

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



**WILLIAMSON COUNTY SCHOOLS**  
**RFP #1199**  
**OUTSOURCED CUSTODIAL SERVICES**  
**March 2020**

Williamson County Schools (WCS) is currently accepting proposals for the entire districts Custodial Services. Williamson County currently operates approximately 50 schools, along with several ancillary areas that will need custodial services. The proposer(s) shall submit sealed proposals using the forms and other documents attached to this document. Sealed envelopes must be marked, "WCS-RFP #1199 Outsourced Custodial Services". Proposers may include any related literature, brochures or written materials in the proposal envelope. Faxed or emailed proposals will not be accepted.

Sealed proposals must be submitted by or before the **Proposal Opening on Wednesday, March 25, 2020 at 2:30 pm** marked to the attention of Skip Decker, Purchasing Department. Any proposals received after the specified opening time will not be accepted. Sealed proposal envelopes will be stamped (date and time) as received by WCS to verify the authenticity of receipt. Proposal opening will be held at the WCS Central Office address is listed below:

**Williamson County Board of Education**  
**1320 W. Main Street, Suite 202**  
**Franklin, TN 37064**

The following information must be printed on the **outside** of the sealed Proposal Envelopes

- WCS RFP #1199
- Outsourced Custodial Services
- Company Name and Address
- Date & Time of Proposal Opening

The following items must be included **inside** the Sealed Proposal Envelopes

- Completed Signed Proposal Form
- Completed Drug Free Affidavit
- Completed Criminal Background Check Affidavit
- Signed and Completed Iran Divestment Act Certificate
- Bid Bond in the amount of 5% (*see details on bid cover sheet concerning the amount*)  
No surety checks will be accepted.

**A Mandatory PRE-BID MEETING** was held for this project on **March 4, 2020 at 10:00 am**. All potential proposers who had representatives in attendance are listed below. Proposals from other companies that are not on this list will be **NOT** be accepted. The list is in no particular order:

**4-M Company**  
**TMA Company**  
**SG 360 Company**

**American Facility Services**  
**ABM Company / GCA**  
**The Budd Group**

**Performance Property**  
**ABBCO Services**  
**SMS**

**PROPOSALS FROM ALL CONTRACTORS LISTED ABOVE WILL BE GLADLY ACCEPTED**

## **INTRODUCTION TO PROPOSAL**

### **PLEASE READ THE FOLLOWING CAREFULLY**

The Documents for WCS-RFP #1199 Outsourced Custodial Services contain many important details along with precise specifications. After the pre-bid was held on March 4<sup>th</sup> some of the details may have been “tweaked” or changed. Clarifications for items that were discussed at the pre-bid are addressed in this RFP document. It is imperative that potential bidders who are submitting a proposal be fully informed and clearly understand the terms and conditions of this RFP document. “Bidders Beware” make sure you understand the scope and the significance of your submitted proposal. If a bidder needs additional clarification they may submit those in writing to [skipd@wcs.edu](mailto:skipd@wcs.edu) before the deadline of Wednesday, March 11, 2020 at 3:00 pm. After this time no further questions will be accepted. All questions that are submitted will be answered and addressed in an addendum which will be sent out on or before Friday, March 13, 2020 at 1:00 pm. If no addendum is sent, then proposers can assume that no further clarifications or changes to this document have been made.

The past few years have brought about many changes at WCS. The District has increased in size, number of students, number of staff, more programs, and more outside groups using the schools. The amount of after-hours use and outside organization use is staggering. During the summer months there is scarcely a few days when some portion of the schools are not in use. The summer was traditionally the time when custodial companies deep cleaned all the schools, now it is a scramble between, camps, sporting events, teacher in service, staff meetings, athletic and band practices to find time to get this done. Unfortunately, we cannot limit the use of the buildings for any long period of time. When all is said and done it is still the Custodial Companies responsibility to deep clean during the summer and they are required to schedule around these events and maintain the buildings while getting ready for teachers to return the end of July. All these changes have brought several new aspects in services that will require the custodial companies to buy additional equipment and hire more manpower in order to keep up the levels of service. The **supplies and consumables** for the following extra programs (that were previously supplemented) **must be included in your RFP cost**. SACC child care, Science Departments, Food Service Kitchens, Sporting Events, WCPR Athletic leagues, Camps, Band & Theater Programs, Special Ed Programs,

There are also budget restraints as with any outsourced service. The County Government will only allow a certain amount of taxpayer funds to go towards paying for these services. This challenges WCS to find ways to obtain this service and keep the high-level quality service in our buildings. There are many factors both existing and new that the winning custodial contractors will have to consider in order to manage these services.

WCS Purchasing has compiled a complete and straightforward list of these expectations. In releasing this Request for Proposal, we are expecting in return responsive proposals that provide adequate services at a reasonable, affordable price.

