

Request for Bids for Schoolwide Cleaning Services

Summary

Wayne Christian School is seeking bids from qualified firms to provide schoolwide cleaning services for the childcare building, extended care building, elementary school building, middle school building, high school building, and gymnasium. The service provider will arrange a nightly cleaning of the buildings following all scope requirements. Wayne Christian School will enter into a two-year contract with the chosen service provider beginning August 1, 2019.

Scope of Work and Requirements

- Childcare Building
 - Sweep, mop, and vacuum all classrooms, including bathrooms, and hallways, except nursery A, B, and C on Tuesday, Thursday, and the weekend.
- Extended Care Building
 - Sweep, mop, and vacuum all restrooms, classrooms, and hallways on Tuesday, Thursday, and the weekend.
- Elementary Building
 - Daily cleaning in the bathrooms, staff lounge, offices, classrooms, and public spaces
 - Regular tasks include but are not limited to vacuuming, sweeping, mopping tile floors; sanitizing counters, sinks, toilets, toilet partitions, hand dryers, door handles and door push bars; replacing toilet paper and hand towels, soap dispensers, etc.; dry/wet dusting all flat surfaces, ledges, vents; cleaning mirrors and squeegeeing all interior glass; vacuuming/damp cleaning furniture as appropriate
 - All trash cans inside the building should be emptied and liners replaced on a nightly basis.
 - Mopping in the classrooms will be Tuesday, Thursday, and the weekend
 - Mopping in the teachers' lounge will be Tuesday, Thursday, and the weekend
 - Mopping in the hallways will be daily
- Middle School Building
 - Daily cleaning in the bathrooms, staff lounge, offices, classrooms, and public spaces
 - Regular tasks include but are not limited to vacuuming, sweeping, mopping tile floors; sanitizing counters, sinks, toilets, toilet partitions, door handles door push bars; replacing toilet paper and hand towels, soap dispensers, etc.; dry/wet dusting all flat surfaces, ledges, vents; cleaning mirrors and squeegeeing all interior glass; vacuuming/damp cleaning furniture as appropriate

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- All trash cans inside the building should be emptied and liners replaced on a nightly basis.
 - Vacuuming in the classrooms will be Tuesday, Thursday, and the weekend
 - Mopping in the teachers' lounge will be Tuesday, Thursday, and the weekend
 - Mopping in the art classroom will be on Tuesday, Thursday, and the weekend
 - Mopping in the hallways will be daily
- High School Building
 - Daily cleaning in the bathrooms, offices, and public spaces
 - Regular tasks include but are not limited to vacuuming, sweeping, mopping tile floors; sanitizing counters, sinks, toilets, toilet partitions, door handles and door push bars; replacing toilet paper and hand towels, soap dispensers, etc.; dry/wet dusting all flat surfaces, ledges, vents; cleaning mirrors and squeegeeing all interior glass; vacuuming/damp cleaning furniture as appropriate
 - All trash cans inside the building should be emptied and liners replaced on a nightly basis.
 - Vacuuming in the classrooms will be Tuesday, Thursday, and the weekend
 - Mopping in the hallways will be daily
- Gymnasium
 - Daily cleaning in the bathrooms, offices, and public spaces, including the foyer
 - Regular tasks include but are not limited to vacuuming, sweeping, mopping tile floors; sanitizing counters, sinks, toilets, toilet partitions, hand dryers, door handles; replacing toilet paper and hand towels, soap dispensers, etc.; dry/wet dusting all flat surfaces, ledges, vents; cleaning mirrors and squeegeeing all interior glass; vacuuming/damp cleaning furniture as appropriate
 - All trash cans inside the building should be emptied and liners replaced on a nightly basis
 - Sweep gym floor and bleachers on Tuesday, Thursday, and the weekend
 - Vacuuming in the foyer will be Tuesday, Thursday, and the weekend
 - Vacuuming in the gym office will be Tuesday, Thursday, and the weekend
 - Vacuum the weight room once a week
 - The service provider will need to be aware of the gym use schedule, along with athletic events in the gym
- The service provider should supply their own cleaning tools, products, and equipment such as a vacuum, janitor cart, mop and bucket, dusters, spray bottles, etc.
- The school will provide trash can liners, specialty cleaners, toilet paper rolls, paper towel rolls, hand soap, air freshener cartridges, and urinal screens.
- The service provider must annually submit a certificate of insurance, naming the school as an additional insured.
- The service provider agrees to adhere by Wayne Christian School's 100% tobacco and nicotine free policy.

