dust mops, all composition floors
- 5) Spot mop compositions floors with all-purpose cleaner
- 6) Vacuum carpet daily
- 7) Spot clean carpet
- 8) Vacuum walk-off mats
- 9) Secure any exterior doors and windows and turn off lights before leaving room.
- 10) Remove fingerprints from doors, frames, switches, kick plates, handles & railings

B. Weekly (to be accomplished each Friday)

1. Low dust all horizontal surfaces to hand height (60") including all furniture, chairs, tables and telephones
- 2) Sweep baseboards
- 3) Damp clean window ledges
- 4) Remove cobwebs / dust from return air vents, corners/ceiling etc.
- 5) High dust above hand height (60") horizontal surfaces, including shelves, moldings, door/window frames, etc. Areas that cannot be reached from a 6-foot ladder will be cleaned by WCS Maintenance personnel.
- 6) Remove dust from ceiling areas and lights



C. Semi-Annually

- 1) Scrub and refinish all composition floors
- 2) Clean / extract all carpet and rugs

D. Annually June — August 1

- 1) Strip and refinish all composition floors
- 2) Damp clean all washable surfaces
- 3) Clean all carpet and apply soil retardant fabric coating

NOTES: Annual services to be performed prior to the start of the school year.

1. Semi-Annual service to be performed during winter break
2. Schedules for cleaning must be approved by each building's chief administrator.

ITEM 5 CAFETERIA APPA Level One

A. Daily (Five days per week) Should have a minimum of 2 people in Cafeterias during lunch. Cafeterias must be cleaned as many times during the day as necessary, and before the night staff leaves the cafeteria must be clean or re-cleaned ready for morning inspection. This means after SACC programs leave if applicable to that school.

- 1) Dust mop composition floors
- 2) Damp mop where needed composition floors during the day. At the end of day with an auto scrubber
- 3) Spot clean glass to hand height (60")
- 4) Wipe tables off as many times as necessary
- 5) Remove trash from cafeteria area
- 6) Put tables up and down
- 7) Spot clean walls in trash return areas
- 8) Vacuum walk-off mats
- 9) Secure any exterior doors and windows and turn off lights before leaving room.
- 9) Remove cobwebs / dust from return air vents, corners/ceiling, etc.
- 10) High dust above hand height (60") horizontal surfaces, including shelves, door frames, moldings, etc. Areas that cannot be reached from a 6-foot ladder will be cleaned by WCS Maintenance personnel.

B. Weekly

- 1) Spray buff/high speed burnish composition floors



C. Semi-Annually

- 1) Scrub and refinish all composition floors

D. Annually June — August 1

- 1) Strip and refinish all composition floors

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Semi-Annual service to be performed during winter break.
3. Schedules for cleaning must be approved by each building's chief administrator.
4. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive. Propane tanks cannot be stored inside building. Any found inside will be removed.

ITEM 6 HALLWAYS CORRIDORS AND STAIRWAYS - APPA Level One

A. Daily (Five Days Per Week)

- 1) Spot clean all window glass and glass partitions to hand height
- 2) Dust mop, with chemically treated dust mops, all composition Floors, empty trashcans (if applicable)
- 3) Spot mop compositions floors with all-purpose cleaner
- 4) Vacuum carpet/rugs walk off mats. Clean under mats.
- 5) Spot clean carpet as needed
- 6) Sweep/mop all stairways daily
- 7) Secure any exterior doors and turn hall lights.
- 8) Lock all classroom doors
- 9) Clean and sanitize water fountains — bright works — do not use rags or other items used in restrooms or on floors.
- 10) Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.

B. Weekly (to be accomplished by each Friday)

- 1) Spray buff/high speed burnish all composition floors.
- 2) Damp clean window ledges
- 3) Remove graffiti from walls and lockers
- 4) Remove cobwebs / dust from return air vents, corners/ceiling, etc.



- 5) High dust above hand height (60") horizontal surfaces, including shelves, moldings, door/window frames, etc. Areas that cannot be reached from a 6-foot ladder will be cleaned by WCS Maintenance personnel.
- 6) Remove dust from ceiling areas and lights.

C. Semi-Annually

- 1) Scrub and refinish all composition floors (not classrooms)

D. Annually June / August 1

- 1) Strip and finish all composition floors (if applicable)
- 2) Strip and finish all stair landings (if applicable)
- 3) Clean all stairs. Schedules for cleaning must be approved by each building's chief administrator.

