

Oak Hills Local School District

REQUEST FOR PROPOSAL CUSTODIAL SERVICES

December 26, 2018

RFP Specifications

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Exhibits

- Exhibit #1 – *Required Form to be returned*

1. Purpose

The purpose of this RFP is to obtain proposals for custodial services at the 11 sites below:

	<u>Estimated Square Feet</u>
1. Oak Hills High School	351,428
2. Bridgetown Middle School	94,962
3. Delhi Middle School	86,367
4. Rapid Run Middle School	126,733
5. C.O. Harrison Elementary	77,302
6. Delshire Elementary	50,042
7. J.F. Dulles Elementary (excluding Arches)	75,700
8. Oakdale Elementary	63,273
9. Springmyer Elementary	41,366
10. Transportation Department Building	6,460
11. District Office	15,876
Total Square Feet	989,509

(Contractor responsible to verify Square footage)

2. Owner & Contact Information

The owner is the Oak Hills Local School District.

Contact person for questions regarding this RFP & current custodial practices:

John Beckemeyer, Director of Operations

Phone – 513-574-3200

Fax – 513-598-2947

Email – Beckemeyer_j@ohlsd.org

There will be a mandatory pre-bid walk-through meeting on January 12, 2019 (7AM meet at Oak Hills High School 3200 Ebenezer Road, Cincinnati, OH 45248). The RFP timeline is as follows:

RFP Issued:	December 26, 2019
Pre-bid Walk-through:	January 12, 2019
Questions Due by (to be answered as they arrive):	January 15, 2019
* Sealed RFP Due Date:	January 18, 2019 (10:00 AM)
* RFPs Publicly Opened:	January 18, 2019 (10:15 AM)
Start Date:	July 1, 2019

* Sealed RFP due on or before January 18, 2019 (10AM) to:

Oak Hills LSD, Attention John Beckemeyer, 6325 Rapid Run Road, Cinti, OH 45233

* RFP Opening to occur at 6325 Rapid Run Road, Cinti, OH 45233

3. Intent of the RFP

Oak Hills Local School District has interest in receiving proposals from professional quality custodial maintenance companies, (hereinafter referred to as the "contractor"), to provide custodial personnel to the aforementioned Board owned structures for general cleaning on a daily, on-going basis. The District intends to contract for all personnel services, including staff and supervision, as well as all cleaning equipment, cleaning materials and supplies, along with staff uniforms (approved by the district Operations Director) necessary to complete all daily custodial related responsibilities. The pricing should include all the aforementioned items as well as liability insurance and SERS contributions as described further in Section #13 of this RFP doc.

4. Resources & Restrictions

The contractor shall only employ individuals that are compliant with the rules and regulations regarding background checks as provided by the Ohio Department of Education. All personnel staff working at the districts identified sites will be subject to an FBI and BCI criminal background check at the cost of the Contractor. The District expects a reasonable amount of available substitute personnel staff to complete daily custodial responsibilities that may occur due to illness or family emergency, however, it is the intention that the staff chosen to work at the sites are in regular attendance and becoming a known part of the support team of their assigned building.

The contractor and staff shall abide by all Oak Hills Board of Education procedures and policies.

5. Financial Responsibility & Reporting

Contractors responding to this RFP must include details of financial fitness with bank, insurance, bonding information, number of employees with the company, professional organization memberships (if applicable), as well as verifications that Ohio taxes have been paid.

6. Contractor Service History & Turnover Rate

The contractor must demonstrate a proven track record of quality services of the type to be performed under this RFP. The contractor must be currently performing such duties for a minimum of 3 school clients and the contractor's headquarters must be located within 120 miles of the District's boundaries. The contractor shall provide their annual turnover rate for its custodians for calendar years 2015, 2016 and 2017. The annual turnover rate shall include all custodial employees (including supervisors) who left by reason of resignation, layoff, termination, non-renewal and retirement. The annual turnover rate shall be calculated for each of the requested years by using the formula below:

Annual Turnover Rate % =	Number of employees who left in year (Beginning + ending number of employees)/2	X 100
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For example, if 5 employees left in 2016 and the company had 50 employees on January 1, 2016 and 55 employees on December 31, 2016, the Annual Turnover Rate % = 9.52%.

7. RFP Instructions

One mandatory site visit shall occur on January 12, 2019 at 7AM. Report to Oak Hills High School by flag pole (3200 Ebenezer Road, Cincinnati OH 45248).

The contractor shall not sub-contract any portion of the work.

The contract may be awarded to the company based on, but not limited to, quality of work based on reference checks, staff turnover rate, and financial considerations. As part of the award process, potential contractors may be required to make a formal presentation to the Oak Hills Board of Education or Board appointed review committee. The presentation will be for the purpose of demonstrating that the prospective contractor fully understands the scope of work and will meet all requirements and intent of the RFP.

All responses to the RFP must include a completed Exhibit #1.

8. Scope of Work

Included on Exhibit 1 shall be the level of cleaning standard per the APPA Cleaning Standards.

