

**THE TOLEDO PUBLIC SCHOOLS DISTRICT  
REQUEST FOR PROPOSAL  
TOLEDO EARLY COLLEGE DRISCOLL CENTER JANITORIAL SERVICES  
2020-2021**

The issuing office of this Request for Proposal is:

The Toledo Public School District  
Business Services – 2<sup>nd</sup> Floor  
1609 N. Summit St.  
Toledo, OH 43604

This Request for Proposal (“RFP”) contains instructions for janitorial services for Toledo Early College located at the Driscoll Center.

Any questions concerning this RFP should be directed in writing to [jwisser@tps.org](mailto:jwisser@tps.org). Please enter **RFP-2020/2021 Toledo Early College Driscoll Center Janitorial Services** in the Subject line. Please note that all questions and subsequent answers will be posted on the TPS Website @ tps.org. Follow the link to Departments, then Business Division, Public Bidding/Request for Proposal/Quote.

A Vendor submitting a proposal in response to this RFP understands that there are certain prerequisites and minimum conditions, and such Vendor acknowledges its acceptance of and agreement to these prerequisites and conditions by the act of submitting a proposal.

Sealed proposals must be received in the Treasurer’s Office – 3<sup>rd</sup> Floor, no later than 10:00am on **Friday, October 2<sup>nd</sup>, 2020** unless the district extends this deadline. Two (2) copies of the submission should be clearly marked **RFP-2020/2021 Toledo Early College Driscoll Center Janitorial Services** for the attention of James Gant, Deputy Superintendent.

**PROPOSALS**

Written proposals for services should be submitted to the District in accordance to this RFP. Any assumptions made by the Vendor shall be clearly expressed in their proposal.

**CRITERIA**

An award shall be made, if any, to the responsible Vendor whose proposal is deemed, in the exclusive judgement of the District, to be most advantageous to the District, with benefits and other factors considered.

The District does not obligate itself to accept the lowest cost proposal, the greatest benefit proposal, or any other proposal. The District reserves the right to reject any and all proposals and shall have no liability whatsoever to any company whose proposal is not accepted.

The services shall be performed as specified in **Exhibit A**, attached to this Request for Proposal

Vendor is required to include:

1. Cost of contract services as described on Exhibit A.
2. Certificate of Liability Insurance

3. Bureau of Workers Compensation Certificate
4. Proof of 2 years of experience.
5. Complete list of services provided by Vendor.
6. Cost to TPS for your complete services on an hourly as needed basis.
7. Current e-mail address for contact person

### **COMPLIANCE WITH DISTRICT'S POLICIES**

Proposals submitted by Vendors, and any contract/Master Service Agreement entered between the District and the successful Vendor, must conform to and will be subject to the District's policies. The District's Master Service Agreement is posted on the TPS website @ tps.org. Follow the link to Departments, then Business Services, Public Biddings/Request for Proposals/Quotes.

### **COMPLIANCE WITH STATE AND FEDERAL LAW**

The District will only do business with a Vendor that complies with all local, state and federal requirements regarding non-discriminatory hiring, fair employment practices and wage and hour standards. Moreover, the Vendor must comply with all local, state and federal laws, rules and regulations applicable to the subject matter of this contract, and any contract proposed by a Vendor must in all respects comply with such laws, rules and regulations.

Any contract entered between the District and the successful Vendor is subject to all local, state and federal laws, rules and regulations now in effect or hereinafter enacted, and if any of these at any time require the termination of the contract, the contract shall terminate and each party shall be left in the position it then occupies, retaining any benefit it has received prior to the time of such termination. The District shall not be required by any contract to engage in any conduct which is prohibited by, contrary to, inconsistent with or pursuant to, any federal or state law, rule, or regulation.

### **MODIFICATION**

The District reserves the right, in its sole discretion, to modify the procedure and require terms of any agreement until such agreement is executed.