We welcome your company to submit a proposal that fills these requirements. It will be up to the individual proposers to sharpen their pencils and come up with an approach to our district’s needs while staying within our budget limitations. In the past our most challenging obstacle has been finding Custodial Companies who can fully staff our buildings and meet these vigorous demands on a continuous basis. Therefore, understand that WCS expects quality service and a dependable staff. In order to be successful in this contract your custodial company will be required to meet those standards on a daily basis. If the terms and conditions in this RFP are not achieved by any awarded contractor WCS has in place and will enforce this contract by means of monetary deductions.

## **PART ONE:**

### **INTRODUCTION to RFP**

#### **1.1 SIZE OF DISTRICT:**

Williamson County Schools is a medium-large size district consisting of approximately 50 schools at the present time. There are several additional schools in the planning stage that will be built in the next few years. Williamson County is approximately 584 square miles in size and is approximately 15 miles south of the city of Nashville.

#### **1.2 DEMOGRAPHICS:**

Williamson County is an affluent area. Many of its residents are privileged. As with most affluent communities a higher standard of expectations in county services are anticipated. WCS is considered a world class district, with some of the highest achieving schools in the Country. 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 on a limited budget. There is high demand for services and a high demand for fiscal responsibility.

#### **1.4 GOALS AND EXPECTATIONS:**

WCS is tasked with providing the highest possible level of services and while keeping the cost down, so it expects the best possible level of service with the lowest cost possible. The awarded proposers of this award will be challenged finding ways to provide excellent services at a reasonable cost without sacrificing quality. We are searching for custodial firms that have a proven track record. The company must be up for this challenge and capable of obtaining what is required for excellence at reasonable cost to the District. Beware, companies that cannot provide these services should stay clear of this proposal.

#### **1.5 EXPERIENCE:**

Companies submitting a proposal for this contract should have a minimum of (5) years experience in custodial services in a school district of similar size. Any proposals submitted should be from those companies that have the experience, fortitude, determination and financial backing to make the program work. It should also be noted that any previous company's experience with Williamson County Schools will be considered. In saying that your experience with WCS will be considered it should be noted that means all experience, both good and bad.

\* Although previous experience with WCS good or bad will not necessarily qualify or exclude a company it will be part of the evaluation process and it will be discussed and may or may not have a bearing on your 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

WCS anticipates the award of this bid to be on or before April 21, 2020. The contract period will commence Wednesday, July 1, 2020 — June 30, 2021.

- *Depending on the actual award of this RFP a transition period may be added to this contract before the actual start date to ensure a smooth transition into the new role. This transition period depends on the actual awards. WCS anticipates this period to be 2-3 weeks immediately prior to July 1, 2020. After the RFP is awarded this will be addressed in detail and agreed upon before the contracts are signed.*

Beginning in the first year and continuing each year thereafter on the anniversary date a contract renewal shall occur (*if contractor has performed its duties and both parties agree*). Each fiscal year the contract shall begin on July 1 and end on June 30 of the following year. Renewals may be continued for a period of (5) five more years... but not to exceed a maximum period of six (6) total years including the initial year. 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 Manager. A written renewal contract shall be signed each year.

**IMPORTANT: The Awarded Contractor(s) must be 100% fully staffed with all resources (equipment & human resources) in place and fully functional by Wednesday, July 1, 2020 in the first year of the contract.**

- 2.1 **EVALUATION TEAM & AWARD OF RFP:** The Project will be awarded to the lowest and best – as determined by our WCS custodial project evaluation team 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 two 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 major 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.
- 2.2 **ACCEPT OR REJECT 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.

- 2.3 **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.
- 2.4 **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).
- 2.5 **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.
- 2.6 **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 not tolerated.
- 2.7 **BACKGROUND CHECKS:** A successful completion of a background check 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.
- 2.8 **EMPLOYEE WAGES & TRAINING:** Williamson County Schools requires our partners to provide their employees at least a fair 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 school as noted on the proposal cover sheet and is required to be compensated a minimum rate of \$15.50 per hour, this is a FT position. This employee is expected to take ownership of their school locations, holding the other cleaners accountable and being responsible while working to ensure the school is acceptable.
- 2.9 **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 finger printing 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 THREE

### REGIONS, SECTIONS & AREAS SEPARATED INTO ZONES

3.1 **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 28 locations (including schools and ancillary areas) **Brentwood, Grassland, Franklin, Cool Springs, Nolensville**
- ⇒ **SOUTH ZONE:** Currently consists of 33 locations (including schools and ancillary areas) **South Franklin, Spring Hill, Thompson Station, Fairview, Bethesda, College Grove**

**PROPOSERS MAY NOT BID ON INDIVIDUAL LOCATIONS  
PROPOSERS MUST BID ON BOTH ZONES**

3.2 **PRICING PER ZONES:** Proposers must submit pricing for all school or ancillary location in both zones.