**ITEM 7 MULTI-PURPOSE / GYMNASIUM / AUDITORIUMS / FIELD HOUSE
APPA Level Two**

A. Daily (Five days per week) watch for cross contamination hazards.

- 1) Empty wastebaskets
- 2) Dust mop floors with chemically treated mop per manufacturer's specifications.
- 3) Mop all restrooms floors. Spot mop composition floors
- 4) Replace all plastic can liners in waste receptacles
- 5) Vacuum carpeting daily,
- 6) Clean bleachers after school events and functions, spot mop bleachers as needed.
- 7) Remove all trash under gym bleachers after games or events.
- 8) Remove fingerprints from doors, hardware, frames, light switches, kick plates

B. Weekly (to be accomplished by each Friday)

- 1) Low dust all horizontal surfaces to hand height
- 2) Mop all spills under bleachers — accessible areas
- 3) Sweep baseboards, spot clean carpet (if applicable)
- 4) Clean stage areas if applicable
- 5) Check bleachers before events and clean (daily if necessary)
- 6) Remove graffiti from wall, bleachers and lockers
- 7) Remove cobwebs / dust from reachable corners/ceiling and air vents
- 8) Machine scrub all field house restrooms.



- 9) High dust above hand height (60") horizontal surfaces, including shelves, pipes, door/window frames, moldings, etc. areas that can't be reached from a 6-foot ladder will be cleaned by WCS Maintenance personnel.

C. Semi-Annually

- 1) Scrub and refinish composition floors

D. Annually June — August 1

- 1) Strip and wax composition floors (stage area where applicable)

NOTES: Annual services to be performed prior to the start of the school year.

1. Semi-Annual service to be performed during winter break.
2. Schedules for cleaning must be approved by each building's chief administrator.
3. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive. Propane tanks cannot be stored inside building. Any found inside will be removed.

**ITEM 8 RESTROOMS - LOUNGES, OFFICES, ADMINISTRATION
AERAS, CLINICS APPA Level One**

**RESTROOMS IN DRESSING ROOMS, LOCKER ROOMS
APPA Level Two**

A. Daily — Bright Clean — watch for cross contamination hazards

- 1) Re-stock all soap, tissue and paper towels
- 2) Check restrooms throughout the school day
- 3) Empty wastebaskets and replace liners
- 4) Clean and sanitize all vitreous fixtures including toilet bowls, urinals and hand basins
- 5) Clean and polish chrome fittings — nonabrasive
- 6) Clean and polish glass and mirrors
- 7) Remove spots, stains and splashes from walls, commodes, partitions and urinals
- 8) Spot clean metal partitions
- 9) Sweep floors
- 10) Damp mop floors with germicidal disinfectant
- 11) Remove graffiti and marks from walls, partitions, commodes, etc.
- 12) Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.

B. Weekly

- 1) Low dust horizontal surfaces to hand height (60")



- 2) Sweep baseboards
- 3) Thoroughly clean floors and walls with germicidal disinfectant
- 4) Dust and clean all metal partitions and lockers
- 5) Machine scrub all restroom and locker room floors with germicidal disinfectant solution including baseboards and corners.
- 6) Flush and check floor drains
- 7) Remove cobwebs from corners/ceilings/return air vents, etc.
- 8) Empty sanitary boxes daily (if applicable)
- 9) High dust above hand height (60") including door frames, lights, etc. WCS
Maintenance personnel will clean areas that cannot be reached from 6 — foot ladder.

C. Monthly

Semi-Annually

1. Scrub and refinish composition floors

Annually June — August 1

1. Strip and wax composition floors (stage area where applicable)

NOTES:

1. Annual services to be performed prior to the start of the school year.
2. Semi-Annual service to be performed during winter break.
3. Schedules for cleaning must be approved by each building's chief administrator.
4. Any job requiring the use of a propane buffer must be done at night or at times when the building is inactive. Propane tanks cannot be stored inside building. Any found inside will be removed.

