



**BATON ROUGE**  
**College Preparatory**  
**CHARTER SCHOOL**

**REQUEST FOR PROPOSALS**

Facility Custodial and Basic Maintenance Services for:

Baton Rouge College Preparatory  
5300 Monarch Avenue, Baton Rouge, LA 70811

**Request for Proposal Issued by:**

4<sup>th</sup> Sector Solutions  
10455 Jefferson Hwy Suite 110,  
Baton Rouge, LA 70809

**RFP ANNOUNCEMENT: March 1, 2018**  
**PROPOSAL DUE DATE/TIME: March 30, 2018 @5:00 PM CST**



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## **1. Request for Proposals**

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**Background:** The mission of Baton Rouge College Preparatory is to provide the knowledge, skills, and character necessary to excel in college and in life. A world-class education that motivates students to achieve high academic standards, enjoy learning and develop as ethical, literate, well-rounded and self-sufficient citizens who contribute actively to their communities.”

**Purpose:** Baton Rouge College Preparatory (hereafter BRCP) is seeking to engage a qualified community, minority owned, serving disadvantaged areas, small business, women or local firm to provide building custodial and basic maintenance services for the campus located at 5300 Monarch Avenue, Baton Rouge, LA 70811. This facility, totaling approximately 43,348 square feet, currently being operated BRCP.

While the Proposer's cost is of great importance, proposing the lowest price will not assure award of the service. BRCP demands comprehensive, reliable, and efficient service. Failure to address BRCP requirements or concerns with any matter will disqualify the Proposer from consideration.

BRCP reserves the right to award service to a single provider or multiple providers based on the quality of the proposals.

**Questions:** Any inquiries regarding this submission should be directed in writing to:

Jennifer Grimes

Email: [jgrimes@4thsectorsolutions.com](mailto:jgrimes@4thsectorsolutions.com)

**Addenda:** All questions will be answered to all respondents via addenda. Addenda to this document, if any, will be e-mailed to interested parties.

**Pre-Bid Walk Through:** A pre-bid walk through of the site is required for all vendors. The walk through will take place on Thursday, March 15 2018 at 9:00 am. If a representative is not able to be present on this date alternate arrangements may be possible but are not guaranteed. A walk through of selected vendor references will take place during the week of April 9, 2018.

**Submission Deadline:** Proposals will be reviewed as they are received. One electronic copy and one paper copy must be submitted. The electronic copy may be submitted via email ([jgrimes@4thsectorsolutions.com](mailto:jgrimes@4thsectorsolutions.com)) if the file size is less than 10MB; if the file size is greater than 10MB, it may be submitted on CD/DVD with the hard copy. All electronic copies must be in Microsoft Words of Editable PDF format. The paper submission must be mailed 10455 Jefferson Hwy Suite 110, Baton Rouge, LA 70809 within 72 hours of the email submission.



**Orals:** BRCP may request bidders to make oral presentations of their proposals at a time and location to be determined.

**Contract Award Date:** BRCP expects to award the contract not later than April 13, 2018.

## **2. Project Background, Description and Scope of Services**

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BRCP is operating a school, grades 5<sup>th</sup> -8<sup>th</sup> . The school will operate using the administrative offices, classrooms cafeteria and gymnasium. The space at 5300 Monarch Avenue, Baton Rouge, LA 70811, must be maintained to the highest standard of cleanliness and maintained to state standards and further to the scrutiny of BRCP's requirements.

Start-up and back-office support for BRCP shall be provided locally by 4<sup>th</sup> Sector Solutions (hereafter 4SS). 4SS has been providing specialized charter school support in Louisiana since 2006 in finance, accounting, operations and human resources.

All service providers will work closely with the operations manager onsite at BRCP and with 4SS to ensure timely, compliant work and efficient accounts payable.

Building Inventory Information\*

Glen Oaks Campus	
<b>TOTAL SQUARE FOOTAGE</b>	<b>100,596</b>

	Building 500	4,634	
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\*This information is approximate and for estimating purposes only. The selected firm will be required to verify these numbers.

### **Description of Building Components**

The following is a basic summary of key building components that will require facilities maintenance functions:



- **Gymnasium** – This space contains a basketball court. Adjacent spaces include storage, changing rooms, exercise room, and physical education office. The gym area also serves as a public assembly space.
- **Kitchen and Dining** – This space contains a production kitchen where both breakfast and lunch will be prepared and is included in the building, along with student dining area.
- **Library/Media Center** – Will serve mainly as a library, media and reading space for students.
- **Teacher's Workroom** – This space includes a copy machine, restroom, microwave, and refrigerator.
- **Nurse's Office** – There is a full service nurse's office located in the J building.
- **Classrooms** – These spaces contain carpeting and/or tile, rugs, student and staff desks and chairs and installed and portable technology.

BRCP anticipates that the winning firm will start working immediately upon award to hire required custodial personnel, train on building systems, accept turnover of building and establish building custodial goals and objectives for the 2018-19 school year.