3.3 **FAILURE TO INCLUDE ALL LOCATIONS:** Proposers who fail to submit pricing on all locations in both Zones will be disqualified. Note: No proposer will be given special consideration in the choice of which zone they are awarded.

3.4 **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.

3.5 **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”.

3.6 **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.

3.7 **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.

- 3.8 SUBMITTED PROPOSALS:** Proposals are to be valid for a minimum of 90 days or until awarded whichever comes first. For all awarded proposals, prices will remain in effect for 12 months from commencement of contract. In addition, upon mutual agreement of both parties, pricing shall remain in effect for a period of (5) additional one-year terms from the date of the original award but not to exceed a total of (6) years. At the anniversary date of the annual custodial contract, WCS will consider a minimal price increase each year...but only if the awarded vendor has successfully met all expectations. WCS will attempt to provide this increase if allowable by budget. WCS reserves the right to cancel the contract or services with a written notice within 30 days.
- 3.9 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.
- 3.10 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. Throughout the term of the awarded contract(s) 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.
- 3.11 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.
- 3.12 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.
- 3.13 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.

- 3.14** **INVOICING / PAYMENTS:** Payments will be made within (30) days of the date vendor billing (invoice) is stamped received by WCS Accounts Payable. 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 Accounts Payable Department during the First 5 days of each month for the full prior month. \*Deductions if applicable, for poor or failure of performance will be taken from the monthly invoices.
- 3.15** **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 First.
- 3.16** **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.
- 3.17** **INDEMNIFICATION/HOLD HARMLESS:** Awarded proposer shall indemnify, defend, save and hold harmless Williamson County Schools, 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.
- 3.18** **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.
- 3.19** **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.
- 3.20** **FORCE MAJEURE:** In the event the contractor's performance under the agreement is delayed in connection with any circumstance beyond the contractor's 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 Williamson County Schools shall pay to the contractor upon termination, in addition to any amounts otherwise due, the amount, if any.



- 3.21 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 PO 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 contract 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.
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## PART FOUR

### INSTRUCTIONS ON COMPLETING THE PROPOSAL

- 4.1 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 meeting to represent them.
- 4.2 PRE-BID MEETING AGENDA:** Specifications and detailed instructions for participating were discussed at the pre-bid. Any/all information discussed during the pre-bid meeting will have been included and addressed in this official document. During the pre-bid meeting a walkthrough of some of the schools was scheduled and arranged. If you did not arrange for a walk through you will need to contact Eric Pajic or Robert Leslie (listed below) to schedule. Private tours or special scheduling to view the schools will not be considered. No tours will be conducted after March 13, 2020, unless previously scheduled by Mr. Pajic or Mr. Leslie.
- 4.3 ADDITIONAL INFORMATION:** As previously addressed in this document, proposers will have a brief period of time in which to ask additional questions if needed, the deadline for all questions is Wednesday, March 11, 2020 at 3:00 pm. All questions must be sent in writing to the Purchasing Department emailed to Skip Decker in order to be valid. [skipd@wcs.edu](mailto:skipd@wcs.edu)
- Tours will be conducted by either Robert Leslie 615-533-2505 or Eric Pajic 615-533-2609.
  - Any / all questions submitted after the pre-bid before the deadline of March 11, shall be answered in (1) Addendum on or before 1:00 Friday, March 13, 2020.
  - If there are no questions submitted there may be no addendum. No questions will be answered on the phone or in person. Proposers are forbidden to contact other school staff or board members during the RFP process.
- 4.4 SUBMITTING A PROPOSAL:** Proposals shall be submitted in a binder or notebook 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 A BINDER OR NOTEBOOK AND OUTLINED WILL NOT BE ACCEPTED.**

WCS is requesting proposals in this form to facilitate evaluation and to prevent evaluators 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.

- 4.5 **NUMBER OF COPIES REQUIRED TO SUBMIT:** Each proposal shall contain:
- One Original and two copies for a total of (3) copies. THE ORIGINAL must be Marked.
  - All copies should be in one sealed envelope or box along with the original.
  - A thumb drive may be included; however the proposals must be printed as directed.
- 4.6 **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 schools either public or private 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. Concerning current or past vendors, WCS will serve as its own reference and not need to contact references when determining their qualifications.
- 4.7 **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 materials that are clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.
- 4.8 **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 possibly 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 includes a point system and rates at a minimum, the following criteria:
- a. Proposal presentation (notebook or binder) and the ability to follow instructions.
  - b. Proposal amount and cost of services. Bid cover sheets and certificates.
  - c. The company's history, structure, personnel licenses and experience.
  - d. Related contracts similar in scope of amount completed by the company, including name of client or its representative.
  - e. Financial information such as balance sheet and statement of operations.
  - f. Organizational chart showing management structure, training and quality assignments. Individual vitae's may be required for all management employees.
  - g. Interview and presentation.
  - h. Confirmation of references.
  - i. Quality Assurance plan and Training Program to meet the specifications of the WCS contract.

