

## REQUEST FOR PROPOSALS (“RFP”) CUSTODIAL SERVICES

Interested parties shall respond to this RFP by submitting proposals as soon as possible to: Purpose Built Schools Atlanta, Inc. (PBSA) who reserves the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.

### Introduction

Purpose Built Schools Atlanta is soliciting proposals from offerors having specific interest and qualifications in the areas identified in this solicitation. Qualification statements and proposals for consideration must contain evidence of the offeror's experience and abilities in the specified area and other disciplines directly related to the proposed work. Other information required by Purpose Built Schools Atlanta includes the submission of profiles and resumes of the staff to be assigned to the projects, references, illustrative examples of similar work performed, and any other requested information which will clearly demonstrate the offeror's expertise in the area of this solicitation.

A selection committee will review and evaluate all qualification statements and may request offerors to make oral presentations. The selection committee will rely on the qualification statements in selection of finalists and, therefore, offerors should emphasize specific information considered pertinent to this solicitation and submit all information requested.

### Background

Purpose Built Schools Atlanta operates four (4) Atlanta Public Schools. Two elementary schools, one middle school and one high school. The square footage of these buildings range from 70,000 square feet to 150,000 square feet. Some campuses are comprised of a single structure while others have multiple structures. All schools are within the city limits of Atlanta. The building that needs services is Slater Elementary. 1320 Pryor Rd. SW Atlanta GA, 30315. Slater currently has 620 students enrolled and 90 staff members.

### Project Description

Offeror should be able to provide evening night, holiday, and summer cleaning for Slater Elementary School. Services would begin July 24, 2018 and conclude July 23, 2019. Services shall be performed between the hours of 6pm and 12am for night cleaning services, unless otherwise noted by PBSA. Holiday and summer hours will be determined by PBSA.

PBSA is also asking the awarded vendor to supply all cleaning material, machinery, and floor chemicals.

Cleaning must be completed in a manner so as not to disrupt normal school functions as determined by PBSA. The follow describes the expectation of the daily evening cleaning at Slater Elementary School.

- a. Floors and base moldings shine and/or are bright and clean, colors are fresh
- b. There is no buildup in corners or along walls
- c. All floors are swept and mopped daily
- d. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints
- e. Lights and fixtures are clean (no bugs or dirt observed)
- f. Washroom and shower fixtures and tile shine and are odor free.
- g. Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Only single level sub-contracting is allowed, and all subcontractors must be equally qualified and completely understand the scope and terms of the contract. All subcontractors must be approved by PBSA prior to starting work under this contract.

Subcontractors and employees of vendor can only be badged by PBSA under that specific contract holder.

All special circumstances requiring additional/revised hours must be pre-approved by the PBSA Director of Facilities and President. The sites may include, but are not limited to: Elementary, Middle, and/or High School, portable classrooms, and administrative locations or a combination thereof.

The sites listed in this solicitation are currently covered by this agreement. Sites may be added or removed from the current roster. Awards for additional facilities will be determined by PBSA based on the performance and cost structure.

All work performed by the vendor and its personnel will, at all times be subject to review and acceptance by PBSA Director of Facilities and President reserves the right to modify these specifications at any time during the terms of the agreement and negotiate cost changes, if any.

The vendor 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 vendor's expense. Rework shall be performed without charge and shall not interfere with nor detract from the performance of regular scheduled work.

Vendor should provide one (1) day porter that will work in conjunction with the PBSA-hired day porters on a full-time, eight (8) hour daily schedule, Monday – Friday during regular student-school days.

### **Personnel Expectations**

Vendor will be required to be available to speak with PBSA Director of Facilities 24/7 should PBSA have any questions or concerns about the way in which the buildings were left by the vendor.

The vendor is solely responsible for all matters concerning the recruitment, performance and retention of their employees. The vendor must fully comply with all federal, state and local laws and regulations regarding employment and immigration, including nondiscrimination, compensation, taxation, benefits, etc.

Only persons, who have received the proper screening and training, prior to employment, shall be assigned duties under this contract. All personnel employed by the offeror must be trained by the offeror on school facility cleaning.

All personnel shall be dressed in a manner authorized by the vendor, unless otherwise indicated by PBSA in writing. A uniform that identifies the person as an employee of the vendor's and identification badge shall be worn at all times while working on a PBSA site. The uniform should identify the company's name. Vendors, at their cost, shall provide uniforms to its employees that have been approved by PBSA.

