

**MILLER GROVE INDEPENDENT SCHOOL DISTRICT
REQUEST FOR PROPOSALS (RFP)**

JANITORIAL SERVICE PROVIDER TO THE DISTRICT

**Miller Grove Independent School District
Mr. Steve Johnson, Superintendent of Schools**

**7819 FM 275 South
Cumby, TX 75433
Phone: (903) 459-3288
Fax: (903) 459-3744**

January 12, 2021

INSTRUCTIONS TO RESPONDENTS

SECTION I – INTRODUCTION

- 1.1 Miller Grove Independent School District (the “*District*”) is soliciting responses to this Request for Proposals (the “*RFP*”) related to the provision of janitorial services to the District.
- 1.2 Point of Contact/Restriction on Communication. The District the following person(s) as its representative and point of contact for this RFQ:

Mr. Steve Johnson, Superintendent of Schools
7819 FM 275 South
Cumby, Texas 75433
Tel: (903) 459-3288
sjohnson@mgisd.net

Respondents shall restrict all contact with the District and direct all questions regarding this RFP, including questions regarding terms and conditions, to the District's Representative specified above by email. Do not contact members of the Board of Trustees or other employees of the District. Contact with any of these prohibited individuals after issuance of the RFP and before selection is made, may result in disqualification of your proposal.

SECTION II – RESPONSE REQUIREMENTS AND DEADLINES

- 2.1 Responses are to include the information requested in the Questionnaire that follows, in the sequence and format prescribed. Elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired. [Responses should consist of no more than 20 pages.]
- 2.2 Eight (8) bound copies and one (1) electronic copy (CD or memory stick) of Responses to this RFP are to be submitted in a sealed envelope, clearly marked with “**PROPOSALS FOR JANITORIAL SERVICES TO THE MILLER GROVE INDEPENDENT SCHOOL DISTRICT**” to:

If by mail:

Miller Grove Independent School District
Attn: Mr. Steve Johnson, Superintendent of Schools
7819 FM 275 South
Cumby, Texas 75433

If by hand-delivery:

Miller Grove Independent School District
Attn: Mr. Steve Johnson, Superintendent of Schools
7819 FM 275 South
Cumby, Texas 75433

- 2.3 Deadline for Submission. Responses to this RFQ are due no later than:

**4 P.M. (local time)
January 29, 2021**

No fax or other forms of electronic transmissions will be accepted for consideration. Proposals received after the published deadline will not be accepted or considered.

- 2.4 Questions concerning this RFP shall be directed to the point of contact designated in Section 1.2 above. Any answers to said questions will be provided to all of the entities/firms who are known to have obtained this RFP by notification or by posting the questions and answers on the District's website: www.mgisd.net. It is the sole responsibility of each respondent to periodically check to the above website to see if any updates or addendums to this RFP have been posted. The submission of a response to this RFP shall constitute a waiver of any complaint that the respondent/offeror did not receive notice of or a copy of any such updates/addendums.

SECTION III – SELECTION PROCESS/SELECTION CRITERIA

- 3.1 Selection of the District's janitorial services provider hereunder shall be made on the basis of selecting the bidder whose proposal provides the best deal for the District, in accordance with § 44.031, Texas Education Code. In procuring janitorial services, the District will select the proposal that offers the best deal for the District based upon not only price, but the other criteria as listed herein. The District reserves the right to waive any formalities and/or to reject any or all Responses to this RFP.
- 3.2 The District will review submissions and notify submitting firms of decisions made. There is to be no contact by the firm or its agent with members of the Board of Trustees prior to being notified of the District's decision. The proposal of any firm or agent that contacts any member of the Board of Trustees shall be rejected.

- 3.5 The intent is to finalize selections as soon as possible after receipt of all necessary information. The District may consider any information provided in the response to this RFP and any other data available to the District in determining whether, or to whom, a contract will be offered. By submitting a response to the RFP, the offeror agrees to waive any and all claims against the District arising out of or in connection with the administration, evaluation, or recommendation of any response to this RFP.
- 3.6. The selected offeror shall be required to provide to the District a completed Form 1295 "Certificate of Interested Parties," to the District and shall be required to comply with all 1295 disclosure requirements prior to the District's execution of the contract between the parties.
 - 3.6.1 Pursuant to the requirements of HB 89 and TEX. GOV'T CODE §2270.002, all Parties submitting a response to this RFP affirm that they do not boycott and will not boycott Israel during the term of the Contract.
 - 3.6.2 By submitting a response to this RFP, all Parties affirm that they are not identified on a list prepared and maintained by TEX. GOV'T CODE §§ 806.051, 807.051 or 2252.153.
- 3.7 The District reserves the right to request supplemental information of any and/or all offerors/respondents to aid in the evaluation process.
- 3.8 **Selection Criteria.** The District may, but is not required to, utilize any of the following criteria in its evaluation of submitted proposals to this RFP:
 - 3.8.1 The price of the contract.
 - 3.8.2 Reputation of the vendor and of the vendor's services.
 - 3.8.3 The extent to which the vendor's services meet the District's needs.
 - 3.8.4 Past working relationship with the District.
 - 3.8.5 Experience of the vendor in working with other school districts.
 - 3.8.6 The total long-term cost to the District.