## PART FIVE

### PROPOSAL CONTRACT REQUIREMENTS

- 5.1 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 the any / 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 area) in one building 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 – June 30. 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 make a decision to remove the dispensers from that area. To reiterate, custodial contractors will not have to provide more than 2 dispensers per year at a single area in one location (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 and the Principal or Administrator of that building.

- 5.2 LEVEL OF CLEANLINESS:** It will be the responsibility of the awarded contractor to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations and protection of the physical facility. In this RFP the proposers will find detailed specs in which to submit pricing. In the past some of the requirements have been overlooked or not performed. This new contract will seek to eliminate any doubts as to what level is expected. Our 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.
- 5.3 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.
- 5.4 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.

- 5.5 **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).
- 5.6 **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.
- 5.7 **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.
- 5.8 **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.

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## PART SIX

### WCS CONTRACT OFFICERS AND ADMINISTRATORS:

**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.

The Contract Administrator 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 document carefully 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).

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.

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## **PART SEVEN**

### **SPECIAL REQUIREMENTS for the SUBMISSION OF A PROPOSAL**

- 7.1 UNIT AND TOTAL COSTS:** Each proposal shall include a monthly cost figure for each school in the group and a total for the entire group. An hourly rate for additional / extra services should also be provided. WCS will use the monthly cost figure to determine a monthly cost in cents per cleanable square foot for comparison purposes. This allows us to value compare at a lowest common denominator level.
- 7.2 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.

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## **PART EIGHT**

### **ACCEPTANCE & EVALUATION OF PROPOSALS**

- 8.1 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. 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.

**8.2 EVALUATION OF PROPOSAL** Williamson County Schools District reserves the right to deny any or all proposals at its own discretion. Contractors should complete all changes and 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

<u>Points</u>	<u>Criteria</u>
	Executive Summary Proposer Qualifications, Client References
45	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 plan). How well does this solution meet the needs of WCS. Overall judgement and strengths of recommendation of key WCS stake holders the Contract Officer, Purchasing Agent & Contract Administrators.

C. Objective and Quantitative Analysis

<u>Points</u>	<u>Criteria</u>
55	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 NINE**

**CONTRACT AWARD**

**9.1 AWARD OF CONTRACT:** It is the full intent, assuming that satisfactory proposals are received, to make award(s). If awards are made, it will be for a 12-month period, beginning on the date of the contract. WCS reserves the option to renew or negotiate annual extensions up to (5) additional years, but not to exceed a total of (6) years.

Note: This is an option to renew and is not an automatic or assumed renewal. Renewal(s) will be based upon service quality and price as discussed in the pre-bid meeting.

- 9.2 **COMMENCEMENT OF CONTRACT:** The date scheduled for contract to begin will be July 1, 2020...Awarded Contractor must be fully equipped and staffed by July 15, 2020. A slight overlapping start-up transition period will be instituted in the month of May or June in this first contract year to ensure a smooth transition. Williamson County Schools reserves the optional right to re-bid this contract each year beginning fiscal year July 1, 2021.
- 9.3 **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.
- 9.4 **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 12 months, contract increase, excluding new facilities service (growth), the increase shall not exceed 1 .5% per year.
- 9.5 **CANCELLATION BREACH OF CONTRACT:** WCS may cancel contract with a (30) day written notice.
- 9.10 **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.
- 9.11 **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. See page 17.
- 9.12 **PERFORMANCE BOND:** A Payment, Performance, Labor and Materials (PPLM) Bond in the amount of 50% of the total contract, issued by a bonding company licensed to do business in the state of Tennessee and acceptable to the WCS is required each year. 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.

**9.13 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).

**9.14 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.

**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.
- WCS reserves the right to add additional items to this list if needed.

**BATHROOM CLEANING PROCEDURES:** Custodians are not to use the same mops on classroom floors that have been previously used in the bathroom. All workers should be utilizing urine odor removing products thus removing bathroom odors.

- Different mop/mop buckets and cleaning products are to used when cleaning restroom floors verse other floors in the schools/offices.
- The following instructions are to apply to classrooms, restrooms, dressing rooms, locker rooms, restrooms in lounge / clinic and offices.
  1. Different mops/mops buckets cleaning products.
  2. One set of mop heads, buckets, solutions are to be used for cleaning restroom floors.
  3. A different set is to be used for any other floor in the building.
  4. This is particularly important to note for classroom wings that have cubby restrooms.
  5. The equipment used to clean the cubby restrooms is Not to be used to clean the floors in the rest of the cubby area or in the classrooms.
  6. A urine/odor removal cleaner will be routinely used in bathrooms in order to eliminate uric acid odors.



**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.

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

**STIKES AGAINST A CUSTODIAL COMPANY:** 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 any particular school or WCS location scores less than 90 in one month and that location scores below 90 the second month then deducts shall occur in the second month. No WCS school or ancillary location shall be left behind in terms of consistent quality cleaning.

