



## REQUEST FOR PROPOSAL (RFP)

For Custodial Services

Proposals will be accepted on or before Wednesday **December 13, 2017 at 9:00 AM CST**. Proposals received later than the date and time designated WILL NOT be considered.

### Note to Proposers

*Carefully read all instructions, requirements and specifications. Fill out all forms properly and completely. Submit your proposal with all appropriate supplements and attachments and return as instructed in this document to:*

Tiana Symmonds  
Director of School Operations  
731 Fredericksburg Rd. San Antonio, TX 78201  
[tsymmonds@kippsa.org](mailto:tsymmonds@kippsa.org)

*An authorized company representative must complete and sign below; failure to do so will disqualify the proposal.*

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

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

Employer Identification Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_

Your signature attests to your proposal to provide the goods and/or services in this proposal according to the published provisions of the Request for Proposal unless modifications or alterations are clearly noted in your proposal submission.

## PROPOSAL SUBMISSION REQUIREMENTS

Contractors shall submit an electronic copy of the following documents via e-mail with a subject “Request for Proposal -- Custodial Services” to:

**Tiana Symmonds**  
[tsymmonds@kippsa.org](mailto:tsymmonds@kippsa.org)  
**Director of School Operations**  
**731 Fredericksburg Rd. San Antonio, TX 78201**

Proposals received after 9:00 AM CST, Wednesday, December 13, 2017 will not be considered. All submitted proposals shall include:

1. **Cover Page:** Page one of this package shall be filled out and signed by an authorized representative of the Company.
2. **Profile, Experience, and References:** Contractor shall include background information on employees and references from other entities similar to KIPP San Antonio for which the Contractor has provided goods and/or services.
3. **Certificate of Insurance:** Contractor shall provide proof of Workers’ Compensation, General Liability, and Fidelity Bonding insurance.
4. **All-Inclusive Proposed Fees and “Service Questions” Responses:**
  - a. Contractor shall complete the “SERVICE QUOTES” tab on the attached Excel file.
  - b. Contractor shall include any additional projected fees not expressly stated or requested in this RFP, including one-time fees that may be charged.
  - c. Contractor shall complete the “SERVICE QUESTIONS” tab on the attached Excel file completely.
  - d. Contractor shall include a copy of their walkthrough / inspection report
  - e. Contractor shall include information on the cleaning and safety training provided to staff
5. **Criminal History Review of Contractor Employees:** Contractor shall review and complete the attached form regarding “Covered Employees” and criminal history and/or fingerprinting records.
6. **Debarment or Suspension Certificate:** Contractor shall review and complete the attached form.
7. **Conflicts Disclosure Statement:** Contractor shall provide a signed and completed copy of the attached *Form CIQ*.
8. **State of Texas Health and Human Services Commission- Child Support Certification:** Contractor shall review and complete the attached form required when utilizing state funding.
9. **Supplemental Documentation:** Contractor shall include supplemental information, i.e. information on cleaning products used; suggested revisions to scope of work with explanation, terms and conditions, etc.

## GENERAL INFORMATION

### Purpose

KIPP San Antonio is currently seeking a Contractor to provide custodial services to the following district locations for the 2017-2018 school year. The delivery locations are:

- Cevallos Campus: 239 Stark St., San Antonio, TX 78204
- Poder Campus: 128 S. Audubon Dr., San Antonio, TX 78212

KIPP San Antonio is seeking a Contractor that can provide the best overall value to the district through quality of service, dependability, etc. This Request for Proposal (RFP) states the instructions for submitting proposals, the specifications for the work, the criteria by which a Contractor may be selected and the contractual terms by which KIPP San Antonio intends to govern the relationship between itself and the selected Contractor.

### Organizational Background

KIPP San Antonio is a growing network of free, open-enrollment public charter schools that provide excellent education to underserved low-income students inside Loop 410. KIPP San Antonio was founded in 2003 with the opening of our first

middle school, KIPP Aspire Academy. Responding to student, parent, and community demand, KIPP San Antonio now operates five additional schools: KIPP University Prep High School, KIPP Camino Academy (middle), KIPP Un Mundo Dual Language Academy (elementary), KIPP Esperanza Dual Language Academy (elementary), and KIPP Poder Academy (middle). KIPP San Antonio is continually growing and will soon serve more than 9,000 students in 15 schools in central San Antonio. When we complete our growth, we will double the number of college graduates from San Antonio's most underserved neighborhoods.