Acceptance of a proposal shall not constitute an agreement between the Vendor and the District and shall not be binding on the District unless and until an agreement containing all terms and conditions has been reduced to writing and executed by both the Vendor and the District.

The District reserves the right to reject any or all proposals. Vendors whose proposals are not accepted will be notified after a binding contract exists between the District and a Vendor or if the District rejects all proposals.

The District reserves the right, in its sole discretion, to ask any Vendor to clarify, modify, or supplement its proposal, including through direct contact with the Vendor prior to and/or after the selection of the successful Vendor.

## EXHIBIT A

### RFP - TOLEDO EARLY COLLEGE DRISCOLL CENTER JANITORIAL SERVICES

#### SCOPE OF WORK

Provide janitorial services for Toledo Early College at the Driscoll Center (38,675 sq. ft.) from October 2020 through June, 2021 (9 months). Toledo Early College is located at 2800 W Bancroft St. Toledo, OH 43606. Due to the limited storage onsite, vendor will be responsible for providing their own cleaning supplies and transportation of their own equipment to the site (daily). TPS will provide hand soap, roll towels, garbage bags and toilet paper.

COVID: Vendor will be required to use CDC approved cleaning supplies.

#### Offices, Classrooms, and Common Areas (Daily)

- Dusting, wiping, and vacuuming of all service areas
- Trash collection
- Spot-cleaning of glass doors and windows

#### Restrooms (Daily)

- Cleaning sinks, countertops, toilets, and floors
- Restocking supplies
- Emptying restroom receptacles

#### Miscellaneous

- Summer Cleaning in July & August should be included for all areas of the building to be thoroughly cleaned. Windows, ledges, floor scrubbing, carpet, light fixtures, bathrooms, etc.

CLASSROOM	OFFICE	RESTROOM/ LOCKER ROOM	HALLS/ ENTRANCE WAYS	STAIRCASE	GYM	CAFETERIA	AUDITORIUM/ STAGE	TEACHER'S LOUNGE	ELEVATOR
Get Trash and Replace Liners	Get Trash and Replace Liners	Get Trash and Replace Liners	Get Trash and Replace Liners		Get Trash and Replace Liners	Get Trash and Replace Liners (High School Only)	Get Trash and Replace Liners	Get Trash and Replace Liners	
Empty Pencil Sharpener		Restock Soap & Paper Dispensers (Wipe Off Dispenser)	Clean All Door, Trophy Case, Entry Way and Window Glass		Sweep Bleachers and Mop as needed			Clean Tables and Sinks	
(Weekly) Clean White Board & Tray	Restock Soap & Paper Towel Dispensers (Wipe Off Dispenser)	Clean Mirrors	Dust locker tops weekly		Sweep Underneath Bleachers			Restock Soap & Paper Towel Dispensers (Wipe Off Dispenser)	
Dust window seals weekly Clean Door Glass	Clean Door Glass & Windows	Clean & Sanitize Sinks, Toilets, Urinals Also Partitions & Walls-Daily (MUST use Kalvak if you have-daily)	Clean & Disinfect Water Fountains		Clean walls weekly or as needed	Clean Door Glass			Clean Elevator Doors
Clean Sinks & Restock Soap and Paper Towel Dispenser (if applicable)	Remove Graffiti	Remove Graffiti	Remove Graffiti	Remove Graffiti	Remove Gum & Graffiti	Remove Graffiti	Remove Graffiti		Remove Graffiti
Disinfect Door Knobs & Light Switch	Disinfect Door Knobs & Light Switch	Disinfect Door Knobs & Light Switch	Disinfect Door Knobs & Light Switch	Disinfect Railings as needed	Disinfect Door Knobs & Light Switch	Disinfect Door Knobs & Light Switch	Disinfect Door Knobs & Light Switch	Disinfect Door Knobs & Light Switch	Disinfect Call Buttons & Handrails and Remove Handprints, Smudges & Graffiti
Align Chairs & Desk (Disinfect Desk Tops Weekly)			Vacuum All Mats and Carpets			Align Chairs & Tables (High School Only)			
Check for Burned Out Lights & Change	Check for Burned Out Lights & Change	Check for Burned Out Lights & Change	Check for Burned Out Lights & Change	Check for Burned Out Lights & Change	Check for Burned Out Lights & Change	Check for Burned Out Lights & Change	Check for Burned Out Lights & Change	Check for Burned Out Lights & Change	Check for Burned Out Lights & Change
Dust Mop Floor and/or Vacuum	Dust Mop Floor and/or Vacuum	Dust Mop Floor and/or Vacuum	Dust Mop Hallway	Dust Mop or Sweep Down Stairs	Dust Mop Floor and/or Vacuum	Sweep Floor (High School Only)	Dust Mop Floor and/or Vacuum	Dust Mop Floor and/or Vacuum	Dust Mop Floor and Vacuum Door Tracks
Wet Mop	Wet Mop	Wet Mop	Wet Mop or Run Auto. Floor Machine	Wet Mop	Wet Mop or Run Auto. Floor Machine	Wet Mop or Run Auto. Floor Machine (Elementary on Friday Only and High School Daily)	Wet Mop	Wet Mop	Wet Mop
Secure Windows & Doors	Secure Windows & Doors	Secure Windows	Secure Windows & Doors		Secure Windows & Doors	Secure Windows & Doors	Secure Windows & Doors	Secure Windows & Doors	
The above task will be performed DAILY unless otherwise instructed									