**AWARDED CONTRACTORS SHALL PROVIDE DETAILED SCHEDULES TO THE WCS CUSTODIAL CONTRACT ADMINISTRATORS:**

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 ± 1-2 days. This provides WCS Custodial Administrators the ability to determine which tasks are being performed at each different schools, 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 pricing sheets for details

**WCS REQUIREMENTS FOR NIGHT- TIME EMPLOYEES:**

Each location is different, see pricing sheet for details

**Williamson County Schools**  
**RFP # 1199 OUTSOURCED CUSTODIAL PROGRAM**  
**RESPONSIBILITIES OF THE CONTRACTOR**

**PART TEN**

**PERSONNEL**

- 10.1**    **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.
- 10.2**    **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.
- 10.3**    **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 criminal background records. All costs pertaining to criminal background checks shall be the sole responsibility of the contractor.
- 10.4**    **WAGES PAID TO EMPLOYEES:** Awarded contractors must pay any / all full time employees working on WCS property at least 30 hours per week a minimum of \$12.00 per hour and part time employees working on WCS property less than 30 hours per week at least a minimum of \$11.00 per hour, night-time foreman at least \$15.50 per hour. All personnel assigned to the contract for Williamson County Schools will be employees of the Contractor receiving the proposal. These employees will be treated by law as employees of the contractor and subject to all Federal and State Labor Laws regarding minimum wages, workers compensation, insurance etc. Employees cannot operate as sub-contractors to the Prime Contractor. 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).
- 10.5**    **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 ELEVEN

### SAFETY and SECURITY

- 11.1 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. MSD information will be kept on sight for all chemicals used at that site.
- 11.2 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 at the start of each contract year and shall be updated if custodial staff changes. WCS will be notified immediately of any staff changes. The staffing list will be kept current on a monthly basis. 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.
- 11.3 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 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 owned or operations building.
  - b) The Williamson County School system will provide the contractor with one set of keys for each building. The contractor will request permission for the reproduction of any issued keys. Cost of all additional keys to be the responsibility of the contractor. The contractor is responsible for tracking all keys 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 monthly. Upon cancellation of the contract, the contractor must return all keys issued to them and their employees, and any keys reproduced during the term of the contract before the Williamson County School system will pay its final bill.
  - 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.
- 11.4 KEYS OR KEY FOBS:** Keys will be issued to the custodial companies for each location. All keys and the employee ID badges must be returned immediately to the contractor's foreman after an employee leaves or is discharged. Lost keys should be reported to the WCS Contract Administrator. **NO DOORS ARE ALLOWED TO BE PROPED 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. **ALL DOORS ARE MONITORED BY SECURITY CAMERAS.**

## PART TWELVE

### EQUIPMENT AND SUPPLIES/MATERIALS

- 12.1** **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 door mats at all 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.
- 12.2** **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 Williamson County Schools prior to service under the contract. Changes may be made only after authorization by Williamson County Schools.
- 12.3** **SUPPLIES:** The contractor shall be responsible for supplying all dry goods, chemicals, paper dispensers, and equipment needed to maintain a successful housekeeping program for Williamson County Schools. The contractor shall be responsible for filling all dispensers with towels, hand soap, and tissues and for 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. **NO SUPPLEMENTAL DOLLARS WILL BE PROVIDED FOR SUPPLIES (as previously done) THIS MUST BE INCLUDED IN THE PROPOSAL COST CONTRACTORS SUBMITT.**
- 12.4** **CHEMICALS:** All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets (MSDS) 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. MSDS 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. Vendors should apply a minimum of 2-3 coats of a high-quality wax on floors after they have been stripped down to the bare surface when they are deep cleaned.
- 12.5** **SOAPS, TOWELS, TISSUES AND DISPENSERS:** Soaps, Towels, Tissues & Dispensers, are the awarded contractor's responsibility to provide, install and maintain. They shall provide all soaps, towels, tissues, liners and dispensers for this contract. No supplements will be paid for supplies.
- 12.6** **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 to insure cleanliness and functionality.

12.7 **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 be the general public, the dumpster doors will remain secure under padlocks. 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.

12.8 **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.

**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.

**School Kitchens**

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.

**Outside Stadium Bleachers**

Outdoor stadium bleacher area trash is to be picked up and carried. The restrooms are to be cleaned and stocked.

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**PART THIRTEEN**

**EMERGENCIES**

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

## PART FOURTEEN

### CONTRACTOR'S REPRESENTATIVE

- 14.1 **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.
- 14.2 **SCHEDULES:** Scheduling custodial services shall be done with a minimum of disruption to normal school functions.
- 14.3 **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.
- 14.4 **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.
- 14.5 **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.
- 14.6 **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.
- 14.7 **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.
- 14.8 **MAINTENANCE PROBLEMS:** Any maintenance problem discovered by the contractor's employees must be reported to the principal or his/her designee.
- 14.9 **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.