Site Tour

The school requires a facility tour before submitting a bid. Please contact Reggie Kingsley at rkingsley@waynechristian.org or 919-735-5605 x107 to schedule your visit during the week of April 29.

Bid Requirements

Submissions that do not include each of the five requirements listed below will not be considered.

1. References from at least three current or past clients of similar size and scope.
2. A description of experience.
3. An overview of the company.
4. A proposed schedule of daily, weekly, monthly, and quarterly tasks.
5. An outline of pricing, payment terms, and a sample contract.

General Instructions for Bid

- A. **Bid Content** - a completed bid must contain the following:
 - a. Bid Form & Signature Page - the bid form and signature page must be completed and signed by an individual authorized to bind the vendor. All bids submitted without such a bid form and signature page may be deemed nonresponsive.
- B. **Bid Period** - bid prices are to be firm for ninety (90) days.
- C. **Term and Renewal** - the term of the contract shall be for a two (2) year contract with two (2) one year options unless earlier terminated. The contract may be terminated by either party with a thirty (30) day written notice.
- D. **Basis of Paymet** - payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice. The invoice shall state the date the service was performed and the amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Selection Criteria

Selection criteria will include, but not limited to the following:

- Qualifications and experience
- References from previous clients
- Cost

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If a bid is selected it will be the most advantageous regarding price, quality of service, the vendor's qualifications and capabilities to provide the specified service and other factors which the school may consider. The school reserves the right to accept or reject any or all bids and to waive irregularities therein. The bid will be approved in a closed meeting on June 25, 2019.

This Request for Bids is not an offer to purchase. The RFB is solely a request for expressions of interest and statements of qualifications. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the school and any other person can or will be created hereunder. The school assumes no financial responsibility for the cost of preparation of bids by respondents nor does it make any commitment to enter into a contract for service based on responses to this RFB.

Timeline

Please submit your bid via email on or before 5:00 PM EST on May 31, 2019, to Cova Gardner at cgardner@waynechristian.org

All submissions will be acknowledged within 5 business days of receipt. If you do not receive an acknowledgment, please contact Cova Gardner at 919-735-5605 ext. 115.

Submission Details

- Wayne Christian School issues RFB April 1, 2019
- Property tours April 29 - May 3
- Deadline for submitting bids May 31, 2019, at 5:00 PM
- Wayne Christian School completes RFB evaluation on May 31, 2019
- Interview short-listed candidates week of June 10-14, 2019
- Contract signing July 2019
- Contract duration: August 1, 2019 – June 30, 2020

If a service representative has any questions about the contents of this RFB, or about any matters relating to it, the question must be directed in writing to, Reggie Kingsley, via email at rkingsley@waynechristian.org. All questions will be responded to promptly via email.

Attached Documents: Floor plan, Signature Page Request for Bid for Cleaning Services, Worker's Compensation Certification

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Signature Page Request for Bid for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

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Worker's Compensation Certification

I hereby certify that effective the date of my contract with Wayne Christian School and at all times in the performance of such contract that:

☐ I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of North Carolina with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