### **Project Description and Scope**

KIPP San Antonio is seeking a Contractor to provide nightly cleaning services for two campuses for the remainder of the 2017-2018 school year starting in February 2018 with a scheduled continuation for July 1, 2018 - January 31, 2019 with the option to extend services for an additional two (2) years. Campus Information and scope of work are provided below:

<b>Campus</b>	St. John's Catholic Church	KIPP Cevallos Campus
<b>School (s)</b>	KIPP Poder Academy (Middle)	KIPP University Prep (High)
		KIPP Aspire Academy (Middle)
		KIPP Esperanza (Elementary)
<b>Address</b>	128 S Audubon Dr., San Antonio, TX 78212	239 Stark St., San Antonio, TX 78204
<b>Building Info</b>	a single-school campus with a two story main school building, a separate cafeteria, four portable classroom buildings, and one portable bathrooms building	a multi-school campus comprised of two main two-story school buildings, a gymnasium, a cafeteria, and a small admin building
<b>Service Area to Be Cleaned</b>	all areas	School buildings only
<b>Total Square Footage (all buildings)</b>	32395*	150,572
<b>Square footage (school buildings)</b>	32395*	125335
<b>Square footage of carpeted areas</b>	1100*	12400
<b>Cafeteria/Multipurpose Room Building Square Footage</b>	3200*	11304
<b>Gym Building Square Footage</b>	N/A	13933
<b>Service Days</b>	Mon-Fri, daily on school days	Mon-Fri, daily on school days
<b>Service Times</b>	5:30pm-9:30pm	After 6:30pm
<b>Hallway Floor Type</b>	VCT	concrete
<b>Classroom Floor Type</b>	VCT	concrete
<b>Office/Conference Room Floor Type</b>	laminated	carpet
<b>Cafeteria Floor Type</b>	VCT	concrete
<b>Gym Floor Type</b>	N/A	wood
<b># of classrooms</b>	21	105
<b># of offices/conf rooms</b>	8	14
<b># of gang bathrooms</b>	10	14
<b># of single-user bathrooms</b>	2	19
<b># of toilets</b>	35	48
<b># of urinals</b>	14	11
<b># of sinks</b>	39	110
<b># of mirrors</b>	30	26

**\*Square footage for Poder campus is approximate.**

<b>SCOPE OF WORK</b>			
<b>Classrooms</b>	Daily	Weekly	Monthly
Disinfect all door handles	x		
Empty all trash and recycle bins, replace liners	x		
Vacuum carpet or area rugs	x		
Sweep floor and dispose of all debris	x		
Mop hard surface flooring	x		
For classrooms with restrooms or sinks, see Restrooms cleaning tab	x		
Wipe desks and tables (elementary school)	x		
Wipe desks and tables (middle and high school)		x	
Dust cabinets, cubbies, shelving, window ledges & other exposed surfaces.		x	
Spot clean doors and walls removing smudges and writing		x	
Spot clean all interior windows		x	
Check and replace as necessary hand sanitizer in dispensers		x	
High dust vents, pictures, lights, etc. (up to 14 ft)			x
Dust baseboards and moldings			x

<b>Restrooms</b>	Daily	Weekly	Monthly
Clean inside and outside of trash receptacles	x		
Empty all trash cans and replace liners	x		
Clean toilets and urinals with approved germicide	x		
Replace toilet tissue, seat covers, and sanitary napkin dispenser bags	x		
Clean sinks and counters with approved germicide	x		
Clean sinks with non-abrasive cleaner to remove surface stains	x		
Replenish soap and paper towels in dispensers	x		
Disinfect all surfaces including light switches, handles, countertops, partitions and dispensers	x		
Clean mirrors	x		
Place wet floor/caution signs and do not remove until all areas and surfaces are dry	x		
Remove any writing from walls, partitions, mirrors etc.	x		
High dust vents, pictures, lights, etc.(up to 14 ft)			x
Replace urinal mints as needed			x
Replace all metered air fresheners and aerosol deodorizers			x

Note: When cleaning, make sure the restroom is empty and then post the appropriate caution/safety sign, like a restrooms closed sign, or a hanging closed for cleaning sign, you may also use your cart to block the entry.