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## **PART FIFTEEN**

### **PENALTY for NON-COMPLIANT WORK**

- 15.1 COMPLIANCE OF CONTRACTORS** Williamson County Schools 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.
- 15.2 CONTRACT ADMINISTRATOR** A representative of Williamson County Schools (Administrator's) or the WCS Contract Administrator will conduct frequent inspections of school sites, if basic duties are not accomplished then the WCS Administrator or Contract Administrator shall make a notation of the poor performance and the WCS Purchasing Department may make deductions from the contractors next invoice.
- 15.3 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).
- 15.4 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.
- 15.5 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.
- 15.6 SIGNATURES:** The school's Principal or their Designee should review and sign all evaluation forms.

## **PART SIXTEEN**

### **TRAINING:**

- 16.1 **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.
- 16.2 **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.
- 16.3 **CUSTODIAL EMPLOYEE SIGN IN SHEETS:** At the beginning of every custodial employees shift, as they clock in to their respective company... they will also now be required to sign in on a Williamson County Schools log sheet indicating they are at the school and what time they started work. This will be included in the book that WCS keeps at the front of every building.

## **PART SEVENTEEN**

### **RESONSIBILITES OF WCS**

- 17.1 **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.
- 17.2 **UTILITIES:** All necessary utilities will be furnished by the Williamson County School system.
- 17.3 **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.
- 17.4 **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.
- 17.5 **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.
- 17.6 **COMPETE STRIPPING OF VCT TO THE BARE TILE:** Every VCT surface in all locations should receive (1) one complete to the bare tile stripping and re-waxing during a six-year period. The WCS Custodial Contract Administrators will maintain this schedule for all locations.



## CLEANING SPECIFICATIONS CONTINUOUS SUSTAINABILITY

### **ITEM 1 CLASSROOMS — Bright Clean — watch for cross contamination hazards \_**

- A. Daily (Five Days Per Week)
- 1) Empty wastebaskets replace trash liners
  - 2) Spot clean desktops (removal of graffiti)
  - 3) Clean and sanitize 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
- 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) Remove & Sanitize fingerprints from doors, frames, light switches, kick plates, handles and railings
  - 5) Mop compositions floors (wall to wall full mop)
  - 6) Remove cobwebs from corners/ceilings/return air vents, light, etc.
- C. Monthly (to be accomplished by the last Friday of each month)
- 1) 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.
  - 2) Remove dust from ceiling areas, lights, etc.
- D. 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.
- E. Semi-Annually
- 1) Scrub and refinish all compositions floors in hallways and cafeteria
  - 2) Clean / extract room carpet and rugs
- F. 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

### 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) Secure any exterior doors/windows & turn off lights before leaving room.

### B. Weekly (to be accomplished by each Friday)

- 1) Sweep baseboards
- 2) Damp clean window ledges
- 3) Remove and sanitize fingerprints from doors, frames, light switches, kick plates, handles and railings.
- 4) Remove cobwebs / dust from return air vents, corners/ceiling, etc.
- 5) Clean behind and around desks and other obstruction

### C. Monthly

- 1) High dust above hand height (60") horizontal surfaces, including shelves, moldings, top of door frames, etc. Remove dust from ceiling areas and lights.
- 2) Dust window blinds where applicable

### D. Semi-Annually

- 1) Clean / extract all carpet and rugs

### E. Annually June / August

- 1) Strip and refinish all composition floors or clean carpets

### ITEM 3 LOUNGE

#### A. Daily (Five) Bright Clean — watch for cross contamination

- 1) Empty wastebaskets and replace liners
- 2) Spot clean furniture, including chairs and tables
- 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) Secure any exterior doors and windows and turn off lights before leaving room.

#### B. Weekly (to be accomplished by each Friday)

- 1) Low dust all horizontal surfaces to hand height (60") including furniture, tables and chairs, window ledger and telephones
- 2) Sweep baseboards
- 3) Remove & sanitize fingerprints from doors, frames, light switches, and kick plates, handles and railings
- 4) Remove cobwebs / dust from return air vents, corners/ceilings etc.

#### D. Monthly

- 1) High dust above hand height (60") horizontal surface, including shelves, moldings, door frames, top of chalk and white boards, etc.
- 2) Dust window blinds where applicable

#### E. Semi-Annually

- 1) Clean / extract all carpet and rugs

#### F. Annually

- 1) Strip and Refinish all composition floors
- 2) Clean / extract all carpet and rugs

#### ITEM 4 LIBRARY

##### 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.

##### 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 & Sanitize fingerprints from doors, frames, switches, kick plates, handles & railings
- 5) Remove cobwebs / dust from return air vents, corners/ceiling etc.