## **SPECIAL REQUIREMENTS AND INSTRUCTIONS**

Service personnel will be required to adhere to Board policies and specifically the policy on background checks and fingerprinting to protect the safety of the students. A criminal records check through the Federal Bureau of Investigation (FBI) and the Ohio Bureau of Criminal Identification (BCI) will need to be completed prior to commencement of services.

This process includes the completion of fingerprint impressions and/or authorization on the form as provided by TPS, and the payment of fees for this records check. A lesser fee may be paid if, within the past year, you have authorized BCI to send records to other Ohio school districts and you have completed the form to ask BCI to send updated records to TPS.

**Toledo Public Schools Safety & Security Office (3301 Upton Ave. Toledo, OH 43613)**

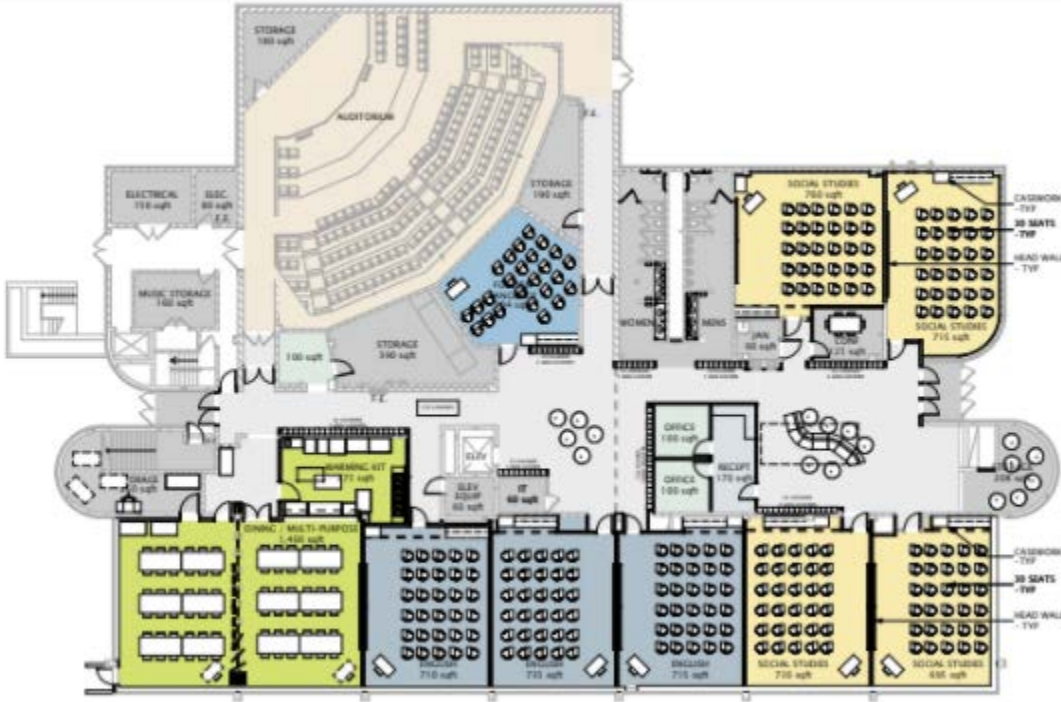
**Fees:** \$47.25 (cash or credit/debit cards)