ITEM 9 MISCELLANEOUS AREAS – APPA Level Two

Bright Works - watch for cross contaminations –

A. Field house (where applicable) Athletic Facilities Clean as directed by Principal / Coach

B. Restrooms on Football Field / Stadiums

1. Fill all dispensers before and after events
2. Check before events to ensure they are clean and odor free
3. Damp mop floors with germicidal disinfectant before events
4. Before and After Events
 - a. Empty wastebaskets and replace liners
 - b. Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals and hand basins
 - c. Clean and polish chrome fittings
 - d. Clean and sanitize toilet seats
 - e. Clean and polish mirrors
 - f. Wash and sanitize exterior of containers
 - g. Remove spots, marks, stains and splashes from wall areas
 - h. Sweep floors
 - i. Damp mop floors with germicide disinfectant

C. Football Bleachers / Stadiums



Use high power blower or sweep stands after each event and remove all trash.

D. Playgrounds

Check and empty all outside trash cans as needed, (front entrance, playground etc.)

ITEM 10: SUMMER SERVICES - APPA Level Three

FRONT OFFICE, ADMINISTRATION AREA, LOBBY, LIBRARY: Clean and tidy up daily, pick up trash, sanitize main offices, library, library offices, restrooms, front lobby.

SUMMER SCHOOL: Several summer schools will be conducted for various grades and subjects. In most cases classes will be conducted for one (1) of the two (2) sessions during the summer (June or July). When either session of Summer School is in process, APPA Level Three cleaning is to be conducted

BAND ROOM & ATHLETIC AREAS: During summer months all trash is to be removed from ALL athletic/band areas twice a week prior to the start of school (June — August). This includes all sports fields, locker rooms, restrooms, gyms, band rooms, etc. These areas should also be swept, mopped and stocked as appropriate. This could be accomplished on the same day as areas occupied by twelve-month employees are done. (see below).

TWELVE (12) - MONTH SCHOOL EMPLOYEES Normal cleaning is required twice per week in areas where WCS employees will be working. This includes trash removal on Tuesdays & Fridays vacuuming, dusting, restroom supplies, etc. for Front Office and Principal 's Office area.

NOTE: WCS will use the competitive bid cost data-submitted by the bidders in order to calculate the true unit price (cost per square foot). This true cost will be calculated down to .000001 decimal point. This allows WCS to truly compare, contrast (and award) the various bids that are submitted.

CUSTODIAL EMPLOYEES THAT ARE REQUIRED BY WCS

1. **One Zone supervisor for every 5 schools 40 Hour Employee**
2. **One Zone Manager for the entire zone 40 Hour Employee**
3. **EMPLOYEE REQUIREMENTS DURING THE EVENING HOURS SPECIFIED ON THE RFP COVER SHEETS**
4. **REQUIRED DAY PORTERS SPECIFIED ON THE RFP COVER SHEETS**

DAY PORTERS RESPONSIBILITIES

1. Unlock building each morning (if applicable)
2. Check restrooms after each class break. At least once an hour in all hall restrooms (Clean, mop, re-stock where needed, empty trash if needed, etc.)

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



3. Dust mop corridors between class breaks.
4. Monitor commons areas for middle and high schools during breaks.
5. Police outside main entrance of building at least one time per day (check trash cans).
6. Clean and mop any accident that may occur during the day.
7. Clean Cafeteria floors after lunch.
8. Vacuum walk off mats and areas that cannot be done at night.

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



**WILLIAMSON COUNTY SCHOOLS
RFP # 1230
OUTSOURCED CUSTODIAL SERVICES
Revised PROPOSAL PRICING SHEET**

IMPORTANT:

These completed Proposal Pricing Sheets must be attached to the RFP Cover Sheet (see bidding instructions) along with all other signed submittals. Scan the entire electronic proposal packet and email as instructed.

Proposers should use the attached spread sheets that accompany these pages and provide the most competitive bid prices they can submit.

NOTE: Incorrect or Incomplete Submittals will be discarded.

I, _____ (Print Name), _____ (Title),
_____ (Signature), _____ (Date),

Verify that I have carefully read the specifications, terms, conditions, and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth in this document... By signing this document and submitting my electronic proposal to Williamson County Schools, I fully acknowledge, understand, and accept the language contained within this RFP document.