##### c. Monthly

- 1) 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.
- 2) Remove dust from ceiling areas and lights

##### G. Semi-Annually

- 1) Clean / extract all carpet and rugs

##### H. 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

## ITEM 5 CAFETERIA

A. Daily (Five days per week) Should have a minimum of 2 people in Cafeterias during lunch

- 1) Dust mop composition floors
- 2) Damp mop composition floors
- 3) Sanitize door handles
- 4) Spot clean glass to hand height (60")
- 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.

B. Weekly (to be accomplished by each Friday)

- 1) Spray buff/high speed burnish composition floors
- 2) Remove cobwebs / dust from return air vents, corners/ceiling, etc.

C. Monthly

- 1) 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.

D. Semi-Annually

- 1) Scrub and refinish all composition floors

E. 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

### 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
- 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, door handles, stair rails — bright works — do not use rags or other items used in restrooms or on floors.

### B. Weekly (to be accomplished by each Friday)

- 1) Spray buff/high speed burnish all composition floors.
- 2) Damp clean window ledges
- 3) Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.
- 4) Remove graffiti from walls and lockers
- 5) Remove cobwebs / dust from return air vents, corners/ceiling, etc.

### C. Monthly

- 1) 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.
- 2) Remove dust from ceiling areas and lights.

### D. Semi-Annually

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

### E. Annually June / August 1

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

## **ITEM 7    MULTI-PURPOSE / GYMNASIUM / AUDITORIUMS / FIELD HOUSE**

- 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)    Clean bleachers after school events and functions, spot mop bleachers when needed.
  - 6)    Remove all trash under gym bleachers after games or events.
- 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
  - 4) Clean stage areas if applicable
  - 5) Remove & Sanitize fingerprints from doors, hardware, frames, light switches, kick plates, railings
  - 6) Check bleachers before events and clean (daily if necessary)
  - 7) Remove graffiti from wall, bleachers and lockers
  - 8) Remove cobwebs / dust from reachable corners/ceiling and air vents
  - 9) Machine scrub all field house restrooms.
- c.**    Monthly  
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.
- D.**    Semi-Annually
- 1)    Scrub and refinish composition floors
- E.**    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 8 RESTROOMS / DRESSING ROOMS / LOCKER ROOMS / RESTROOMS IN  
LOUNGE / CLINICS AND OFFICES**

- 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, door handles, 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.
- B. Weekly
- 1) Low dust horizontal surfaces to hand height (60")
  - 2) Sweep baseboards
  - 3) Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
  - 4) Thoroughly clean floors and walls with germicidal disinfectant
  - 5) Dust and clean all metal partitions and lockers
  - 6) Machine scrub all restroom and locker room floors with germicidal disinfectant solution including baseboards and corners.
  - 7) Flush and check floor drains
  - 8) Remove cobwebs from corners/ceilings/return air vents, etc.
- C. Monthly
- 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.

**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 - 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, hand basins, door handles
    - 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**

**IMPORTANT!** Clean daily... Clean, pick up trash, sanitize main offices, library, library offices, restrooms, front lobby. Several schools will conduct Summer School 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, normal cleaning is to be carried out, as it is during the regular school term (classrooms, restrooms, halls, etc). No additional invoice is to be submitted to WCBE for this cleaning. 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).

**ITEM 11 NON-SERVICED AREAS**

**Food Preparation Area in Kitchen and service line — clean-up of this area will be the responsibility of cafeteria personnel.**

**ITEM 12 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.)
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 can't be done at night.
9. All employees must sign in at the log book when they clock into their custodial company.

**ITEM 13 REQUIRED DAY PORTERS.... SPECIFIED ON THE BID COVER SHEETS**

**EMPLOYEE REQUIREMENTS DURING THE EVENING HOURS...  
SPECIFIED ON THE BID COVER SHEETS**

**TWELVE (12) - MONTH SCHOOL EMPLOYEES** Normal cleaning is required twice per week in areas where WCS employees will be working. This includes trash removal, 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 HIEARCHEY THAT IS REQUIRED BY WCS**

- A. Custodial cleaning staff at each school as specified on bid cover sheet (reports to night Foreman)
- B. One FT Night Foreman at schools as noted on bid cover sheets (reports to Zone Supervisor)
- C. One Zone supervisor for every 6 schools FT Employee (reports to District Manager)
- D. One FT District Manager for the entire zone

**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 under signed 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: \_\_\_\_\_

**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:** \_\_\_\_\_

## 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

**PROPOSAL COVER SHEET**

**WILLIAMSON COUNTY SCHOOLS**

**RFP #1199 OUTSOURCED CUSTODIAL SERVICES**

I, \_\_\_\_\_ (print name) \_\_\_\_\_ (title)

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. I recognize, by signing this document and submitting my proposal in a sealed envelope with Williamson County Schools, that as the proposer I am fully acknowledging 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 bid or submit a proposal package for this project.*

**Signature:** \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

NOTE: All Proposers 5% bid bond amount will be based off the total amount of the North Zone only.  
This will make all proposers 5 % bid bond comparable without having to include the totals for both zones costing the proposers extra dollars. However, let it be noted that WCS does not intend to award the North Zone to but one contractor. This 5 % bid bond (based on the North Zone) will hold the proposer who the South Zone is awarded too in order to honor their commitment (the same as if they had based the amount on the South Zone).