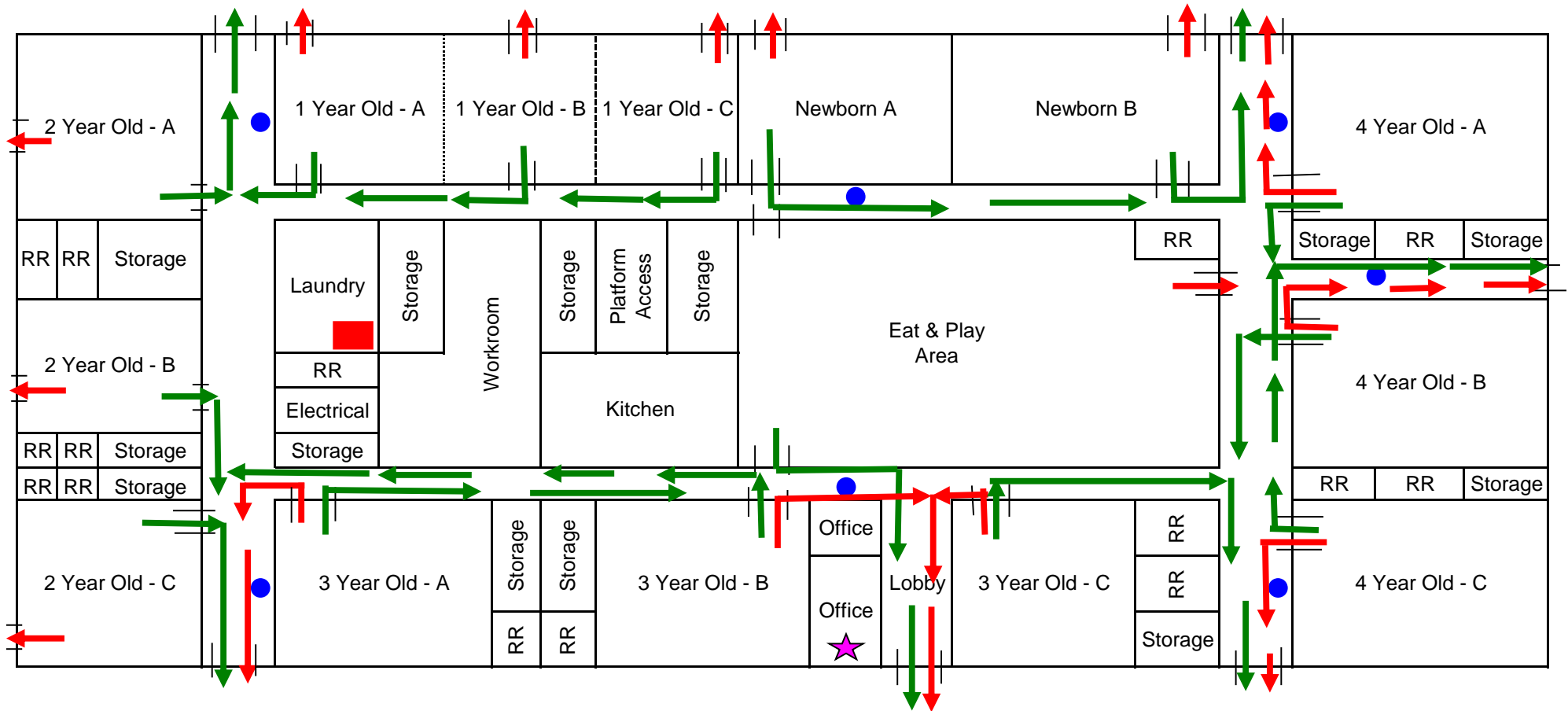
☐ I will perform said contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of North Carolina to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this contract.

I understand that this statement is made as a material part of the contract, which I have contemporaneously made with Wayne Christian School.