The vendor's employees are expected to exhibit professional, courteous conduct and an appropriate appearance at all times. Any conduct or appearance deemed inappropriate by a PBSA Director of Facilities and President will be grounds for removal from PBSA property. Vendor employees are to be respectful to faculty, students and visitors; these employees are prohibited from fraternizing with these groups. Flirtatious behavior, soliciting monies, names, addresses and other such inquiries will be cause for the employee to be removed from the premises. Vendor shall assign the required staff to each location to be serviced.

Shifting of cleaning crews will only be allowed on a case by case basis following approval from the PBSA Director of Facilities. PBSA must be given a two week notice of any staffing changes in order to set up APS background check for badges, security codes and site specific keys.

The vendor shall designate a primary company contact within twenty four (24) hours of notice of award. This representative should be someone other than the job supervisor. They shall be available to attend the regular meetings as designated by the PBSA Director of Facilities and/or President. These meetings will be attended without any extra costs to PBSA.

The vendor is solely responsible for all matters concerning the recruitment, performance and retention of their employees. The vendor must fully comply with all federal, state and local laws and regulations regarding employment and immigration, including nondiscrimination, compensation, taxation, benefits, etc.

### **Damage, Theft, Illegal or Inappropriate Conduct**

The vendor shall be responsible for repairing or replacing, to the satisfaction of PBSA Director of Facilities and President, any damage caused by any willful or negligent act of its employees or subcontractors. The vendor is also liable for any theft proven to be either committed by its employees or subcontractors made possible by willful or negligent action of its employees. PBSA Director of Facilities and President reserves the right to remove vendor from site based on the severity of the acts committed by the vendor's staff.

The vendor must reimburse any costs incurred by PBSA due to illegal or inappropriate conduct by the vendor's employees. Such costs shall include, but are not limited to the following:

- a. Re-keying or restoring of locks; Service charges levied by security alarm vendors, law enforcement agencies, or security companies in response to false alarms;
- b. Payments to law enforcement agencies or security companies for investigations of conduct that prove an employee's inappropriate or illegal conduct;
- c. Replacement costs of items missing or damaged, due to an employee's conduct;
- d. Damages to property due to misuse of cleaning chemicals and cleaning equipment;
- e. PBSA reserves the right to remove vendor from site based on the severity of the acts committed by the vendor's staff. The acts would be reviewed by assigned PBSA staffmembers.

### **Parking**

The vendor's employees may use the facility parking, when on duty. The parking shall not be used for periods of time other than the work shift. The vendor, nor its employees or subcontractors should obstruct parking of regular employees of PBSA. PBSA is not responsible for any damages done to vehicles.

### **Trash Disposal**

PBSA will provide containers for the vendor's use, for the disposal of waste paper, trash, and debris. The vendor shall ensure that all trash and debris, collected each day is placed in these containers on a daily basis and the lids kept closed. If there is a recycling container on the site, the vendor is required to support the recycling program by placing the approved materials in the recycling bin and not in the trash container. This is to be done on a daily basis.

**Utilities**

PBSA will supply all utilities (electric, gas, water, and sewer) needed for custodial services for each site. PBSA utilities shall not be used for any purposes other than for the custodial services required under this contract. Violations of this provision will be considered theft and subsequently treated accordingly.

**Work Hours**

The vendor shall clean the facilities five (5) times per week, on Monday-Friday, in accordance with the schedules issued by PBSA. The exception will be for days declared as official PBSA holidays. In the event schools are not opened, or in the event schools are closed early, due to inclement weather or emergency conditions, the owner's Representative or her designee will notify the vendor of any needed adjustments. The vendor will typically be required to work in the event of such circumstances as to ensure the readiness of the facility the following day. It is expected that the vendor shall resume their regular schedule on the next available workday. Any work that was left uncompleted due to an unexpected closure must be completed along with regularly scheduled duties, on the next available workday.

In most cases, the vendor's employees will be reporting sometime after 6:00pm each day (unless otherwise noted by PBSA), to begin cleaning duties. Actual hours will be confirmed by the Director of Facilities.

Vendor must immediately notify PBSA Director of Facilities if they are not able to remove all trash from building due to circumstances beyond their control. The notification of disruption in service will ensure the day porters are aware of the problem and immediately be dispatched to the areas not completed. No trash will be left in the building overnight.