SECTION IV – SCOPE OF SERVICES

- 4.1 The scope of work for janitorial services for the District shall include, but not be limited to, the following:
 - 4.1.1
 - 4.1.2

I GENERAL SPECIFICATIONS

Purpose

It is the Miller Grove ISD's desire to evaluate all possible options for administering and improving the custodial service operations of the District. This RFP is issued for the purpose of negotiating a contract for complete custodial services for the District. In the RFP, the vendor will be referred to as the "Contractor" and the Miller Grove ISD as the "District".

Term of Contract

The District desires a three year contract with a renewable one year extension that includes custodial operations at all school locations as listed in attachment.

Scope

The contract requested would cover custodial operations of approximately **62,000 square feet of District facilities**. Total square footage does not include cafeteria, kitchen, or storage areas. See attached listing of building location and each building's cleanable square footage. (Page 13)

The Contractor will provide administrative and technical direction for management of custodial operations that will ensure dependable and efficient performance of the District's sanitation and cleaning. The service will include maintaining buildings in a condition acceptable to the District while meeting their budget expectations.

The District is seeking a "turn key" proposal. Proposal prices are "turn key" only and will include all of the following as well as extracurricular activities sponsored by the District.

Contractor's performance will include, but is not limited to, management and responsibilities in the following custodian duties:

- Work Assignments – Oversee a sound custodial program, including use of a system that will help align duties according to standard square footage ratios.
- Quality Assurance – Establish and maintain a system that will also be used to insure acceptable cleaning standards.
- Procurement of Custodial Employees – Provide efficient system in hiring employees and substitutes.
- Procurement of Cleaning Supplies – Provide a system of supply storage and delivery to campuses and buildings as necessary for efficient operation of custodial duties.

V. Cleaning Frequencies

Attached pages list typical frequencies for cleaning. The frequencies may be adjusted to the District's satisfaction.

In addition to these attached frequencies, the District requires the following items as part of the frequencies within the entire cleaning program

- Contractor shall instruct day-shift custodians, Monday through Friday, to check and police lobbies and restrooms, in addition to being available to answer emergency cleanup spills, or special events cleaning, etc. in all of the District buildings.
- Contractor shall empty all indoor and outdoor waste containers to dumpsters, and shall keep dumpster areas clean and free of debris and litter five days per week.
- Contractor shall assist the maintenance staffing clearing snow and ice from entrance and sidewalks. The District will provide de-icer materials.
- Contractor shall police trash around the immediate buildings, entrances and walkways to the curb.
- Contractor will respond as necessary and continuously be aware of infectious disease problems within the District's facilities.

Cleaning Specifications and Frequencies

Listed below are specifications and frequencies for specific areas. These frequencies are levels that can achieve a level of cleanliness that is satisfactory to the school's administration, faculty, students, and school patrons and visitors. *These frequencies may be fluctuating and altered in each school's needs and requirements.* Custodians may need to alter any of these frequencies upon request of the District. Day custodians will be available to the building Principal and staff as needed for sanitation, assistance, and emergency situations.

Classrooms, Offices, Laboratories, Restrooms

Daily

Sweep all hard surfaced floors with dust control tools.

Vacuum carpeted areas.

Damp Mop entries, lobbies, corridors

Spot mop classrooms

Dust baseboards and lower ledges (or as needed)

Monitor Restrooms Clean, Disinfect, and Polish hand basins, commode seats and cover. Clean towel and paper fittings, metal and mirrors. Remove marks from doors and/partitions. Replenish soap, towels, and toilet paper, etc. Spot wash walls, partitions, doors. Monitor throughout the day.

Clean and polish water fountains

Clean glass entrance doors, partitions, panels

Dust and clean glass furniture glass tops

Empty classroom waste cans

Police and pick up trash of immediate exterior of buildings and sidewalks to street curb

Weekly

Dust wood furniture, desks, podiums, shelves, etc.-Clean surfaces

Polish furniture with suitable polish

Wash chalkboard or whiteboard completely as product recommends

Clean and spot wash interior walls as needed

Spray buff classrooms, offices, etc.

Dust high ledges and surfaces

Wash window inserts doors

Dust lighting fixtures not normally done daily

Spot cleaning of carpeted areas as needed

Annual

Strip and finish hard surfaced floors one time per year. 3 to 5 coats of wax as needed,

Wash interior reflecting surfaces, lamps, shades, louvers, etc. one time per year.

Damp clean window blinds one time per year.

Wash interior of all exterior windows twice per year.

Dust and damp wipe ceiling vents as much as four times per year.

Shampoo and heavy extraction in carpeted areas

Common Areas

Daily

Vacuum all runners, mats, etc. (provided by School)

Damp wipe hand rails, banisters, of landings and stairwells with appropriate cleaners.

Sweep and police hallways.

Damp mop entries, lobbies, corridors.

Clean and polish water fountains.

Clean glass entrance doors, partitions, display cases as needed.

Police wall surfaces. (tape, pins, etc.)

Empty all indoor and outdoor waste containers, take to dumpster and police area.

Clean and damp mop cafeteria/dining area, empty trash, and straighten tables.

Unlock and then secure all building doors and entrances morning and evening after cleaning hours.

Weekly

Dust pictures, logos, sculptures, decorative fixtures.

Spray buff hall and landings.

Spot clean carpets.

Dust high ledges and surfaces (twice per month)

Wash window inserts on doors.

Wash white boards, bulletin boards, as required by manufacturer.

Spot wash hallway wall surfaces.

Annual

Shampoo carpet and heavy extraction (twice per year)

Strip and apply finish on hard surface floors. 3 to 5 coats as needed.

Dust and damp wipe ceiling vents. (four times per year)

Wash interior of windows.

Wash and refinish cafeteria floors.

Damp clean louvers, shades, and window blinds. Etc.

Athletics and Gymnasiums

Daily

Clean ceramic tile, showers, locker rooms, using an approved disinfectant.

Sweep, mop, vacuum appropriate floors in dressing and office areas,

Police trash in gyms, dressing areas, and behind bleachers.

Damp mop gym, weight room (depending on surfaces)

Clean glass partitions, mirrors.

Spot clean carpeted areas as needed

Annual

Wash windows, walls, mirrors. Etc

Disinfect entire athletic areas, including lockers. (twice per year, more if areas are showing infections.)

Strip and scrub hard surfaces, and refinish as needed (one time per year).

Shampoo and extraction as needed in any carpeted areas

SECTION V – INSURANCE

The selected provider will be required to provide and maintain certain insurance coverages and limits of coverage, including, but not limited to, Commercial General Liability Insurance.

SECTION V – INDEPENDENT CONTRACTOR

Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with the contract that is awarded, shall be deemed to be independent contractor(s), responsible for their respective acts or omissions, and that District shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third-parties, that it has such authority.

SECTION VI – CRIMINAL BACKGROUND CHECKS

The selected provider agrees, prior to the execution of the awarded contract, to provide assurance to the District that all employees and subcontractors of the provider *who are likely to or will have contact with students* have passed a criminal history background check current within the last year and shall certify that no such employees or subcontractors have any felony convictions. The selected provider shall have a continuing duty to annually update the assurance/certification to Miller Grove ISD, as well as each time a new employee or subcontractor is employed.

SECTION VII – REQUIRED FORMS

Each offeror shall be required to complete and submit each of the following attached forms with its Statement of Qualifications/Response:

1. Authorized Offer Form.
2. Felony Conviction Notice.
3. Certification by Corporate Offeror.
4. Conflict of Interest Questionnaire.

MILLER GROVE INDEPENDENT SCHOOL DISTRICT REQUEST FOR PROPOSALS QUESTIONNAIRE JANITORIAL SERVICES

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental material providing additional information may be attached and limited to no more than four (4) pages, but the information requested below is to be provided in this format.

A. Company Profile

1. Company Information:

Name of Company: _____

Address of Principal Office: _____

Phone: _____ Fax: _____

Form of business organization: (Corporation, Partnership, Individual, Joint Venture, etc.): _____

Year Founded: _____

Primary individual to contact: _____

Primary contact E-mail: _____

2. Type of Business Organization

2.1 How many years has your company been in business in its current capacity?

2.2 How many years has your company been in business under its present name? Under what other or former names has your company operated?

2.3 If your company is a corporation, please provide: Date of incorporation, state of incorporation and list all officers of the corporation.

2.4 If your company is a partnership, answer the following: Date of organization, type of partnership: (if applicable); Names of general partners.

2.5 If your company is individually owned answer the following: Date of organization, name of owner.

2.6 Has any owner or manager of your company been convicted of a felony? If so, please describe. (Publicly-held corporations need not answer this question.)

