

**REQUEST FOR PROPOSAL  
(RFP)**

**Evening Custodial  
Services for  
Beechwood Independent Schools**

**Release Date: February 13, 2024**

**RFP Response Deadline: March 1, 2024**

**Proposal Evaluation and Interviews of Selected Candidates (if necessary): March 8, 2024**

**Award Notification: March 15, 2024**

Beechwood Independent Schools  
54 Beechwood Road  
Fort Mitchell, KY 41017

## **NOTICE TO BIDDERS**

Beechwood Independent School District (BISD) hereby invites the submission of proposals for:

### **Evening Custodial Services**

*Proposal Submission Instructions:*

1. All proposals shall be emailed as a PDF to [justin.kaiser@beechwood.kyschools.us](mailto:justin.kaiser@beechwood.kyschools.us) with a subject line: "Evening Custodial Services Bid"

Proposals will be received until **2:00 p.m.** on March 1, 2024

Beechwood Independent School District reserves the right to waive irregularities and accept or reject any or all proposals or any part of any proposal.

Dated: February 13th, 2024  
Justin Kaiser  
Director of Operations

## PROJECT DESCRIPTION

Seeking proposals for professional custodial cleaning services for Beechwood Schools Campus. Proposals will be judged based on **price, a complete proposal, qualifications and references.**

## PROPOSAL REQUIREMENTS

### 1. General

- a) Questions seeking clarification or technical information should be submitted via e-mail to [justin.kaiser@beechwood.kyschools.us](mailto:justin.kaiser@beechwood.kyschools.us) by March 1, 2024.
- b) Contractor's proposal shall clearly identify any deviations from the specifications listed in the RFP.
- c) Federal, state and local taxes are not applicable to BISD and must be excluded from the bid cost.
- d) The bid submitted is to be on a cost per month basis with an annual total for the work specified in this RFP.
- e) All invoices for cleaning services are to be provided to BISD by the fifth business day of each month for the previous month of service. Copies of the previous month's time sheets and payroll records must be made available upon request.
- f) During the term of the agreement, and for a period of 12 months after the termination of this agreement, the contractor shall make available for the inspection, examination and audit by BISD the records of all costs and disbursements of providing cleaning services, and all books, account, memoranda and any and all other documents of the contractor or any affiliated organization, indicating or substantiating the cost of any and all expenditures to assure compliance with this specification. Access shall be granted upon reasonable notice from BISD.
- g) All supervisory and cleaning personnel are to be employees of the cleaning contractor but will be subject at all times to approval of the BISD. Excessive turnover of employees will not be tolerated.

- h) All cleaning materials and equipment (equipment use is up for negotiation) necessary to be used by the contractor are to be supplied and by the contractor at its sole cost and expense. Adequate storage space for supplies and equipment may be provided for the contractor. These areas shall be kept clean and organized by the contractor. The district will provide paper towels, toilet paper and soap to stock the restrooms as well as trash bags for all waste receptacles in district facilities.
- i) All work performed by the contractor and its personnel will, at all times, be subject to review and acceptance by BISD who reserves the right to modify these specifications at any time during the terms of the agreement and negotiate cost changes, if any.
- j) The contractor shall at all times exercise safety precautions for the benefit of all its employees, BISD employees and students, tenants, guests, contractors and the general public.
- k) The contractor will report all defective or broken building equipment or fixtures, any unlocked doors, stains that are not removable, lost items found, or any other unusual events to BISD on a daily basis.
- l) Contractor shall be responsible for careless workmanship. If a task is not performed so as to produce the specified standard result, it shall be re-done at the contractor's expense. Rework shall be performed without charge and shall not interfere with nor detract from the performance of regular scheduled work.
- m) No work called for in this proposal is to be subcontracted to another company, contractor or individual.
- o) BISD will be inspected at least once a week by the contractor's cleaning supervisor assigned to BISD and at least once a month by the contractor's management. Initially, weekly meetings will take place between the contractor's site supervisors and BISD management to assess progress and address concerns. Thereafter, monthly written reports will be provided to BISD management following the inspections and meetings will be held as needed.
- p) Contractor shall include the following information in their proposal for a minimum of three active references with total contracts of at least 150,000 square feet.
- Account Name
  - Contact Name, address and telephone number
  - Contract start date
  - Description of areas that are serviced

