

Coeur d'Alene Public Schools



Request for Bids

CUSTODIAL SERVICES

RFB Release Date: July 29, 2022

Deadline for Questions: August 5, 2022, 5:00 p.m. PST

Bids Due By: August 15, 2022, 2:00 p.m. PST

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We invest in each student to prepare, challenge and advance
well-educated, resilient and future-ready citizens.



Coeur d'Alene Public Schools

DISTRICT ADMINISTRATIVE CENTER
1400 N. Northwood Center Court, Coeur d'Alene, ID 83814

OFFICE 208.664.8241
FAX 208.676.1011
www.cdaschools.org

REQUEST FOR BIDS CONTRACT FOR CUSTODIAL SERVICES for Coeur d'Alene School District 271

Proposal Deadline: August 15, 2022, 2:00 p.m. PST

1. INTRODUCTION AND GENERAL CONDITIONS

Coeur d'Alene School District 271 will be accepting sealed proposals at the office of the Clerk of the Board, located at the District Administrative Center at 1400 North Northwood Center Court, Coeur d'Alene, Idaho, 83814, on or before the 15th day of August, 2022, until the hour of 2:00 p.m. of said day for the Procurement of Supplemental Contracted Custodial Services.

Proposals will be opened at the District Administration Center at 2 p.m. on said day. All interested individuals are invited to attend.

PARTICIPATION IN THE BIDDING PROCESS BY QUALIFIED PARTIES SHALL BE DEEMED ACKNOWLEDGEMENT OF RECEIPT OF THE PROCESS AND BIDDING REQUIREMENTS DETAILED HEREIN. THE CONDITIONS AND REQUIREMENTS SET FORTH CONTAIN THE ENTIRE TERMS OF THE REQUEST FOR PROPOSAL.

2. INSTRUCTIONS OF PROCESS

2.1 INTENTION

It is the intent of the District to contract with one or more qualified Bidder to provide supplemental custodial services under the parameters described in this request for bid. To be responsive, the Bidder must comply with all the District's bidding procedures and the proposal specifications and requirements as set forth herein. **The District reserves the right to select multiple vendors to ensure complete and adequate coverage for the work described herein, at its sole and absolute discretion.**

2.2 BIDDER QUALIFICATIONS

For a proposal to be considered by the District, Bidders must comply with all District's bidding procedures and the specification requirements as set forth herein. The Successful Bidder must meet or exceed all minimum RFP qualification requirements.

Eligible Bidders, at a minimum, must meet the following requirements and state so in their proposal:

1. Be qualified as an established Bidder regularly engaged in the type of business necessary to fulfill the contract requirements.
2. The proposer should disclose in its proposal any conditions or foreseeable circumstances (e.g. mergers, acquisitions, etc.) that would have an adverse effect on its ability to honor all terms of the contract or service it can provide.

3. Be able to comply with the required performance schedule, taking into consideration all existing business commitments.
4. Have a satisfactory record of past performance.
5. Have necessary personnel and management capable of performing requirements on a resulting contract.
6. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.
7. Any exceptions to the terms outlined in this document must be noted on the Bid Response Exception Form

2.3 PROPOSAL QUOTATION

Proposals must be submitted on the Bid and Contract Form contained herein. Proposal price quotations shall be for labor as outlined in this proposal by providing both Monthly and Hourly as specified herein. A bidder may submit their standard proposal form for back up information but the District Bid form must be completed for the bid to be considered responsive.

Prices quoted shall reflect the District's tax-exempt status.

The District will provide all necessary cleaning supplies, equipment and necessary products, including but not limited to scrubbers, towels, mops, vacuums, toilet paper, paper towels, trash can liners, feminine products, etc.

Vendors may provide any preferred equipment at its own discretion.

All submitted bids must provide, at a minimum, all requested information in this RFB. Incomplete bids shall **be cause for rejection or elimination from the selection process**. Each response will be reviewed to determine if it is complete prior to actual evaluation. The information should be organized as indicated in the RFB Specifications.

The District reserves the right to eliminate from further consideration any proposal which is deemed to be substantially or materially unresponsive to the request for information contained in this section.