### **Scope of Services**

Formal building and facility management services will begin in July 1, 2018. Services are intended to continue for a one-year term, with options for additional years. Services are anticipated to include:

- a. *Custodial Services:* Please provide a schedule with a staffing chart, defining the duties of the day and evening staff. It should also include staff that is available for afterschool and weekend activities, such as games, practices and events. This shall include, but is not limited to, the following scope:
  - Open facilities each morning.
  - Pick up trash, debris and litter throughout the buildings and parking lots.
  - Empty waste receptacles and replace liners. Waste shall be disposed of in on site dumpsters.
  - Sweep and mop floors of occupied space on all days school is in operation and of dormant spaces quarterly.
  - Spot clean the cafeteria floor after breakfast and lunch shifts.
  - Remove garbage from the cafeteria after breakfast and lunch shifts.
  - Remove garbage from classrooms in which food is served after breakfast, lunch, and snack.
  - Clean and disinfect all restroom partitions, tile walls, trash containers, exterior doors, frames and hardware, and hand dryers.
  - Clean all bathroom mirrors and glass.
  - Dust displays, pictures and window sills.
  - Clean the inside and outside door and door handle with a disinfectant.
  - Clean and disinfect all toilets, faucets, urinals, sinks and counter tops.
  - Clean the mirror, hand dryer and towel dispenser.
  - Restock paper products.



- Vacuum all carpeted areas and entrance maps.
- Remove all stains from carpet
- Check building and outside lighting, replace light bulbs and report deficiencies.
- Check building ceiling and floor tiles, replace tiles and report deficiencies.
- Clean building windows with window cleaner. Clean water fountains with stainless steel cleaner.
- Clean and secure building signage.
- Spot clean walls to remove stains, dirt, graffiti, etc.
- Remove gum and graffiti from desks, chairs, tables, etc.
- Spot pressure washes the sidewalks to remove spills and stains.
- Strip and wax floors in occupied space at beginning and end of school year. Additional stripping and waxing may be required throughout the school year during Winter/Spring Breaks.
- Check and clean gutters and downspouts monthly.

Deep cleaning scope will be set with the school leadership. Please submit a proposed daily, weekly and deep cleaning scope of work.

- b. *Facility Requests:* Receive and respond to all property-related work orders in a quick, professional, and results-oriented manner.
- c. *Building Protocols:* Establish standard operating procedures for all required aspects of custodial duties.
- d. *Facility Purchases:* Make facility purchases for such equipment, tools, appliances, materials and supplies as are budgeted and necessary to properly maintain cleanliness in the building.
- e. *Safety initiatives:* Establish building-related safety initiatives.
- f. *Fiscal and environmental responsibility:* Make recommendations to manage the building and its systems with maximum fiscal and environmental responsibility.
- g. *Reporting:* Establish and maintain a tracking system to monitor service requests; monthly reports shall be generated to track trends in service requests. The reports should, at a minimum, include the following information with respect to each request: the type of request; the cost to complete the request; the person responsible for completing the request; and the time taken or that is expected to be taken to complete the request.
- h. *Budgeting and Administration:* Financial services, including budget planning and administration, preparation of monthly operating reports.
- i. *Building Personnel:* Ensure that all facilities management related staff (e.g. custodians, contractors) exemplifies BRCP's core values always.
- j. *Sustain good relationships through coordination and collaboration:* Help foster good relationships among all users, by providing guidance and closely coordinating all facility-related services with the end users of the building, including regular meetings with the users to ensure that problems are addressed and objectives are met.
- k. *Other Items.* Other facility related items that arise.

## **Other Requirements**



1. Dress code for the staff will be a shirt with the Company's logo and jeans or khaki or dark pants; BRCP's logo shirt may be required.
2. Staff may be required to attend selected school and staff meetings throughout the year to learn culture and be a part of the team.
3. Time-in/Time-out procedures or technology for tracking staff time to be used for billing.
4. Evaluation: A variety of weighted criteria, given below, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during RFP specific presentations or negotiations, client references, and industry references.

### **3. Submission Requirements**

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Proposals will be evaluated as they are received prior to March 30<sup>th</sup> at 5:00 pm. All information required in the request for proposal must be provided to constitute an acceptable proposal. Firms are required to submit one (1) electronic copy of their proposal to Jennifer Grimes at [jgrimes@4thsectorsolutions.com](mailto:jgrimes@4thsectorsolutions.com), and mail one (1) hard copy within seventy-two (72) hours of submitting electronically to Jennifer Grimes at 10455 Jefferson Hwy Suite 110, Baton Rouge, LA 70809.

The hard copy of the proposal must include a table of contents. Each section must be clearly identified with a numbered tab divider.

1. **Letter of Commitment:** Indicate your firm's commitment to the project and how your firm will meet or exceed all expectations.
2. **Qualification Statement:** Include all of the information listed below about your firm's qualifications:
  - a. **Firm History:** Firms must have a minimum of five (5) years under the same name. Submit a brief history of the firm including the date of organization and an explanation of the firm's ownership.
  - b. **School Experience:** Firms must have experience managing and operating educational facilities, preferably K-12 schools. List the educational facilities that have been managed by your firm in the last five years (no more than ten schools). List the facility name, size, how long your firm provided service and a brief description of the building management services provided by your firm. Provide the contract information of the specific individuals from the Facility who worked with your team onsite.
  - c. **Firm's Capacity:** Provide information indicating the capacity of the office that will provide the Building and Facility Management Services. Provide the number of professional staff members your office employs in this business line. Demonstrate evidence of your ability to properly support the onsite building management personnel. Describe time tracking and billing procedures and any



use of technology to support the efficiency of this process.

- d. **References:** Include the name, title, and contact information of the specific individuals who worked with your team onsite at each of the facilities referenced in the school experience section.
  - e. **Defaulted Work:** Identify and explain any work that your company has failed to complete or an instance in which your company has defaulted on a contract.
  - f. **Conflicts of Interest:** Identify and explain any potential conflicts of interest in regards to this scope of work.
  - g. **Past Claims or Disputes:** Indicate any claims, disputes, litigation or arbitration proceedings involving your firm in the last five (5) years. