


<p>Request for Proposals</p> <p>Janitorial Services</p> <p>August 2023</p>	 <p>South Shore Charter School</p>
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South Shore Charter School is seeking competitive proposals for janitorial services.

Proposals are due no later than 5:00pm on February 1st, 2023.

The last day for questions is January 31st, 2023. No phone calls, please.

School Overview

South Shore Charter School is a tuition-free public charter school serving approximately 150 students in kindergarten and first grade in Central Islip, NY. Its mission is to cultivate in students the tenacity, integrity, and curiosity needed to become innovative and socially responsible leaders, ready to face and solve the ever-changing challenges facing our society.

Additional information on the school is available at www.southshorecharterschool.org.

Timeline

Responses must be received by 5:00 pm on February 1st, 2023. Anticipated award notification and contract start dates are provided below. Contract start dates are negotiable.

Service	Anticipated Notification Date	Anticipated Contract Start Date
Janitorial Services	March 1, 2023	August 1, 2023

This schedule reflects anticipated dates but may be modified by South Shore Charter School at any time in its sole discretion.

Contact Information

All communication regarding this RFP shall be delivered via e-mail only (no telephone calls) to dmattison@southshorecharterschool.org and rmiller@southshorecharterschool.org. Please include your point of contact's email to get answers to questions, updates, etc.

Site Visits and Presentations

Please note that the facility is currently undergoing renovation. Please direct all facilities related questions by email to dmattison@southsorecharterschool.org and rmiller@southshorecharterschool.org.

Response Submission Guidelines

Responses to the RFP must be no more than thirty (30) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

All responses must be submitted via PDF to dmattison@southsorecharterschool.org and rmiller@southshorecharterschool.org.

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Submission of response in manners other than through the upload link provided above.
- Inquiries/questions regarding this RFP or RFP that are directed to any other South Shore Charter School representative, vendor, agent, or email address other than dmattison@southshorecharterschool.org and rmiller@southshorecharterschool.org

Scope of Work

South Shore Charter School is requesting proposals for the following services:

GENERAL SPECIFICATIONS

I. Offices and Classrooms

A. **Daytime/Afternoon Services (Monday – Friday) (10:00am- 6:00pm)**

1. Gather all wastepaper and place for disposal.
2. Sweep and/or dust mop all classrooms (8) and office (6) floor surfaces.
3. Manage daily lunchroom disposals
4. Vacuum clean all classroom carpeted areas.
5. Dust desks, chairs, tables, and other office furniture.
6. Dust all ledges and other flat surfaces within reach.
7. Dust counters, file cabinets and telephones.
8. Properly arrange classroom and office furniture.
9. Remove fingerprints from doors and partition glass.
10. Wash all drinking fountains.

11. Check doors and lock upon completion of work.
12. Leave only designated lights on.
13. Keep janitor closets clean and orderly.
14. Recycling- empty the recycling bins in the designated locations.

B. Monthly Services

1. Spot clean corridor walls
2. Polish or clean door kick plates and thresholds
3. Wash all waste baskets
4. Lift and clean under all plastic floor pads.

C. Every Sixty Days

1. Dust high partition ledges and moldings
2. Clean refrigerator/freezers
3. Remove expired food

II. Restroom and Lounges

A. Daytime/Afternoon Services (Monday – Friday) (10:00am- 6:00pm)

1. Clean student and adult restrooms, wash basins, dispensers and chrome fittings.
2. Clean mirrors and frames
3. Wet mop floors
4. Sanitize toilets, toilet seats and urinals
5. Dust ledges and partitions
6. Report to Director of Operations/ Finance any fixture not working properly

B. Weekly Services

1. Spot wash partitions, walls and doors
2. Remove any soap scum or residue left from dispenser soap

C. Every Two Months

1. Wax any composition floors
2. Dust ceiling vents

III. Exterior Entrances

A. Daytime/Afternoon Services (Monday – Friday) (10:00am- 6:00pm)

1. Sweep front of entrances
2. Spot clean entrance glass
3. Remove scuff marks from wall

VI. Parking Lot

1. Pick up trash daily

Response Requirements

Responses to the RFP should include, at a minimum, the following information:

- Name of the organization, contact person, telephone number, and email address.
- A brief discussion of the company, its organization, services offered, and certifications, etc. Other information may also be included to demonstrate the company's experience and partnerships.
- Overview of the proposed service delivery model, including services excluded from the proposal.
- Qualifications of proposed staff, including experience with charter schools.
- Resumes/CVs/work histories of proposed staff.
- Information that demonstrates a history of providing successful solutions in the field matter of this RFP.
- Contact information for recent clients to serve as references.
- Cost estimate, including hourly rate or overall cost, discounts for bulk or multiple services, any necessary retainers, and estimated expenses.
- Details of any products and services not included in the proposed price.
- Requirements, if any, the company would request from South Shore Charter School to make the implementation and long-term relationship a success.

Contract Terms

The term of the resulting contract shall be in effect for an Initial Term of two (2) years, commencing on July 1, 2023, and terminating on June 30, 2025. Prior to expiration of the Initial Term, the Contract may be extended by mutual agreement, for a Renewal Term.

Respondent Qualifications

Vendors who are able to provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to South Shore Charter School that:

- It is licensed to do business in New York State;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;
- It and its employees who will provide services to South Shore Charter School are legally and professionally qualified to provide services in New York State;

- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

Background Checks

Vendors entering into contracts with South Shore Charter School must agree to ensure all of their employees, contractors, and service providers providing direct services at South Shore Charter School have satisfactory background checks, which must include, but are not limited to, a criminal background check.

Vendors also agree to conduct and certify that they have performed due diligence for all employees, contractors, and agents that have direct interaction with children at the School as required by the School Safety Omnibus Amendment Act of 2018.

Background checks for Vendors' employees, contractors, and service providers should be satisfactory as of the first date services are provided and should be updated no less than every two years thereafter. Vendor will sign a certification of due diligence and provide evidence of satisfactory background checks upon request by South Shore Charter School.

Response Evaluation Criteria

South Shore will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in New York State, for provision of relevant services;
- Clarity of goals and objectives;
- Reasonableness of cost structure;
- Capacity for success;
- Potential impact;

- Interviews with senior personnel to be assigned to the school;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to South Shore Charter School.

The contract will be awarded to the firm, which in South Shore Charter School's judgment, best represents the interests of South Shore Charter School. South Shore Charter School, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.