2.4 EXCEPTIONS/VARIANCES

All exceptions or variances to the proposal specifications must be clearly noted in writing on the Proposal Response Exception Form. Failure to do so is cause for rejection of a proposal. Specific brand names may be given as an example of quality.

2.5 PROPOSAL CHANGES OR WITHDRAWAL

All changes and/or erasures shall be made before the designated date and time of proposal opening and initialed by Bidder's authorized representative. Proposals may not be withdrawn after the time set in the notice for the opening of proposals. By submitting a proposal, Bidders are submitting an irrevocable offer and are bound to the terms submitted in their proposal at the time of bid opening.

2.6 PROPOSAL DELIVERY

All proposals are deemed final upon receipt by the District and shall be delivered in a sealed envelope to:

Marianne Southwick, Clerk of the Board
Coeur d'Alene School District 271
1400 N. Northwood Center Court
Coeur d'Alene, Idaho 83814

Envelopes containing proposals shall be clearly marked **"SEALED BID –CUSTODIAL SERVICES."** **Proposals will not be accepted via fax or e-mail.**

2.7 ANTICIPATED TIMELINE

RFB Issued	July 29, 2022
Deadline for Questions	August 5, 2022, 5:00 p.m., P.S.T.
Deadline to Submit Proposals	August 15, 2022, 2:00 p.m., P.S.T.
Board Review of Proposal	August 22, 2022, Board of Trustees Special Meeting
Notice of Award of Proposal	August 29, 2022
Contract Execution	September 1, 2022

2.8 QUESTIONS

Questions concerning this RFB shall be directed in writing to:

Jeff Voeller, Director of Operations
Coeur d'Alene School District 271
Email: jvoeller@cdaschools.org

It is the District's practice to provide questions and answers to all interested bidders via email. Any and all changes or additions to these specifications are valid only if they are inserted into the RFP by a written amendment to all Bidders who have received bid documents from the District and will be posted to district website under bids and legal.

3. SPECIFICATIONS/SCOPE OF WORK

3.1 CURRENT ENVIRONMENT

The District currently utilizes some contracted custodial services to supplement District employed custodians at certain schools across the district. The District wishes to expand the scope of these services to provide additional supplemental custodial services at the locations described in Section 3.2 Scope of Work.

3.2 SCOPE OF WORK

Contracted custodial services will be responsible for the cleaning of classrooms and restrooms at the school buildings outlined below. The District's custodial staff will continue to maintain common areas, corridors, gyms, libraries, and offices.

Cleaning services are to be provided 5 days per week Monday – Friday. Buildings will be available for cleaning from 4:00PM -10:00PM. To ensure there is no overlap with extracurricular activities, the District and Vendor will coordinate the exact cleaning schedule (subject to mutual agreement) after award of contract. Any hours of work outside of 4:00PM -10:00PM must be approved in advance by the District.

Classroom Cleaning to include:

Wipe Down Counter Tops and Flat Surfaces
Wipe Down and Sanitize Desk Tops
Clean and Disinfect sinks, Restock soap and paper towel dispensers
Empty trash cans and dispose of in designated area. Reline cans
Spot Clean Garbage Containers to remove spills, dirt, and stains as needed
Vacuum all carpet areas and floor mats
Sweep and/or dust mop hard surface area.
Spot Clean Hard Surfaces to remove spills and stains
Remove gum and shoe marks as needed
Return chairs, furniture and waste containers to proper positions
Lock designated doors after completion of cleaning.
Disinfect all door handles, knobs, push plates, fixtures and light switches
Damp mop the ceramic and resilient floors, including under mats

Remove small spots from carpeted area
 Clean and sanitize telephones
 Inspect and report any unusual occurrences, malfunctions, or damages to school district staff