Note: Take care to keep the mops, mop buckets, and solutions used as bathroom only items. Avoid cross-contamination with other areas of the facility at all costs.

<b>Offices/Conf Rooms/Lounge</b>	Daily	Weekly	Monthly
Empty all trash and recycle bins replace liners	x		
Vacuum carpet or area rugs	x		
Sweep and mop hard surface flooring	x		
For areas with restrooms, see Restrooms cleaning tab	x		
Wipe exposed surfaces of tables	x		
Clean and disinfect counters, sinks, tables, and chairs with approved germicide	x		
Spot clean walls to remove splatters & smudges.	x		
See "restrooms" section for sinks and restrooms	x		
Dust shelves, cabinets, & other exposed surfaces.		x	
Wipe/vacuum chair seats, arms, and back		x	
Clean whiteboards (unless marked "Do Not Erase")		x	
Clean exteriors of the following: microwaves, coffeemakers, refrigerator and vending machine		x	
High dust vents, pictures, lights, etc. (up to 14 ft)			x

<b>Lobbies/ Waiting Areas</b>	Daily	Weekly	Monthly
See offices/conference room cleaning	x		
Vacuum carpeted areas and correctly place entry mats	x		
Sweep or vacuum under tables and chairs and other large furniture	x		
Mop hard floor surfaces	x		
Spot clean reception windows, door windows, and other interior glass	x		
Spot clean entrance/exit glass	x		
Empty waste receptacles; clean exterior of receptacles as needed	x		
Spot clean doors and walls removing smudges and writing	x		
Wipe all high touch areas including arms of chairs, counters, door handles, tables, etc. with approved germicide		x	
Clean under entrance mats		x	
Clean all interior windows/glass		x	
Clean all entrance and exit glass		x	
Clean threshold plates and under doors			x
High-dust ceiling corners, walls, vents, lights, and door and window frames. (up to 14 ft)			x

<b>Hallways/Stairs/Elevator</b>	Daily	Weekly	Monthly
Remove all paper and debris to designated areas	x		
Empty and clean waste receptacle/replace waste can liner	x		
Sweep or vacuum stairwells and under stairwells, and dispose of all debris	x		
Spot mop stairwells where needed	x		
Clean and disinfect drinking fountains to include removal or hard water stains and polishing as needed	x		
Remove dust from window frames/sills	x		

Vacuum and correctly place entry mats	x		
Vacuum/sweep edges and corners of floors	x		
Vacuum elevator carpet	x		
Sweep/dry mop all hard surface floors	x		
Spot mop hard surface floors where needed	x		
Clean common area restrooms (see restroom cleaning section)	x		
High dust around ceilings, walls, window sills, door and window frames, tops of lockers, etc. (up to 14 ft)		x	
Spot clean doors and walls removing smudges and writing		x	
Spot clean all interior windows in hallways including glass on display cases		x	
Spot clean locker exteriors to remove smudges or writing (Cevallos only)		x	
Check and replace as necessary hand sanitizer in dispensers		x	
Remove hard water stains from water fountains		x	
Polish water fountains		x	
Remove dust and cobwebs from stairwells and rails		x	
Clean elevator from top to bottom with appropriate cleaning materials (Cevallos campus only)		x	
Dust baseboards and moldings			x

<b><i>Nurse's Office/Clinic/Nursing Room</i></b>	Daily	Weekly	Monthly
Clean inside and outside of trash receptacles including the cabinet that receptacle is placed inside of (excluding bio-hazard)	x		
Empty all trash cans and can liners	x		
Wipe all high touch areas including arms of chairs, counters, door handles, tables, beds, etc. with approved germicide	x		
Wipe fronts of cabinets and handles	x		
See restrooms section for sinks and restroom	x		
Dust floor moving moveable furniture to remove dust or debris	x		
Mop entire floor using an approved neutral cleaner	x		
Wipe all doors and glass, interior ledges	x		
Remove hard water stains		x	
High-dust ceiling corners, walls, and door and window frames (up to 14 ft)			x

<b><i>Gym</i></b>	Daily	Weekly	Monthly
Empty trash and replace liners	x		
Dry mop and spot wet mop hard floor surfaces	x		
Sanitize shower fixtures, walls, & floors	x		
Sweep bleachers	x		
Spot clean bleachers	x		
See "restrooms" section	x		
Mop entire hard floor surface (includes folding and setting aside cafeteria tables)		x	
Sweep/Vacuum under bleachers		x	

Dust baseboards			x
High-dust ceiling corners, walls, and door and window frames (up to 14 ft)			x
Note: Gym area is an optional add-on for the Cevallos campus. There is no gym at the Poder campus.			