All housekeeping, cleaning and maintenance duties must always be done with a minimum of disruption to normal instruction and other functions. If the vendor feels that the listed available hours for cleaning are not adequate for maintaining clean facilities, they may submit a proposed alternative schedule. Please explain the nature of the change(s) and why the change is an improvement. The vendor should not use the proposed schedule before and unless receiving written approval from PBSA Director of Facilities. Vendor must notify PBSA Director of Facilities if they are not able to complete any duties due to circumstances beyond their control.

In the event of special evening meetings or activities occurring at the facility, as a general rule, the Vendor's cleaning crews should not stay beyond 1:30 a.m. If the vendor's crews must stay later than 1:30 a.m., the supervisor shall notify the PBSA Director of Facilities office no later than 11:30 p.m. of the same evening. If the vendor plans or is scheduled to do weekend or holiday cleaning, the Owner's Representative or designee must approve in writing. Vendor may not work weekend or extended evening hours without written consent from the Director of Facilities (PBSA). The vendor must ensure that the PBSA Director of Facilities and the appropriate PBSA Director of Facilities Services personnel are properly notified. The supervisor and vendor's staff must have this approval available on-site. PBSA reserves the right to request and expect any adjustments to the work hours of vendor and its staff as needed by school location and situation.

Some PBSA facilities have regularly scheduled evening programs or specially scheduled community activities. In such cases, it may be more productive for the vendor's crew to report and to stay later in the day/evening. The Director of Facilities or his/her designee will inform the vendor if such is the case at one of the facilities covered by this contract.

The vendor's employees shall not perform any services not specified in this proposal for the facility faculty and students, which are outside the scope of this contract. At no time, during the work shift, shall the Vendor's employees leave the facility premises on behalf of any PBSA employee, student, or visitor. (NOTE: In the event of some extreme, life-or-death emergency the vendor's employee should use his/her own best judgment as to whether to assist the principal or facility administrator. PBSA shall not incur any liability that may result from such an action.)

The vendor's site supervisor, after confirming that all daily requirements have been met with regards to a properly cleaned facility, shall ensure that all outside doors and windows are secured and locked daily. Vendor assumes full responsibility in the event the exterior doors and windows are not properly secured upon exiting from the facility. Furthermore, the vendor is totally responsible if the building is left in an unsecured position, including but not limited to, all doors and window being locked, setting of the burglar alarm, immediate notification to the Director of Facilities if a problem is encountered, receiving confirmation of "building secure" status. Vendor or site supervisor shall coordinate with the Owner's Representative or her designee as to the appropriate times for these actions.

### **Supplies & Materials**

The vendor shall provide:

- a. All labor, supervision, equipment, materials, supplies, tools, etc. as are required for undertaking custodial services for the schools/facilities under contract.
- b. All cleaning materials and equipment to be used by the vendor are to be supplied and maintained by the vendor at its sole cost and expense.
- c. Adequate storage space for supplies and equipment will be provided for the vendor. These areas shall be kept clean and organized by the vendor.
- d. Vendor will provide paper towels, toilet paper, and soap. These items will be stocked by the day custodian. The vendor will provide trash bags for the classrooms, offices, and cafeteria.
- e. PBSA reserves the right to provide all supplies and equipment. PBSA may provide supplies and equipment and the vendor will provide the labor.

Vendor shall use environmentally safe cleaning products. Vendor must have updated equipment and said equipment must be available for inspection when requested by PBSA personnel. All floors must be dust mopped before wet mopping using 18" or 24" dust mops for classrooms and 36" or 48" for large rooms, gyms and hallways. If upon inspection improper equipment is being used to complete a cleaning task the PBSA staff member identifying the misuse will notify School Secretary.

Trash can liners shall be supplied by vendor as specified below:

- |    |             |               |                     |
|----|-------------|---------------|---------------------|
| f. | Small       | Size: 24 x 32 | Thickness: .35 mil  |
| g. | Large       | Size: 33 x 40 | Thickness: 1 mil    |
| h. | Extra Large | Size: 38 x 58 | Thickness: 14.5 mil |

All other sizes and thickness for special situations must be approved by PBSA Director of Facilities before usage. All sanitary chemicals shall have UL approved label. Abrasive cleaners and polishes shall not be used routinely. When these are essential they shall be used with great care and caution. The vendor shall submit samples of these chemicals to PBSA upon request for approval prior to implementation. The vendor shall not use any hazardous materials.