**HOURLY RATE, THAT INCLUDES ALL MATERIALS, SUPPLIES & EQUIPMENT**

\$ \_\_\_\_\_ per hour for 1 employee \$ \_\_\_\_\_ per hour for 2 employees

**Company Name \_\_\_\_\_ Bid date \_\_\_\_\_ RFP #1199 North Zone Custodial**

	<b>NORTH ZONE LOCATIONS</b>	<b>Current Student Enrollment Feb. 2020</b>	<b>Day Porter</b>	<b>Night time cleaning staff required</b>	<b>Net Cleanable Sq. Foot</b>	<b>Bid Cost Factor Per Square Ft.</b>	<b>Monthly Bid Cost Amount</b>	<b># Months</b>	<b>Annual Total Extended</b>
1	Brentwood High	1,736	3	3 + Foreman	216,601		\$ -	12	\$ -
2	Brentwood STEM Bldg		1	2.5 + share Foreman from BHS	61,000		\$ -	12	\$ -
3	Brentwood Middle	1,327	2.5	2.5 + Foreman	109,900		\$ -	12	\$ -
4	Centennial High	1,655	3	3 + Foreman	244,500		\$ -	12	\$ -
5	ALC 408 Century Ct. Franklin	50	0	1 cust.	3,500		\$ -	12	\$ -
6	WCS Central Office	125	0	2 + Foreman	21,000		\$ -	12	\$ -
7	WCS Support Service Bldg.	100	0	2 share Foreman from C/O	14,200		\$ -	12	\$ -
8	WCS Textbook Warehouse	25	0	2 share Foreman from C/O	3,500		\$ -	12	\$ -
9	WCS Transportation	50	0	2 share Foreman from C/O	2,800		\$ -	12	\$ -
10	WCS Transition Academy	10	0	1 cleaner	800		\$ -	12	\$ -
11	Creekside Elementary	541	2	2 + Foreman	110,500		\$ -	12	\$ -
12	Crockett Elementary	830	2	2 + Foreman	83,700		\$ -	12	\$ -
13	Clovercroft Elementary	773	2	2 + Foreman	109,500		\$ -	12	\$ -
14	Edmondson Elementary	763	2	2 + Foreman	79,660		\$ -	12	\$ -
15	Franklin High	1,757	3	3 + Foreman	236,900		\$ -	12	\$ -
16	Franklin High Annex Phase 1 & Phase 2		1	2 and share Foreman from FHS	46,000		\$ -	12	\$ -
17	Grassland Elementary	568	1.5	2 + Foreman	71,000		\$ -	12	\$ -
18	Grassland Middle	983	2	2.5 + Foreman	133,450		\$ -	12	\$ -
20	Hunters Bend Elementary	494	1.5	2 + Foreman	62,800		\$ -	12	\$ -
21	Jordan Elementary	542	1.5	2 + Foreman	121,000		\$ -	12	\$ -
22	Kenrose Elementary	806	2	2 + Foreman	83,100		\$ -	12	\$ -
23	Lipscomb Elementary	630	2	2 + Foreman	73,330		\$ -	12	\$ -
24	Mill Creek Elementary	765	2	3 + Foreman	100,600		\$ -	12	\$ -
25	Mill Creek Middle	785	2	2.5 + Foreman	122,950		\$ -	12	\$ -
26	Nolensville High School	1,170	3	3 + Foreman	243,500		\$ -	12	\$ -
27	Nolensville Elementary	819	2	2 + Foreman	109,000		\$ -	12	\$ -
28	Ravenwood High	1,665	3	3 + Foreman	234,960		\$ -	12	\$ -
29	Scales Elementary	858	2	2 + Foreman	75,000		\$ -	12	\$ -
30	Sunset Elem	716	1.5	2 cleaners and share Foreman from Middle	97,144		\$ -	12	\$ -
31	Sunset Middle	608	1.5	2.5 + Foreman	118,806		\$ -	12	\$ -
32	Walnut Grove Elementary	580	2	2 + Foreman	71,600		\$ -	12	\$ -
33	Woodland Middle	1023	2	2.5 + Foreman	110,800		\$ -	12	\$ -
		<b>Floating - 2 FTE Day Porters</b>							\$ -
				<b>Total net cleanable sq.ft.</b>	<b>3,173,101</b>				\$ -

Company Name \_\_\_\_\_

Bid Date \_\_\_\_\_

RFP #1199 South Zone Custodial

	SOUTH ZONE 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	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 *around 8/2020	TBD	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 + Foreman	130,000		\$ -	12	\$ -
25	Thompson Station Elementary	874	2	2 + Foreman	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				