Notice to Proposer – *If you find any of the language, terms, conditions, or specifications unacceptable then please do not submit an electronic bid package for this project.*

Proposers Company Name: _____

Address: _____

Phone Number: _____ **Email:** _____

PROPOSAL PRICING SHEETS

The award will be based on the lowest, most responsive, competitive overall RFP prices. WCS will award this proposal to (2) Custodial Companies depending upon the best fit for the Williamson County School District. **Companies submitting a proposal must bid on both sections in order to be considered for this award. Companies who fail to bid on both sections will be considered non-responsive and disqualified.**



Company Name _____		Bid Date _____		RFP #1230 South Zone Custodial					
	SOUTHZONE LOCATIONS	Current Student Enrollment Feb. 2020	Day Porter	Night time Cleaning Staff Required	Net Cleanable Sq. Foot	Bid Cost Factor per Sq. Ft.	Monthly Bill Cost Amount	# Months	Annual Total Extended
1	Allendale Elementary	699	2	2 + Foreman	109,740		\$ -	12	\$ -
2	Bethesda Elementary	549	1.5	2 + Foreman	78,640		\$ -	12	\$ -
3	Chapman's Retreat Elementary	742	2	2 + Foreman	79,840		\$ -	12	\$ -
4	College Grove Elementary	633	1.5	2 + Foreman	64,140		\$ -	12	\$ -
5	Creekside Elementary	541	1.5	2 + Foreman	110,000		\$ -	12	\$ -
6	Fairview Elementary	590	1.5	2 + Foreman	54,600		\$ -	12	\$ -
7	Fairview High	714	2	3 + Foreman	169,530		\$ -	12	\$ -
8	Fairview Middle	551	1.5	2.5 + Foreman	105,600		\$ -	12	\$ -
9	Heritage Elementary	615	2	2 + Foreman	75,800		\$ -	12	\$ -
10	Heritage Middle	1,027	2.5	2.5 + Foreman	121,850		\$ -	12	\$ -
11	Hillsboro Elementary/Middle	605	1.5	2.5 + Foreman	102,940		\$ -	12	\$ -
12	Independence High	1,849	3	3 + Foreman	234,960		\$ -	12	\$ -
13	Longview Elementary	986	2	2 + Foreman	112,500		\$ -	12	\$ -
14	Renaissance High School	171	1	1 + Foreman	14,800		\$ -	12	\$ -
15	Oak View Elementary	372	2	2 + Foreman	67,900		\$ -	12	\$ -
16	Legacy Middle	542	2.5	2.5 + Foreman	130,000		\$ -	11	\$ -
17	Page High	1,124	2.5	3 + Foreman	158,920		\$ -	12	\$ -
18	Page Middle	1,123	2.5	2.5 + Foreman	120,000		\$ -	6	\$ -
19	Pinewood Elem Off. & Sic. Ctr	30	0	1 cleaner	8,500		\$ -	12	\$ -
20	Pearre Creek Elementary	786	2	2 + Foreman	109,740		\$ -	12	\$ -
21	Summit High	1,183	3	3 + Foreman	238,280		\$ -	12	\$ -
22	Summit High Child Care House	30	0	1 cleaner	2,100		\$ -	12	\$ -
23	Spring Station Middle	1,048	2.5	2.5 + Foreman	128,970		\$ -	12	\$ -
24	Thompson Station Middle	640	2	2.5 + share Foreman with Elem	130,000		\$ -	12	\$ -
25	Thompson Station Elementary	874	2	2.5 + share Foreman with Middle	120,000		\$ -	12	\$ -
26	Trinity Elementary	838	2	2 + Foreman	78,900		\$ -	12	\$ -
27	Westwood Elementary	552	1.5	2 + Foreman	76,520		\$ -	12	\$ -
28	Winstead Elementary	633	1.5	2 + Foreman	80,500		\$ -	12	\$ -
			Floating - 2 FTE Day Porters						\$0.00
			Total net cleanable square foot		2,885,270				