<b><i>Cafe/Multipurpose Room</i></b>	Daily	Weekly	Monthly
Empty trash and replace liners	x		
Sweep or dry mop floor and dispose of any debris	x		
Spot wet mop hard floor surfaces	x		
Replenish sanitizer and paper towels in dispensers	x		
See "restrooms" section	x		
Spot clean doors and walls removing smudges and writing		x	
Spot clean all interior windows in hallways including glass on display cases		x	
Mop entire hard floor surface (includes folding and setting aside cafeteria tables)		x	
Dust baseboards			x
High-dust ceiling corners, walls, and door and window frames (up to 14 ft)			x
Note: Day crew will sanitize tables, chairs, counters and remove food trash after lunch.			
Note: Cafe/Multipurpose room is an optional add-on for the Cevallos campus.			
Note: Cafe/Multipurpose room is part of the regular scope of work for the Poder campus.			

<b><i>Janitor's Closet Cleaning &amp; Maintenance</i></b>	Daily	Weekly	Monthly
Empty mop buckets, store neatly & correctly to avoid mildew and mold	x		
Store equipment and supplies in a safe and orderly fashion	x		
Clean sinks and drains with a non-abrasive cleaner to remove surface stains	x		
Dry mop and wet mop hard floor stains	x		
Equipment storage shall meet all code and safety regulations	x		

### **Contract Term**

The term for this contract will be from February 1, 2018 through June 30, 2018 with a scheduled continuation for July 1, 2018- January 31, 2019. There will be an option to extend for an additional two (2) years. The option to extend beyond the 2017-2018 school year will be dependent on Contractor performance and the availability of funds. Contract renewals will be evaluated on an annual basis.

### **Evaluation Criteria**

Proposals will be evaluated on criteria deemed to be in KIPP San Antonio's best interest to include, but not limited to:

- Ability to meet required and desired contract specifications.
- Pricing.
- Experience and References.
- Contractor's past relationship, if any, with KIPP San Antonio or other charter schools.

## CONTRACTOR REQUIREMENTS

The Contractor shall:

- Provide well-trained staff to complete the given scope of work within the service times listed on all school days.
- Provide all cleaning chemicals, materials and tools necessary for the given scope of work, ensuring all are safe for use in schools.
- Ensure MSDS are on file at each campus for all cleaning products used.
- Ensure efficient use of KIPP supplies for refilling of dispensers and relining of receptacles to avoid waste.
- Be responsible for quality controls through on-site supervision and inspections.
- Be required to sign a campus access agreement for ensuring all areas and the facility are secure during and at the end of service.
- Provide pricing for given scope of work and at minimum 5 add-on service options.
- Provide responsive and friendly customer service to all KIPP San Antonio employees.
- Must have Workers' Compensation, General Liability, and Fidelity Bonding insurance and provide proof.
- Must have safety and hazards training program and provide evidence.

KIPP San Antonio shall:

- Provide hand sanitizer, soap, paper products, and liners.
- Provide keys, access cards, and/or lockbox codes necessary for accessing and securing service areas.
- Storage space for contractor cleaning supplies.

## TERMS AND CONDITIONS

### **Bid/Proposal Submission**

Bids/Proposals must be submitted utilizing this document, and corresponding attachments, only and must reach KIPP San Antonio on or before the hour on the date specified. Late submittals will not be accepted.

### **Payment Terms**

Net 30 days from date of good/service acceptance or receipt or a properly prepared and submitted invoice.

### **Right of Inspection**

KIPP San Antonio has the right to inspect any services rendered.

### **Right to Additional Competition**

KIPP San Antonio occasionally solicits qualifications or bids for services, and expressly reserves the right to enter into one or more service agreements for any goods and/or services described in this RFP if deemed to be in the best interest of KIPP San Antonio.

### **Modifications**

Any contract between the selected Contractor and KIPP San Antonio may only be modified by a written agreement signed by both parties or their duly authorized agents.