- q) In addition to the cleaning services, the contractor will be responsible for the following:
- The contractor will secure appropriate areas of the buildings each evening according to district procedures;
  - The contractor will ensure that its employees are familiar with the BISD emergency fire and disaster plan including evacuation procedures;
  - The contractor's supervisory and management personnel shall be available at all times to BISD staff;
  - The contractor's management staff shall be available to meet with BISD on a monthly basis for a tour inspections of BISD;
  - The contractor shall maintain a cleaning log at BISD that is to be reviewed and checked daily with written responses to each item by the supervisor.

## 2. Staffing

- a) The contractor shall provide qualified, competent and experienced employees who have passed a drug test, CAN check (child abuse/neglect check), and a police background check from the state of Kentucky (and the employee's home state, if different). The results of the background check and drug test shall be made available to BISD upon request. Nationwide background checks may be required at the contractor's expense if requested by the BISD.
- b) All supervisory and cleaning personnel are to be employees of the contractor but will be subject to the approval of BISD. BISD reserves the right to request a change in personnel if any member is not performing satisfactorily. Such requests shall be submitted in writing. The BISD requires the contractor to provide a supervisor assigned to this project and made available to BISD management upon request.
- c) BISD will not tolerate excessive contractor employee turnover.
- d) The contractor shall notify BISD immediately by phone (with a written follow-up notice) when an employee assigned to the district has been terminated.
- e) Contractor, at its cost, shall provide uniforms to its employees that have been approved by BISD as well as a photo identification name badge.
- f) APPEARANCE & CONDUCT: Employees must project a professional image in both their work habits and personal hygiene and grooming. Employees are required to wear their designated uniform with their identification badge visible at all times while on district property.
- g) WORK PERIOD: Employees may arrive for work no earlier than 15 minutes before starting time and must leave within 15 minutes of signing out.
- h) SECURITY: Employees and their personal items (i.e. purses, lunch bags, etc.) may be subject to a security inspection upon entering or leaving a district building.

- i) **BREAK AREA:** Employees should wait in the designated break area prior to beginning their shift. Lunches and breaks are to be taken only in the designated break area.
- j) **EQUIPMENT AND PERSONAL PROPERTY:** Use of district property and equipment (phones, computers, copy machines, etc.) by employees is prohibited except in the case where required for telephone time tracking systems.
- k) **SMOKING:** BISD is a smoke-free campus. Smoking is not permitted on district property at any time.
- l) **KEYS:** All keys will be issued to the cleaners by the shift supervisor. All keys must be returned and locked in the key cabinet at the end of the shift.
- m) **GRATUITIES:** Employees should not accept any money or material items from BISD personnel.
- n) **DISTRICT PROPERTY:** Employees are not allowed to remove any items from the buildings. This includes food, trashed items, etc.
- o) **THEFT:** An employee suspected of theft may be subjected to an interview with the district's human resource officer in the presence of contractor management. Any employee caught stealing will be prosecuted to the full extent of the law.

### 3. **Contractor Qualifications**

- b) Contractor must have a minimum of three active references in the with total contracts of at least 150,000 square feet;
- c) Contractor must have an automated timekeeping system which can generate electronic reports for the district;

### 4. **Terms and Conditions**

- a) **Term** – The initial term of the Agreement shall be one year, commencing on July 1, 2024 and may be renewed for three 1-year consecutive terms upon agreement between BISD and the contractor.
- b) **Termination** – The Agreement may be terminated by either party only as follows:
  - i. Effective upon thirty days advance written notice to the other party stating that such other party is in breach of any provisions of the Agreement, provided such breach (if able to be cured) is not cured within fifteen days after the notice is received;
  - ii. Effective upon sixty days advance written notice to the other party given with or without reason; provided such notice is given after the initial Term;
  - iii. By mutual written agreement of both parties.