Prior to implementation, vendor must supply a detailed listing of all chemical to be used during the custodial services contract and the list of chemical must be approved by PBSA prior to use in an PBSA facility or school (approval in writing is the only acceptable method of approval). This applies to any new products that the vendor wishes to use in addition to the original list submitted.

Vendor will use an odor control counteractant with enzymes for restroom care. This is to help combat the smell of urine salt within the schools/facilities serviced by the vendor. Vendor will use disinfectants daily in restrooms and cafeterias. This product must be kept on site at the facility/school at all times.

**No bleach** is allowed on PBSA sites.

In the event that indoor air quality (IAQ) concerns develop, the vendor must be prepared to assist in the resolution of the concern by providing wet wiping, carpet extraction and removing flood waters from VCT (12" x 12" flooring) or carpet as directed by PBSA Director of Facilities at no additional expense to the system. Vendor will use PBSA approved cleaning supplies including wax and stripper products.

Vendor must have, at a minimum, the following equipment at each awarded school:

- i. Auto-scrubber -All hallways and common areas are to be auto-scrubbed twice a week, Monday-Friday. Sunday-Friday if appropriate. Cafeteria to be done daily.
- j. Two mop buckets per floor at awarded facility. One is to only be used for restrooms.
- k. Two mops per floor at each awarded facility. One mop head is to be blue or red for restrooms only. The other can be white or green in color.
- l. One vacuum cleaner.
- m. Chemical dilution stations to properly mix all cleaning chemicals.
- n. All vendor equipment and chemicals must be properly marked identifying it as belonging to the vendor.

## **Floors**

Hard surface floors shall be maintained without the accumulation of dirt in the corners and/or scuff marks throughout. Floors should be free from discoloration or build-up throughout the building and under desks, chairs, sinks, and other furnishings. All floors shall be swept free of debris and litter daily.

The vendor's chosen floor finish material shall provide a long-lasting appearance and meet the slip resistance requirements of Underwriters' Laboratories or other approved testing agency. Finish or sealer materials should not discolor light-colored floor materials and shall not have an objectionable odor.

Vendor must properly maintain floors throughout the year and during winter, spring and summer break. The vendor is required to top scrub and recoat to return the floors to a high gloss shine with six (6) coats of wax per classroom and eight (8) coats of wax per corridor to protect the floors and maintain a high-gloss shining wet look at all times. This will require the vendor to apply wax throughout the school year. During Summer Readiness the vendor strip all floors and will apply six (6) new coats of wax per classroom and eight new coats of wax per corridor. During the fall, Christmas and winter break, the Vendor is required to top scrub hallways and common areas and recoat to return the floor to a high gloss shine.

The EPA (Environmental Protection Agency) requires the use of the custodial closet deep sink to dispose of stripper water by flushing with warm water into the sewer system. Dumping stripper water onto ground or in storm drains is prohibited and subject to fine. Kitchen drains cannot be used to dispose of stripper water.

Vendor must provide, with their proposal a list of all types of cleaning chemicals to be used on the different types of floors found in PBSA facilities. Vendor must submit to PBSA for approval the brand of floor finish to be used on all floors. All floors that are stripped must get approval from PBSA before applying finish. Cleaning of kitchen and cafeteria floor must include deep cleaning and not just mop clean; moreover, vendor must state the number and frequency of deep cleaning schedule. Vendor should not use any dust mop treatment chemicals that leave a residue.

### **Carpet & Rugs**

Vendor shall maintain the carpet and area rugs free of spots and soiled areas. All areas shall be vacuumed on a daily basis. Vendor shall maintain the carpet and area rugs free of spots and soiled areas. Carpet extraction shall be done on a monthly basis for pre-k and kindergarten areas. All other areas are to be done four (4) times per year. (Summer readiness, fall break, holiday break and winter break)

### **Walls**

Walls shall be cleaned monthly or as needed to maintain a clean appearance. Scuff marks and other marks or dirt on the walls shall be removed to maintain a clean appearance. If the appearance of the wall is altered after spot cleaning the entire wall must be cleaned.

### **Window & Window Frames**

Both inside and outside of window and window frames shall be cleaned twice a year. (Summer readiness and Holiday Break) Vendor is responsible for any windows up to a height of 10 feet.