Restroom Cleaning to include

Pick up debris as necessary
 Inspect and report any vandalism, water leaks or sensor issues to school district staff
 Clean, disinfect and remove stains from toilets, urinals, sinks, vanity tables, mirrors and other accessories
 Wash and polish plumbing and fittings
 Clean and remove marks on walls, doors, door jams, and metal plates on door and partition walls.
 Restock toilet paper, paper towels, hand soap and other supplies with district supplied products.
 Wash and disinfect floor.
 Empty trash cans and sanitary-napkin receptacles. Replace liners
 Remove graffiti
 Remove any trace of rust on chrome
 Wash base of walls adjacent to toilets and urinals
 Make sure there is water the floor drain "P-Trap"
 Clean the air-intake on ceiling grills (1x/week)

SUMMER CLEANING

During the summer, the scope of work will transition to assisting District Employees with deep cleaning of classrooms, shampooing carpets, stripping and waxing of hallways and other duties as mutually agreed. District Supervisor and Vendor Supervisor will meet prior to summer to determine needs and agree upon a complete scope of work.

School	Address	# Classrooms (Avg 900Sq ft)	# Bathrooms For Elementary (1 = 1B + 1 G with Shared Common Sink)
ELEMENTARY SCHOOLS			
Atlas	3000 W Honeysuckle, Hayden Lake 83835	25	3
Borah	632 E Borah Ave, CDA 83814	23	3
Bryan	802 Harrison Ave CDA 83814	22	3
Dalton	6335 N. Mt. Carroll Dalton Gardens 83815	21	3
Fernan Stem	520 N. 21 st St CDA 83814	25	3
Hayden Meadows	900 E Hayden Avenue Hayden Lake 83835	26	3
Northwest Expedition Academy	2008 W. Prairie Ave CDA 83815	27	3
Ramsey Magnet	1351 W. Kathleen Ave CDA 83815	29 + 4 portable Classrooms	5
Skyway	6621 N. Courcelles Pkwy CDA 83815	25 + 6 Portable Classrooms	3
Sorenson	310 N Ninth St CDA 83814	16	3
Winton	920 W. LaCrosse CDA 83814	25	3
Early Learning Center*	4800 N. Ramsey Rd CDA 83815	See Description Below	
MIDDLE SCHOOLS			
Canfield Middle School	1800 E Dalton Ave	34	Contract to clean 4 of 8 Restrooms

	CDA 83815		
Lakes Middle School	930 N. 15 th St CDA 83814	28	9 Total Restrooms
Woodland Middle School	2101 W. Ste. Michelle CDA 83815	30 + 6 Portable Classrooms	12 Total Restrooms
HIGH SCHOOL			
Venture HS	1619 N 9 th St. CDA 83814	19	6 Total Restrooms

*Early Learning Center will not have district custodial support. Cleaning to include Entrance Area and Entry Door Glass, Office Areas, Classrooms (5), Portable (3 Rooms- Two small 1 lav restroom), Hallways, Breakroom and Restrooms (1). 5x/week Monday-Friday. Large Central Gathering Area to be vacuumed 1x/week.

The District Reserves the right to modify the scope of work and pricing may be adjusted as mutually agreed by both parties to ensure custodial needs are met throughout the year.

Vendor may request a walk-through and site inspection of any location prior to Bid Due Date by contacting

Jeff Voeller, Director of Operations @ Email: jvoeller@cdaschools.org

3.3 TERM OF CONTRACT

Custodial services to be provided Monday-Friday and priced at monthly increments as set forth on the bid form below with an alternative hourly pricing rate for as-needed services.

Monthly Cleaning Contract will run September 1, 2022 – June 9, 2022 (June Billing for 1 Week or .25/month, then hrly for summer work)

For all partial months and when school is out of session for a break during the District's regular school year, the monthly invoices will be pro-rated for only the weeks of services provided in that calendar month. Bidders are encouraged to review the District's Family Calendar to determine expected closures, attached and available at <https://www.cdaschools.org/cms/lib/ID01906304/Centricity/Domain/4/2021-22%20Family%20Calendar.pdf>.

Any work mutually agreed upon during the noted breaks may be billed at the hourly rate.

SUMMER (defined as when students are out of school for the regular calendar year)

Cleaning services may be requested by the District during the summer on an as-needed basis which would be charged at an hourly rate per employee. Bidder's hourly rate must be included in the bid response form.