2.7 How long has your company operated under its current Tax Identification Number?

B. Company Experience

1. Company Experience

1.1 Identify projects of similar size and scope performed by your company.

1.2 Claims and suits (If the answer to any of the questions below is yes, please attach details).

1.2.1 Has your company ever failed to complete work or been terminated after a contract was awarded to it?

1.3 Describe the firm's experience, if any, with Miller Grove Independent School District.

Submitted by: _____

Title: _____

AUTHORIZED OFFER FORM

TO: Miller Grove ISD

I, or we, the duly authorized undersigned, having carefully read the Request for Proposals, and do hereby agree to enter into a contract with Miller Grove ISD by tendering this offer to perform the work required and/or provide the product(s) or services specified in this solicitation. I, or we, will deliver the product(s) per specifications found in this document for the prices indicated.

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

Date: _____

Name of Company: _____

Company's Address: _____

Name/Title: _____

Signature: _____

Phone #: _____

Fax #: _____

Fed ID #: _____

**MILLER GROVE ISD
7819 FM 275 South
Cumby, TX 75433**

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code § 44.034. The following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."
Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Complete only one of the three below: A, B, or C.

I, the undersigned agent for the company named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Official: _____
Print Authorized Company Official's Name

A. My company is a publicly-held corporation; therefore, this reporting requirement is not applicable.

Signature of Authorized Company Official: _____

B. My company is not owned nor operated by anyone who has been convicted of a felony:

Signature of Authorized Company Official: _____

C. My company is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Authorized Company Official: _____

**CERTIFICATION BY CORPORATE OFFEROR
TO MILLER GROVE ISD**

IF OFFEROR IS A CORPORATION, THE FOLLOWING CERTIFICATE SHOULD BE EXECUTED AND INCLUDED AS PART OF PROPOSAL FORM/PROPOSAL FORM.

OFFEROR: _____
(Name of Corporation)

I, certify that I am the Secretary of _____
(Name of Corporate Secretary)

the Corporation named as OFFEROR herein above; that

(Name of person who completed proposal document)

who signed the foregoing proposal on behalf of the corporation offeror is the authorized person that is acting as

(Title/Position of person signing proposal/offer document within the corporation)

of the said Corporation; that said proposal/offer was duly signed for and in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

CORPORATE SEAL

SIGNATURE

DATE

**Notice to Vendors Conflict of Interest Disclosure Statements Texas Local Government
Code, Chapter 176**

Vendors are required to file a Conflict of Interest Questionnaire (Form CIQ) with the District if an **employment or business relationship or family relationship exists** between the vendor and a local government officer ("LGO") of the District or a family member of the LGO. **THERE ARE POTENTIAL CRIMINAL PENALTIES FOR FAILURE TO COMPLY WITH TEX. LOCAL GOVT. CODE CHAPTER 176.** Certain terms used herein are defined in Chapter 176. Vendors are encouraged to review and become familiar with all disclosure requirements of Chapter 176 and Form CIQ. The information contained herein is for information purposes only and shall not be construed as legal advice. "Vendor" means a person who enters or seeks to enter into a contract with a local governmental entity. The term includes an agent (including an employee) of a vendor.

A vendor is required to file a completed Form CIQ if the vendor has a business relationship with Miller Grove ISD (the "District") and:

1. has an employment or other business relationship with a Local Government Officer ("LGO") of the District, or a family member of the LGO;
2. has given a LGO of the District, or a family member of the LGO, one or more gifts that have the aggregate value of more than \$100 in the 12-month period specified in Loc. Govt. Code Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
3. has a family relationship with a LGO of the District.

Form CIQ must be filed with the appropriate District records administrator:

1. Not later than the seventh (7th) business day after the later of:
 - (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the District; or
 - (B) submits to the District an application, response to a request for proposals or bids, correspondence, or other writing related to a potential contract with the District; or
 - (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a LGO, or a family member of the LGO;
 - (B) that the vendor has given one or more gifts described above; or
 - (C) of a family relationship with a LGO.
2. The vendor also shall file an updated completed questionnaire (Form CIQ) not later than the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in the questionnaire in complete or inaccurate

Local Government Officers (LGOs) of the Miller Grove Independent School District, as of November 12, 2020, include:

1. **Members of the Miller Grove ISD Board of Trustees:** Brandon Darrow, Bret Garrett, Ray Sparks, Clay May, Mike Hasten, Cole Middleton, and Lee Roy Stracener.
2. **Superintendent of Schools:** Mr. Steve Johnson
3. **An agent (including an employee) of Miller Grove ISD who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.**

If you are required to file a Conflict of Interest Questionnaire (Form CIQ), send the completed form to **Steve Johnson, Superintendent of Schools, Miller Grove Independent School District, 7819 FM 275 South, Cumby, Texas 75433.**