### **Surfaces & Equipment**

Vendor must understand and will insure their cleaning personnel understands no computer equipment is to be unplugged at any time without written approval from Facilities Services management. Vendor should have PBSA personnel unplug all equipment. All horizontal surfaces, including desks, chairs, casework, and furnishings shall be kept free of dust and soil. Cleaners shall be used in a manner that imparts a glossy look, without leaving a discernible residue or without damaging the surface material.

### **Restrooms**

All restroom surfaces, including toilet seats, face bowls, mirrors, vent fans, floors, walls and partitions, etc. shall be cleaned thoroughly each night with a disinfectant cleaner. They shall be maintained in a condition free of noxious odors and residues. All restroom floors shall be cleaned in accordance with the schedule defined by the Facilities Manager, or as often as is necessary to maintain a sanitary condition, free of noxious odors or residues. All restrooms are to be deep cleaned monthly. Deep cleaning shall be done with a low speed, scrub brush attached machine or a pressure washer. All trash shall be emptied on a nightly basis.

### **Other Appurtenances**

Blinds, curtains, drapes, vents, fountains, stage curtains and all other appurtenances shall be cleaned monthly.

## **Mechanical & Electrical Equipment Rooms**

These areas shall not be cleaned or entered, unless otherwise requested by PBSA.

## **Kitchen & Cafeterias**

All food service kitchens shall receive a deep scrub cleaning to the walls and floors one (1) time per month. All cafeterias or other areas in which faculty or students eat food shall be cleaned as defined by the Facilities Manager. Vendor must provide checkpoints to ensure kitchen areas are deep cleaned and deep scrubbed.

## **Summer Cleaning**

It is the expectation of PBSA that the schools will be deep cleaned and fresh wax put down during the summer. The vendor will be given a specified time period in which this is to happen. This time period will typically range from 2 - 3 weeks if possible, based on the schedule for school usage. Any changes to the schedule after that point will be recorded and reported to PBSA facilities representative with reason noted. PBSA expects this cleaning to be done in a certain specified sequence. This sequence is as follows:

### **Classrooms**

- a. Area rugs removed to an area to for cleaning. No dirty rugs are to be stacked on the clean furniture that is in the hallways.
- b. All trash shall be removed from the school.
- c. All furniture cleaned inside the classrooms. The cleaning of the furniture includes the removal of marks, graffiti, and gum. Once cleaned, the furniture may be moved out into the hallways. No dirty furniture is to be placed in the hallways.
- d. Do not remove computer tables or unplug any equipment.
- e. Hi-low dusting shall be performed. This is to include all light lenses and fixtures.
- f. Walls shall be wiped down and scrubbed where necessary. This is to include all spills and marks, and graffiti removed. No tape residue or staples should be remaining.
- g. Windows shall be washed. Windows shall be cleaned with no tape residue or marks remaining
- h. All horizontal surfaces wiped down. This includes sinks and chalk trays.
- i. Once all other areas are complete in the classroom, the floors may be stripped. There should be no old wax, tape, or other residue or foreign objects visible on the floors once the stripping has been completed.
- j. The vendor will apply the six (6) coats of wax to the floor.
- k. Once the wax has dried, the furniture is to be moved back into the room.

### **Hallways**

- a. Hi-low dusting shall be performed. This is to include all light lenses and fixtures.
- b. Walls shall be wiped down and scrubbed where necessary. This is to include all spills and marks, and graffiti removed. No tape residue or staples should be remaining.
- c. Windows washed. Windows shall be cleaned with no tape residue or marks remaining.
- d. All horizontal surfaces wiped down. This includes any student lockers.
- e. Once all other areas are complete in the hallways, the floors may be stripped. There should be no old wax, tape, or other residue or foreign objects visible on the floors once the stripping has been completed.
- f. The vendor will apply the eight (8) coats of wax on the floor.

### **Restrooms**

- a. Hi-low dusting shall be performed. This is to include all light lenses and fixtures.



- b. Walls wiped down and scrubbed where necessary. This is to include all spills and marks, and graffiti removed.
- c. All partitions shall be wiped down and scrubbed.
- d. All fixtures shall be wiped and scrubbed down.
- e. Windows shall be washed. Windows shall be cleaned with no tape residue or marks remaining.
- f. All horizontal surfaces shall be wiped down.
  - l. Floors shall be deep cleaned and scrubbed. This deep cleaning shall be done with a low speed and grout brush or a pressure washer.
- m. Floor drains shall be cleaned.