Custodians will be involved regularly in set-up for events, interacting with students, parents and community members as well as general coordination of deliveries to the site. Every area of the buildings will be cleaned under this contract (boiler room / mechanical room / custodial rooms etc). All buildings waxable floors will be stripped and waxed a third per year.

Everyday Cleaning (based on the academic calendar):

The buildings will require daily cleaning from the general classroom activities and functions of a school. During the district's academic calendar, it is preferred that all personnel supplied by the contractor will work an eight-hour shift (for attendance/consistency) with two fifteen-minute breaks and one half-hour for lunch. Supervisory personnel of the Contractor will make the shift assignments. The contractor should anticipate the following staffing expectations:

- Day shift custodians answer to the needs on a daily basis brought forward by the building principal and staff. The custodian shall conduct general cleaning throughout the building as needed during the school day.
- Evening custodians are to conduct the general cleaning of all areas throughout the buildings in accordance with the Contractor's engineered standards for cleaning a public school building.
- Occasionally, it will be necessary to work events on the weekends in multiple buildings. The contractor and the Owner will establish rules whereby overtime is handled providing equal opportunity for increased earnings for the Contractor.

Cleaning During Non-Student Days

During non-student days, custodians shall provide services such as deep cleaning, stripping and waxing of floors as well as detailing of other areas as required.

Snow Removal and Light Maintenance

During non-student days, unexpected call in for weather and building checks during calamity events is expected. Snow removal and spreading rock salt or other ice mitigation product from sidewalks of the buildings included within this RFP shall also be provided. Additionally, custodians will be expected to occasionally perform light-maintenance tasks that are capable of being handled without building maintenance experience, such as changing light bulbs, fixing door knobs, plunger a toilet/sink, painting, etc. Such direction would generally come from the building principal or member of his her/staff.

9. Supervision

Supervision of the Contractor's employees will be accomplished using contractor personnel for all shifts.

10. Daily Direction / Coordination

Direction and coordination of daily needs of the contractor's personnel serving on the day shift shall come from the building principal or Director of Operations with support and coordination of the Contractor's supervisor. Daily direction shall not include issues/disputes involving the agreement between the contractor and the owner. Such matters will be addressed by the Superintendent or designee of the Oak Hills Local School District.

Cleaning issues shall be coordinated between the contractor's on-site supervisor and the building principal or Director of Operations.

11. Training

The contractor shall demonstrate an on-going training program covering representative issues such as safety, diversity, sexual harassment, and other topics relevant to employee training. It is expected that the contractor will make every effort to provide personnel with experience in custodial matters.

12. Manuals

Each responder to the RFP shall provide a copy of the complete set of documents their employees receive at time of hire. In order for the RFP of a contractor to receive consideration, the documentation must indicate said contractor is an equal opportunity employer and has evidence of an established safety program.

13. Insurance, Workers Compensation and SERS Contributions

Contractors are required to have the following levels of insurance:

Commercial General Liability (CGL) with limits of Insurance not less than:

- \$1,000,000 each occurrence,
- \$1,000,000 Personal Injury and Advertising Injury
- \$2,000,000 Products/Completed
- \$2,000,000 Annual General Aggregate.
- Sub-Contractor shall name Oak Hills Local School as an Additional Insured.
- Waiver of Subrogation.

Automobile Liability

Business Auto Liability with limits of at least \$1,000,000 each accident.

Business Auto coverage must include a liability arising out of all owned, leased, hired and non-owned automobiles.

Commercial Umbrella

Umbrella limits should be at least \$1,000,000

Umbrella coverage must include as insureds all entities that are additional insureds on the CGL.

Workers Compensation and Employers Liability

Employers Liability Insurance limits:

- \$1,000,000 each accident for bodily injury by accident.
- \$1,000,000 each employee for injury by disease.
- \$1,000,000 Disease Policy Limit.
- The Contractor is responsible for all workers compensation costs.

State of Ohio Bureau of Workers Compensation

Statutory Limits.

Third Party Service Industry Bond

\$25,000 Limit

School Employee Retirement System (SERS)

The Contractor is also responsible for payment of the employer portion of all SERS contributions as well as remittance of amounts withheld from employees pay. Such costs should be included in the proposed pricing.

14. Acceptance / Rejection of RFP's

The Board of Education expressly reserves the right to accept or reject any and all proposals for any reason, and to waive any irregularities of any kind for any reason. This RFP and the resulting responses do not create an obligation for the Board to contract for services. Eventual choice of a Contractor shall not be based on price alone, and will include considerations such as quality of the company as evidenced in the response, history of service in like applications with similar clients, adherence to the guidelines of the RFP, positive references, and other factors.

Should the Owner find the offerings of one Contractor superior to all others, the Owner and contractor will enter into contract negotiations that will dictate the terms of an agreement under which services may be provided. Any agreement forthcoming from this process shall be able to be terminated by either party without mutual consent from the other party with at least a ninety (90) day notice.

Sealed hardcopy RFP's should be submitted to John Beckemeyer by 10 am January 18 2018.