Date

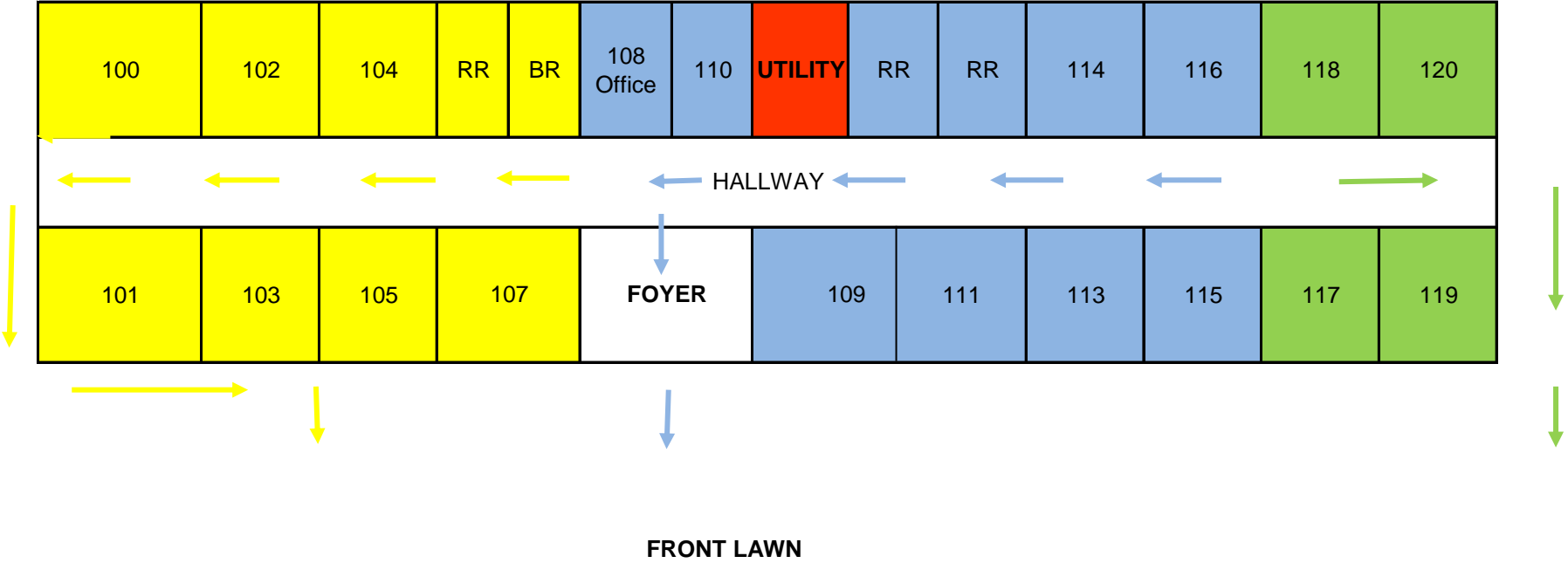
Signature of Contractor

Childcare Evacuation



- Fire Extinguisher
- Primary
- Secondary

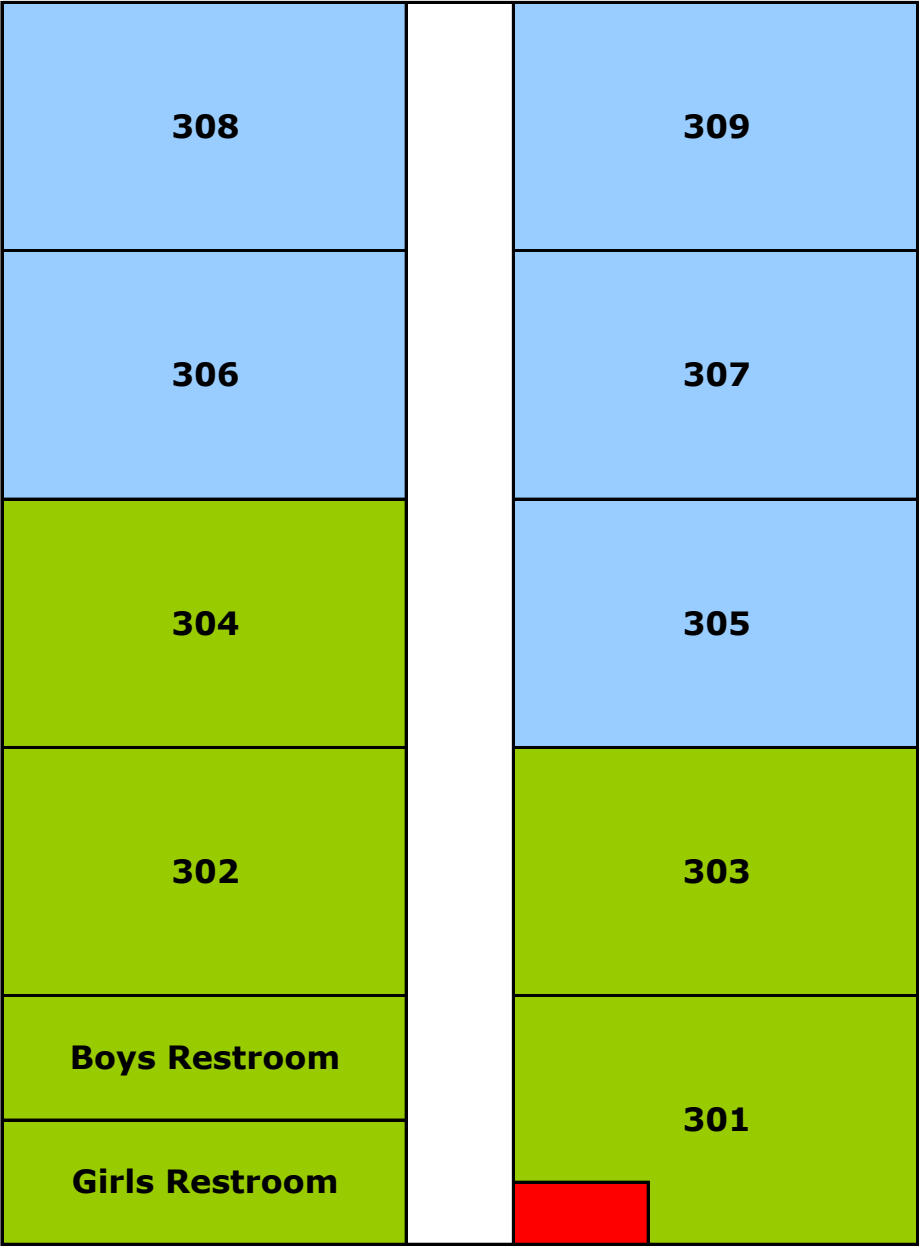
ELEMENTARY EVACUATION PLAN



JUNIOR HIGH EVACUATION PLAN




HIGH SCHOOL EVACUATION PLAN



CAMPUS OVERVIEW

 = Flammable Substance

HIGH SCHOOL BUILDING →


308	HALLWAY	309
306		307
304		305
302		303
B RR G RR		 301

©

©

JR HIGH BUILDING




200	202	204	G RR	HALLWAY		208	210	
			B RR		RR			RR
HALLWAY					HALLWAY			
201	203	205	DEAN		STORAGE	207	209	
			SEC					
			REGISTRAR					

PLAYGROUND

ELEMENTARY BUILDING



100	102	104	RR	BR	108 Office	110	RR		RR	RR	114	116	118	120
HALLWAY														
101	103	105	107	FOYER			109	111	113	115	117	119		