### **Advertising**

The selected Contractor shall not advertise or publish, without prior consent from KIPP San Antonio, the fact that KIPP San Antonio has entered into a contract with the Contractor, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state, or local government.

### **Debarment and Suspension**

Neither the Contractor nor any of its officers, directors, owners, members, employees, or agents is listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance



with E.O. 12549 and E.O. 12689--- Debarment and Suspension. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory and regulatory authority other than E.O. 12549.

**Termination**

KIPP San Antonio reserves the right to terminate all or any part of the undelivered portion of any goods or services resulting from this bid solicitation with thirty (30) days written notice; upon default by the selected Contractor, for delay or nonperformance by the selected Contractor, or if it is deemed in the best interest of KIPP San Antonio, for convenience.

# **ATTACHMENTS**

## CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES

Texas Education Code § 22.0834 requires entities that contract with school districts or charter schools to provide services to obtain name based criminal history and/or fingerprinting record information regarding “covered employees.”

### **Definitions:**

*“Covered Employees”*: Any employee of a Contractor or Subcontractor who (1) has or will have continuing duties related to the contracted services and (2) has or will have direct contact with students. KIPP San Antonio retains the discretion to determine what constitutes direct contact with students.

*“Disqualifying Criminal History”*: Any conviction or other criminal information designated by KIPP San Antonio, including one or more of the following offenses:

1. A felony or misdemeanor offense that would prevent a person from obtaining certification as an educator under Texas Education Code § 21.060, including:
  - a. Crimes involving moral turpitude;
  - b. Crimes involving any form of sexual or physical abuse or neglect of a student or minor or other illegal conduct with a student or minor;
  - c. Crimes involving felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481, Texas Health and Safety Code;
  - d. Crimes involving school property or funds;
  - e. Crimes involving any attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
  - f. Crimes occurring wholly or in part on school property or at a school-sponsored activity; and
  - g. Felonies involving driving while intoxicated.
2. A felony offense under Title 5, Penal Code.
3. An offense or conviction for which a defendant is required to register as a sex offender.
4. An offense under the laws of another state or federal law that is equivalent to an offense under items (2) and (3) above where, at the time the offense occurred, the victim of the offense was under 18 years of age or was enrolled in a public school.
5. Any other offense that KIPP San Antonio believes might compromise the safety of students, staff, or property.

Any Contractor interested in participating in KIPP San Antonio’s Contractor selection process must comply with the requirements of Texas Education Code § 22.0834 by working with the Texas Department of Public Safety to conduct fingerprint checks on employees prior to being awarded a contract. Contractors who fail to follow the fingerprint process will not be allowed to compete for KIPP San Antonio contracts.

**CRIMINAL HISTORY REVIEW OF CONTRACTOR EMPLOYEES**

**Please complete the information below:**

I, the undersigned agent for \_\_\_\_\_ (“Contractor”), certify that [check one]:

None of the employees of Contractor and any Subcontractors are “Covered Employees” as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any Subcontractor will not become covered employees. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

*or*

Some or all of the employees of Contractor and any Subcontractor are “Covered Employees.” If this box is checked, I further certify that:

1. Contractor has obtained all required criminal history and/or fingerprinting record information regarding its covered employees through the Texas Department of Public Safety as required by law.
2. If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify KIPP San Antonio in writing within three business days.
3. Upon request, Contractor will provide KIPP San Antonio with the name and any other requested information regarding covered employees so that KIPP San Antonio may obtain criminal history record information on the covered employees.
4. If KIPP San Antonio objects to the assignment of a covered employee on the basis of the covered employee’s criminal history record information, Contractor agrees to discontinue using that covered employee to provide services to KIPP San Antonio.
5. All covered employees hired after January 1, 2008 have completed the required background check process prior to performing any duties related to KIPP San Antonio or having any direct contact with students.

I understand that non-compliance with this certification by Contractor may be grounds for contract termination and/or barring disqualified persons from performing the work.

\_\_\_\_\_  
Signature of Contractor Official

\_\_\_\_\_  
Date

### **Debarment or Suspension Certificate**

KIPP San Antonio is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Provider must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule.

By submitting this certificate, Contractor certifies that no suspension or debarment is in place, which would otherwise preclude Contractor or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

\_\_\_\_\_  
Contractor Official Name

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Signature of Contractor Official

\_\_\_\_\_  
Date