### **Need Servicing**

It shall be noted as a warning when performance is showing deterioration from the standard. Where the latter is noted, the vendor is required to take corrective action. It is the vendor's responsibility to correct the noted deficiencies within the allotted time frame.

### **Inspection and Evaluation Documentation**

- a. Vendor must have a written inspection and corrective action program included with all proposals submitted;
- b. Vendor must state the inspections frequency and time table to ensure corrective actions are complete;
- c. Vendor must provide PBSA with written documentation regarding all inspection (Time table to be determined by PBSA);
- d. PBSA reserves the right to adjust the time table regarding written inspections and corrective actions to be taken as required.

PBSA will follow the following steps for corrective action when conducting (scheduled and unscheduled) Custodial Inspections on a school or facility. The frequency of the inspections will be determined by PBSA.

- a. Inspection 1- below PBSA standard of cleanliness, written warning and request for plan of action from vendor to bring facility back to PBSA standards.
- b. Inspection 2 –below PBSA standard cleanliness, request for plan of action from vendor to bring facility back to PBSA standards.
- c. Inspection 3- below PBSA standard cleanliness, contract termination with vendor.

### **Vendor Performance Indicators**

The vendor will be evaluated based on random inspections performed by PBSA in adherence to the PBSA schedule and cleaning standards set forth in this RFP or signed contract between vendor and PBSA. During these random inspections, the vendor must be in compliance with the contract. These inspections will evaluate how well a company performs in key areas such as communication with PBSA, quality control and following procedures according to the contract. How well a vendor performs in these key areas are to be tracked and rated on a quarterly basis using a 1-5 scale for scoring. (1 being poor and 5 being best)

In addition to monthly meetings, authorized PBSA personnel shall make a written “negative performance report” each time vendor's work performance falls below acceptable standards, as determined by PBSA. The negative performance report shall detail each area in which the vendor's performance is deficient. After each negative performance report is issued, the vendor will have an allotted time to demonstrate marked improvement. After the issuance of a negative performance report for substandard performance, PBSA has the option to:

- a. Wait for a reasonable amount of time for vendor's cure; or
- b. Terminate vendor's services at a particular premises; or
- c. Terminate vendor's contract with PBSA in its entirety.

### **Additional Requested Services**

Non-standard or unscheduled projects may occur. The vendor is expected to perform these services at no additional charge. Some examples of these projects are:

- a. Dignitary visits-i.e. Presidential visit
- b. Disinfectant for health concerns

### **Emergency On-Call Services**

The vendor may be required to perform emergency on-call cleaning services as requested by PBSA. The services required may include but not be limited to the following:

- c. Floor restoration
- d. Fire and smoke damage
- e. Mold clean-up, wipe down and removal

### **Safety / Security / Criminal History Background Checks**

PBSA policy requires that all contractors, consultants, or vendors providing services on PBSA premises be fingerprinted and submit to a criminal record check initiated by PBSA prior to providing services to PBSA. There is a fee of \$45.00 per individual payable by money order associated with the background check. The payment of this fee is the sole responsibility the contractor, consultant, vendor or the employing company. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check as determined by PBSA.

Vendor shall comply with the following:

- a. Vendor shall not employ for the services of PBSA, any person who does not pass the criminal history background check. No person, who has been convicted of a crime of moral turpitude, may be assigned duties under this contract.
- b. Vendor is responsible for ensuring that all workers have the correct immigration status.

The vendor shall provide to the Human Resources Department, the names of **all** personnel assigned to perform services for PBSA schools, **prior** to the start of work.

Employees and their personal items (i.e. Purses, lunch bags, etc.) may be subject to a security inspection upon entering or leaving a PBSA facility.

Lunches and breaks are to be taken only in designated areas. Vendor is responsible for cleaning up after staff lunches.

Use of PBSA property and equipment (phones, computers, copy machines, etc.) by employees is prohibited. The consumption of food, drinks, candy, etc. on the property that was not purchased or brought from home by employees is also prohibited.

Employees are not allowed to remove any items from buildings. This includes food, trashed items, etc.

### **Badges**

All vendor employees deemed eligible to perform services for PBSA shall wear photo ID badges and clothing identifying the name of the company. Contract employees shall not report to any PBSA school or facility at any time to perform services without an ID badge and identifiable clothing. If so, the employee will not be allowed to enter the building to perform services. Badges and identifiable clothing shall be worn at all times when on property. Vendor must enforce the badge policy throughout the term of the awarded contract.