- c) **Insurance/Bonding/Licenses/Permits** - Contractor shall carry and maintain such liability insurance as will protect contractor and BISD (specifically named as additional insured including completed operations) from claims under any workers' compensation acts and from any other damages from personal injury, including death, which may be sustained by contractor's workers, subcontractors, or any of their servants, agents or employees and the general public. Contractor shall furnish a certificate included with this proposal acceptable to BISD that contractor has in effect the following minimum level of insurance:
- i. Workers' Compensation Insurance;
  - ii. Comprehensive General Liability Insurance with limits of \$1,000,000 each occurrence and \$1,000,000 aggregate for bodily injury, personal injury and property damage combined;
  - iii. Automobile liability insurance with limits of \$1,000,000 personal injury and property damage combined;
  - iv. Commercial Umbrella Liability Insurance with limits of \$1,000,000 each occurrence and \$1,000,000 aggregate;
  - v. All employees will be bonded in an amount not less than \$100,000 per occurrence, per employee;
  - vi. Contractors shall furnish BISD with proof that his insurer acknowledges and provides coverage for the contractual liability assumed by the contractor in this contract. A Certificate of Insurance meeting or exceeding these specified limits shall be included with your proposal;
  - vii. The contractor shall comply with all applicable laws, regulations and ordinances in its business conducted at BISD and shall provide the district with copies of any and all permits and licenses required.
  - viii. BISD shall be given thirty days notice of any material change or cancellation of/to insurance.
- d) **OSHA** - The contractor agrees that all work and materials hereunder shall be used and performed in compliance with the requirements of the Occupational Safety and Health Act of 1970 (OSHA), as amended, and related federal state and local requirements, that the contractor is fully responsible for the safety and health of all persons engaged in said work, and acknowledges that, with the respect to such persons, BISD shall not be construed as, or be held liable for, any obligations as an employer within the meaning of the Act. Failure to comply with this provision will allow BISD to terminate the agreement immediately without notice.
- e) **Advertising** – The contractor is specifically denied the right of using, in any form or medium, the name of BISD, or any specific school or department therein, for public advertising unless express written permission is granted by the district

**Addendum A**

- 1.01 Contractor SHALL furnish a minimum of one (1) Riding Automatic Floor Scrubber, not older than one year at the time of implementation, with a minimum width of 26 inches. Contractor, at its option and at its own expense, may furnish more than the minimum number of machines required by this paragraph.
- 1.02 Contractor SHALL furnish a minimum of one (1) Walk-behind Automatic Floor Scrubber, not older than one year at the time of implementation, with a minimum width of 26 inches. Contractor, at its option and at its own expense, may furnish more than the minimum number of machines required by this paragraph.
- 1.03 Contractor SHALL furnish a minimum of one (1) High Speed Burnisher, with a minimum width of 19 inches. Contractor, at its option and at its own expense, may furnish more than the minimum number of machines required by this paragraph. (Propane machines are not acceptable)
- 1.04 Contractor SHALL furnish a minimum of one (1) Low Speed Scrubber (capable of stripping standard VCT). Contractor, at its option and at its own expense, may furnish more than the minimum number of machines required by this paragraph.
- 1.05 Contractor SHALL furnish a minimum of one (1) Vacuum Cleaner. Contractor, at its option and at its own expense, may furnish more than the minimum number of machines required by this paragraph.
- 1.06 Contractor SHALL furnish a minimum of one (1) Touch less Restroom Cleaning Machine. Contractor, at its option and at its own expense, may furnish more than the minimum number of machines required by this paragraph.
- 1.07 Contractor shall work all evenings following student school days. This would include August 2024 thru May 2025. 175 evenings total. This could be proposed as a monthly pricing for each of the 10 months.

**Bid Form**

Cost Per Month \_\_\_\_\_

Annual Cost \_\_\_\_\_

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

Company Contact \_\_\_\_\_

Company Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_