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010





Company Name _____ Bid date _____ Revised RFP #1230 North Zone Custodial									
	NORTH ZONE LOCATIONS	Current Student Enrollment Feb. 2020	Day Porter	Night time cleaning staff required	Net Cleanable Sq. Foot	Bid Cost Factor Per Square Ft.	Monthly Bid Cost Amount	# Months	Annual Total Extended
1	Brentwood High □		3	3 + Foreman	216,601		\$ -	12	\$ -
2	Brentwood STEM Bldg		1	Foreman from BHS	61,000		\$ -	12	\$ -
3	Brentwood Middle		2.5	2.5 + Foreman	109,900		\$ -	12	\$ -
4	Centennial High □		3	3 + Foreman	244,500		\$ -	12	\$ -
5	ALC 408 Century Ct. Franklin		0.5	1 cust.	3,500		\$ -	12	\$ -
6	WCS Central Office		0	2 + Foreman	21,000		\$ -	12	\$ -
7	WCS Support Service Bldg.		0	2 cleaners to clean all these areas combined + share Foreman with Central Office	14,200		\$ -	12	\$ -
8	WCS Textbook Warehouse		0		3,500		\$ -	12	\$ -
9	WCS Transportation		0		2,800		\$ -	12	\$ -
10	WCS Transition Academy □		0	1 cleaner	800		\$ -	12	\$ -
11	Crockett Elementary		2	2 + Foreman	83,700		\$ -	12	\$ -
12	Clovercroft Elementary		2	2 + Foreman	109,500		\$ -	12	\$ -
13	Edmondson Elementary		2	2 + Foreman	79,660		\$ -	12	\$ -
14	Franklin High		3	3 + Foreman	236,900		\$ -	12	\$ -
15	Franklin High Annex Phase 1 & Phase 2		1	2 + share Foreman from FHS	46,000		\$ -	12	\$ -
16	Grassland Elementary		1.5	2 + Foreman	71,000		\$ -	12	\$ -
17	Grassland Middle		2	2.5 + Foreman	133,450		\$ -	12	\$ -
18	Hunters Bend Elementary		1.5	2 + Foreman	62,800		\$ -	12	\$ -
19	Jordan Elementary		1.5	2 + Foreman	121,000		\$ -	12	\$ -
20	Kenrose Elementary		2	2 + Foreman	83,100		\$ -	12	\$ -
21	Lipscomb Elementary		2	2 + Foreman	73,330		\$ -	12	\$ -
22	Mill Creek Elementary		2	2.5 + shared Foreman with Middle	100,600		\$ -	12	\$ -
23	Mill Creek Middle		2	2.5 + shared Foreman with Elem.	122,950		\$ -	12	\$ -
24	Nolensville High School		3	3 + Foreman	243,500		\$ -	12	\$ -
25	Nolensville Elementary		2	2 + Foreman	109,000		\$ -	12	\$ -
26	Ravenwood High		3	3 + Foreman	234,960		\$ -	12	\$ -
27	Scales Elementary		2	2 + Foreman	75,000		\$ -	12	\$ -
28	Sunset Elem		1.5	2.5 + shared Foreman with Middle	97,144		\$ -	12	\$ -
29	Sunset Middle		1.5	2.5 + shared Foreman with Elem.	118,806		\$ -	12	\$ -
30	Walnut Grove Elementary		2	2 + Foreman	71,600		\$ -	12	\$ -
31	Woodland Middle □		2	2.5 + Foreman	110,800		\$ -	12	\$ -
			Floating - 2 FTE Day Porters						\$ -
			Total net cleanable sq.ft.		3,062,601				

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RFP #1230
OUTSOURCED CUSTODIAL SERVICES
PROPOSAL COVER SHEET

Name of Company _____ Date _____

Special Cleaning, Extra Custodial Requirements or Essential Services :

Services that fall into this category are any type of service requested by WCS which requires additional expertise or tasks out of the normal scope of work or daily routine described in this RFP document. This rate is for extra labor (and supplies) which is above the normal routine (such as Covid-19 Pandemic or Emergency Supplemental Cleaning) that requires prior approval and a special PO to be issued.

Therefore, from time-to-time WCS Purchasing or WCS Contract Administrators will ask for quotes to perform these additional duties. WCS is requesting a per hour rate that includes 1 person who is at a minimum, supervisory capable, and all supplies to perform these duties.

The price quote per hour listed here should be for 1 employee (including cleaning supplies). If a job requires 2 or more people to complete task the cost of extra employees should be billed at incremental rates not to exceed 60% of the per hour rate listed below:

PRICE FOR EXTRA SERVICES (as described above)

PER HOUR \$ _____



DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as *follows*:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____
COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20 _____

Notary Public

My commission expires: _____



CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date



CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413.

Further affiant saith naught.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved

to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____ of

_____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20__.

Notary Public

My commission expires: _____