All vendor employees must display PBSA issued credentials at all times when working on a PBSA site.

Upon termination of a contract employee, the vendor shall immediately retrieve the badge and identifiable clothing from the ex-employee, inform the PBSA Director of Facilities immediately. Any property belonging to the PBSA or Atlanta Public Schools must be returned immediately.

### **Keys**

- a. Upon award of a contract, PBSA may provide keys and an access code to the non-working supervisor, to allow entrance to and exit from the school.
- b. If keys and codes are provided, they shall be given ONLY to the non-working supervisor.
- c. Neither the keys nor the access codes shall be duplicated, not given to other contracted employees in the non-working supervisor's absence, unless the contractor has obtained written permission to do so from the authorized PBSA representative.
- d. Any vendor's employee or supervisor found to have duplicated a key will be immediately removed from PBSA property and this contract.
- e. The vendor is fully responsible for the cost of replacing lost keys, and the cost of replacing the facility locks, if this becomes necessary. Upon termination of a non-working supervisor or other management staff, the vendor shall immediately retrieve the keys from the ex-employee and inform and provide the keys to the PBSA Director of Facilities.
- f. The keys shall be formally reassigned and a new access code shall be given to the new non-working supervisor by the Atlanta Public Schools.

### **Code Compliance / Safe Operating Environment**

The vendor shall be solely responsible for compliance with all applicable federal, state, and local safety regulations, including training employees in the proper use of chemicals and equipment needed to perform their work. Any act or condition, created by the vendor's employees, which affects the health or safety of PBSA faculty, students or visitors, may be grounds for immediate termination of the contract.

The vendor shall keep safe and clean any work and/or storage area assigned for their use. The vendor agrees to indemnify and hold harmless the Atlanta Board of Education, the Atlanta Public Schools, Purpose Built Schools Atlanta, Purpose Built Schools and/or their employees from any loss, claim, or liability used by the failure of the vendor or its employees to do so.

Whenever and wherever the vendor's work creates a potential hazard to the public (e.g. slipping or tripping), the vendor shall place appropriate barriers and warning signs to provide and ensure adequate protection.

### **Buildings**

The vendor shall be responsible for communicating with their employees on the security requirements of the school or facility in which he or she is working. The vendor is also responsible for enforcing these requirements.



The vendor shall secure the building after completion of work or other activities. All rooms are to remain locked at all times, unless in use or being cleaned at that time. This includes locking all doors and windows as designed by the PBSA Director of Facilities and his/her designee.

In the event doors or window are left unsecured by the vendor's employees, vendor will be subject to disciplinary action.

The building shall be locked, if left unattended; the security alarm shall be set, before leaving the school campus or administrative facility. In the event the school is occupied and the alarm cannot be set, the Vendor's supervisor must notify the PBSA Director of Facilities prior to leaving the school campus or administrative facility.

### **Weapons**

Guns, knives or any other recognized weapons or any tools or instruments intended for use, as weapons are not allowed upon Atlanta Public Schools' or PBSA property. Possession of a weapon on the grounds or property of the Atlanta Public Schools or PBSA, regardless of whether the weapon is on the person of the employee or in a location of the employee's knowledge, shall be cause for the immediate removal of the employee from Atlanta Public Schools or PBSA property and from any further work under this contract.

### **Alcohol & Drugs**

Possession and/or use of alcohol, tobacco or illegal drugs are prohibited on Atlanta Public Schools' or PBSA property. Being under the influence of illegal drugs and alcohol, while on Atlanta Public Schools' or PBSA property or grounds, is prohibited. Violation of this provision shall be cause for the immediate removal of the employee from Atlanta Public Schools' or PBSA property and from any further work under this contract.

Use or possession of legally prescribed or over-the-counter medication is not prohibited. However, the vendor is cautioned to closely monitor and supervise employees taking medication, such that they will not endanger themselves or others by being unable to work effectively and safely, while under the medication.

Atlanta Public Schools is a smoke-free district. Smoking is not permitted on district or PBSA property at any time.

### **Accessing Desks & Furnishings**

The vendor's employees shall not disturb papers on desks or on other office furnishings. They shall not open drawers of desks, furnishings, or cabinets, under any circumstances, unless otherwise directed by an authorized PBSA representative.