By appointment (419.671.8293), Masks to be worn and must come to appointment alone.

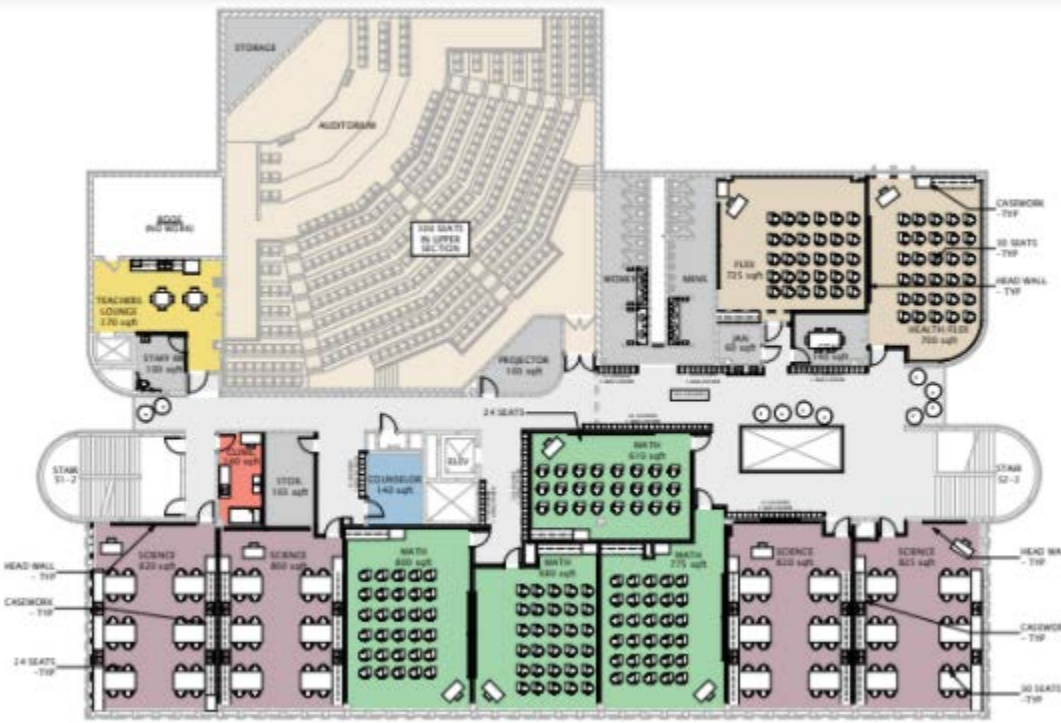
Fingerprints are processed Monday-Friday between the hours of 8:30am and 3:30pm

**TPS Security Badge will be issued and must be worn by service personnel at all times.**

# TOLEDO EARLY COLLEGE DRISCOLL CENTER FLOOR PLAN



FIRST FLOOR PLAN



SECOND FLOOR PLAN