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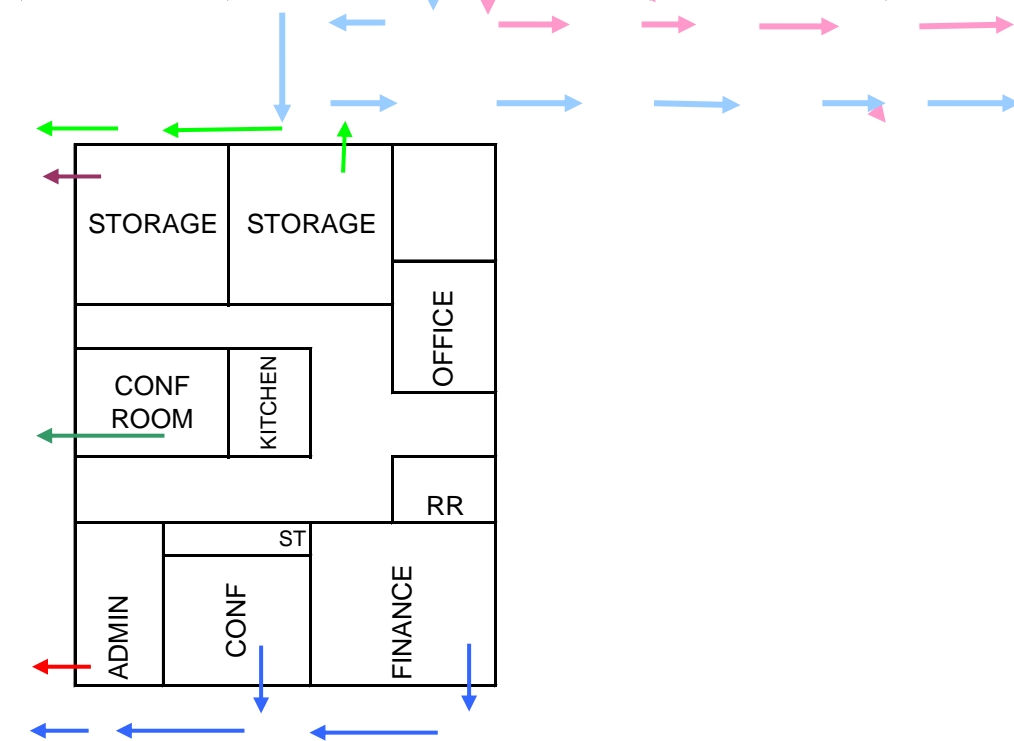
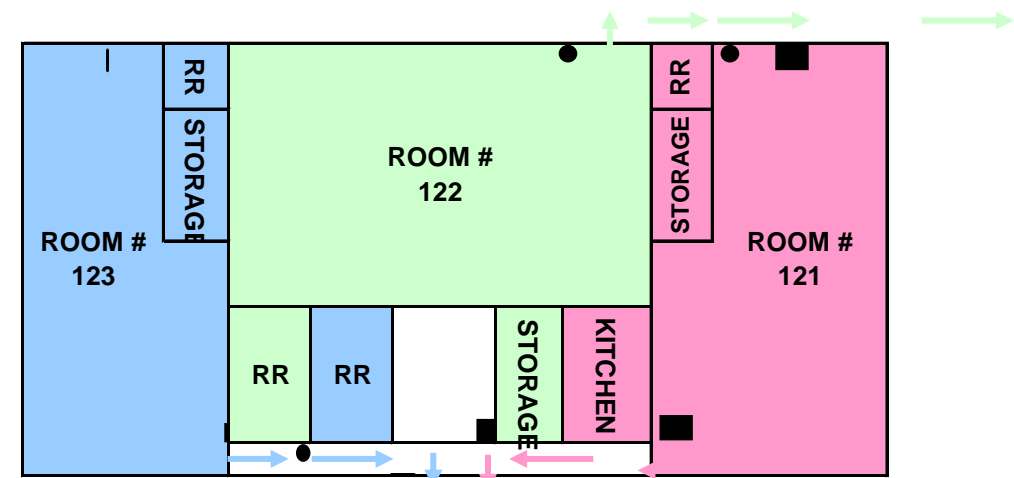
FRONT LAWN

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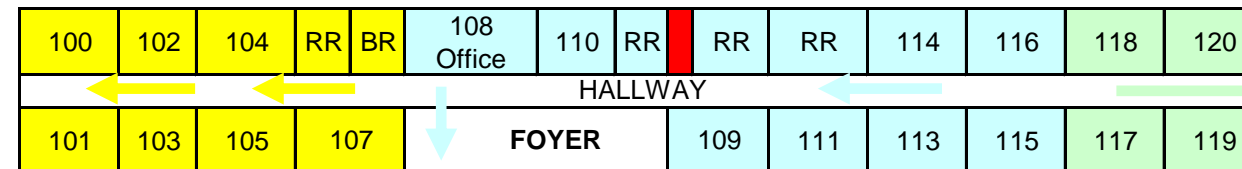
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DINING	GYMNATORIUM
KITCHEN	
DINING	



PLAYGROUND

ELEMENTARY BUILDING



FRONT LAWN

HIGH SCHOOL BUILDING →

JR HIGH BUILDING