### **Visitations**

The vendor's employees shall not be assisted, accompanied, or visited by family, friends, or associates, during their work shift, unless specific, written authorization has been granted by an authorized PBSA representative.

### **Chemicals, Equipment and Supplies**

Wherever possible and reasonable, PBSA will provide locked storage at each facility covered under this contract, for the vendor's use. The vendor is solely responsible for loss or damage.



The vendor must submit a list with their proposal of all chemicals that will be used at PBSA sites, along with two copies each of their Material Data Safety Sheets (MSDS). The vendor must also keep a list of the chemicals and MSDS copies at each facility in which they are providing service.

Vendor will supply all cleaning materials. Vendor shall use environmentally safe cleaning products for all PBSA facilities.

### **Soap, Towels, Tissues**

PBSA shall supply all hand soap, paper towels, toilet tissue and storage area for cleaning equipment and supplies. These shall be made available to the vendor's employees in a designated storage area at each facility. (Currently PBSA is in agreement with APS who will be responsible for replenishing at this time.)

### **Inspections and Performance Evaluations**

The vendor shall remain mindful that PBSA expects the vendor to be proactive and to operate as a strategic partner in its effort to maintain a very high level of cleanliness within all of its facilities.

PBSA does not intend to engage the services of a vendor and then be required to fulfill the vendor obligations for daily supervision, daily inspections of full compliance upon the completion of the work, verification that the performance of the cleaning duties have met the standards of the contract, securing the facility each evening, verification of the readiness of the facility for the next day, etc.

All awarded buildings will be inspected in accordance with the cleaning schedule by the awarded contractor's dedicated inspection team. These inspectors will inspect and evaluate the performance of their employees. These inspections should be documented and available for the Director of Facilities or PBSA designee to view. PBSA will conduct random inspections of the facilities maintained by the vendor as a part of its standard operating procedures.

All deficiencies shall be communicated to the cleaning vendor in writing along with documented follow-up actions. All documentation shall be made available to all PBSA personnel when requested.

In the event a deficiency or concern regarding the potential drop in the outlined standard is noted, a copy of respective assessment sheet identifying the deficiency shall be provided to the vendor within twenty four (24) hours of the inspection. Twenty four (24) hour turn around on non-waxing issues is strictly enforced. Floors sited for waxing or stripping will be evaluated based on the size and scope of the problem and turnaround time rendered. The sheet will denote areas of satisfactory performance and areas of unsatisfactory performance.

The vendor's supervisor shall meet, at a minimum, once a week with the PBSA Director of Facilities of each of the vendor's awarded schools to discuss service level being provided.

### **Insurance Requirements**

Vendor is not required to submit proof of insurance with proposal but must submit within five (5) business



days of approval of work. The ACORD certificate of insurance must list Atlanta Public Schools as the additional insured. In addition to the insurance requirements, vendor must also have Crime Insurance in the amount of not less than \$100,000 per occurrence to include Employee Theft of client Property coverage during the term of the contract.

### **Qualification Statement Requirements**

The offeror shall provide the following information organized as follows in their qualification statement:

1. A brief discussion of the firm, its organization, and services offered;
2. Information which demonstrates experience and history of providing said service as identified in this solicitation;
3. Description of staff training programs; and
4. Proposed team and qualifications and experience of team members

### **Proposal Requirements**

Offerors shall submit the following in addition to qualifications:

1. Proposed scope of services.
2. Proposed fee and fee structure.
3. Example certificate of insurance

### **Timeline**

June 22, 2018: Release RFP to the marketplace

June 25 – July 9, 2018: Visit Slater Elementary

July 11, 2018: RFP due by 12pm EST

July 12, 2018: Administrative Review and Evaluation

July 16, 2018: Vendor Presentation/Interview 9:00am

### **Submission Requirements**

The deadline for submission of proposals is July 11, 2018. Proposals may be submitted electronically to [jflagg@purposebuiltschools.org](mailto:jflagg@purposebuiltschools.org) or in hard copy format to the address below:

James Flagg  
Director of Facilities  
Purpose Built Schools Atlanta  
1670 B. W. Bickers Dr. S.E  
Atlanta, Georgia 30315

### **Additional Information**

For further information regarding this request, please contact James Flagg at [jflagg@purposebuiltschools.org](mailto:jflagg@purposebuiltschools.org) or 404.802.6340