TERMINATION

Either party may terminate the contract with 30 days written notice to the other party at any point throughout the year. Vendor will only charge the District for work completed up through the date of termination.

3.4 INSURANCE/INDEPENDENT CONTRACTOR STATUS

Vendor recognizes and agrees that the District will retain Vendor as an independent contractor and that Vendor has the resources and facilities necessary to meet all the specifications and scope of work outlined herein.

Vendor must maintain commercial general liability insurance during the term of the Contract covering claims for personal injury and property damage and naming the District as an additional insured in amounts not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate. Vendor shall comply with all labor laws for its employees, including without limitation maintaining workers' compensation insurance and payroll withholdings.

All individuals provided by Vendor pursuant to the Contract shall complete a criminal background check and any related vetting processes deemed necessary or appropriate by the District. The District reserves the right to refuse any individual that it deems unqualified or inappropriate for the provision of custodial services at District facilities.

4. **SELECTION CRITERIA/SCORING METHODOLOGY**

In evaluating this bid proposal, the District recognizes that price is not the sole determining factor for selection of the Vendor, it being recognized and understood that continuity of service throughout that District is important to the overall success and efficiency of its operations. The District will award the bid proposal in accordance with Idaho Code 67-2806A to the qualified Bidder who is deemed most responsive to the District's bidding procedures and specifications. To be considered responsive, Bidder must comply with the District's bidding procedures and the bidding requirements as set forth herein. The District reserves the right to reject all bid proposals submitted in its sole and absolute discretion.

Proposals will be evaluated on the following weighted criteria. Multiple configuration and pricing options offered by any Bidder may be evaluated separately, on a case-by-case basis.

Meets Requirements of Section 2.2	P/F
Meets Requirements of Section 2.3	P/F
Meets Requirements of Section 3.4	P/F
Cost of Services	45%
Ability to Serve all Desired Locations	40%
Company Overview & References	10%
Local or in-State Bidder	5%

Bid Proposals will be scored by an evaluation committee. The committee will use the Bidder's RFP response to evaluate the Bidder's bid proposal, scoring each component on a scale from 1 to 5 using the following rubric.

	1 Point-----	2 Points-----	3 Points-----	4 Points-----	5 Points
Cost of Services	Highest Price		Median Price		Lowest Price
Ability to Serve all Desired Locations	Meets Some or No District Specifications		Meets Most District Specifications		Meets All District Specifications
Company Overview & References (Local References Preferred)	Lack of References, Experience, Capabilities and Customer Service		Moderate References, Experience, Capabilities and Customer Service		Strong References, Experience, Capabilities and Customer Service
Local or in-state Bidder*	In the U.S., and within 500 miles		In the U.S., and within 100 miles		Local or in state

*Local is defined as having an established office or location in Coeur d'Alene or the Spokane/Spokane Valley area.

Prior to awarding the proposal selected by the evaluation team to the Successful Bidder, the bid proposal must be reviewed and approved by the District's Board of Trustees. Following the Board's decision, all Bidders that submitted a bid proposal will be notified of the award results, followed by a 7 calendar-day waiting period. If there are no objections to the tentative bid award, after completion of the waiting period, the Successful Bidder will receive their confirmed Notice of Award. The Contract shall consist of the District's Notice of Award, together with a District purchase order, the Contractor's Contract (if applicable), and this RFB (cumulatively referred to herein as the "Contract").

5. **RESERVATION OF RIGHT TO REJECT BID PROPOSALS**

The District reserves the right to reject all proposals, to waive informalities, to accept the bid proposal(s) deemed best overall for the District, to reissue the Request for Bids, or to take no further action.



6. BID AND CONTRACT FORM

Procurement of Contract Custodial Services **Bid Deadline: August 15, 2022 at 2:00 p.m., P.T.**

WHEREAS, the District has duly asked for bids to provide supplemental custodial services in accordance with the aforementioned specifications;

The person or entity below does irrevocably offer to perform the services in accordance with the terms and specifications which are hereby incorporated by reference in exchange for the proposal price below;

Proposal prices shall reflect the District's tax-exempt status.

By Signing this BID and CONTRACT FORM, Bidder agrees to abide by all terms outlined in this Bid Document and agrees that vendor will follow schools board policies as applicable while on-site. Policies can be found at:
<https://www.cdaschools.org/domain/2968>

6.1 BIDDER INFORMATION (Please print)

Bidder Company Name	Address
Bidder's Authorized Agent Name (Please print)	
Signature Authorized Agent	
Date	Phone
Email (Required)	Fax

6.2 REFERENCES: Please provide three references

	COMPANY	CONTACT	CONTACT INFO
1			
2			
3			

6.3 BID PRICE

School	Monthly Rate	Hourly Rate
Atlas	\$	\$
Borah	\$	\$
Bryan	\$	\$
Dalton	\$	\$
Fernan Stem	\$	\$
Northwest Expedition Academy (NExA)	\$	\$
Hayden Meadows	\$	\$
Ramsey	\$	\$
Skyway	\$	\$
Sorensen	\$	\$
Winton	\$	\$
Canfield MS	\$	\$
Lakes MS	\$	\$
Woodland MS	\$	\$
Venture HS	\$	\$
Early Learning Center	\$	\$



7. BID RESPONSE EXCEPTION FORM

Please Specify Any Exceptions to the Bid Specification

ITEM _____

ITEM _____

ITEM _____

ITEM _____

(Please make extra copies of form if necessary.)

2022-2023 FAMILY CALENDAR

PLEASE NOTE: School starts 1 hour later on all Mondays

September 5: Labor Day

September 6: First Day of School K-12

October 7: NO SCHOOL K-12 Staff Flex Day

October 12: PSAT test day, Grades 9-11 early release @ 1 pm. NO SCHOOL Grade 12

October 19: MS P/T Conferences 4-7:30 pm

November 10: HS P/T Conferences 4-7:30 pm

November 11: NO SCHOOL K-12 (Veterans Day)

November 16: MS P/T Conferences 4-7:30 pm

November 17: K-5 P/T Conferences 4-7:30 pm

November 18: NO SCHOOL K-5, K-5 Conferences

November 21-25: NO SCHOOL K-12

(Thanksgiving Break)

December 24-January 6: NO SCHOOL K-12

(Winter Break)

January 9: ALL STUDENTS RETURN

January 16: NO SCHOOL K-12 (MLK Day)

January 26: End of First Semester

January 27: NO SCHOOL K-12 Staff Work Day

February 15: MS P/T Conferences 4-7:30 pm

February 17: NO SCHOOL K-12 Staff Flex Day

February 20: NO SCHOOL K-12 (Presidents Day)

March 16: HS P/T Conferences 4-7:30 pm

March 17: NO SCHOOL K-5 ONLY

March 23: K-5 P/T Conferences 4-7:30 pm

March 24: NO SCHOOL K-8 ONLY

K-5 P/T Conferences

March 27-31: NO SCHOOL K-12 (Spring Break)

April 11: NO SCHOOL Grades 9, 10, 12

SAT Testing for Grade 11

May 29: NO SCHOOL K-12 (Memorial Day)

June 9: Last Day for All Students

Early Release Grades K-5 at 1:25 pm

Early Release Grades 6-8 at 12:35 pm

June 12-13: Possible Make-up Days

SEPTEMBER

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER

MON	TUE	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19★	20	21
24	25	26	27	28
31				

NOVEMBER

MON	TUE	WED	THUR	FRI
	1	2	3	4
7	8	9	10★	11
14	15	16★	17★	18★
21	22	23	24	25
28	29	30		

DECEMBER

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15★	16	17
20	21	22	23	24
27	28			

MARCH

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16★	17
20	21	22	23★	24★
27	28	29	30	31

APRIL

MON	TUE	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28





MAY

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Calendar Legend:

			
No school for all students	No school for some students	First or Last Day of Year	Stars = P/T Conferences

CDA Early Learning Center & Venture High School have different calendars.
The Staff Flex Day is a day certified staff have off in trade for extra hours invested in professional development elsewhere during the school year.

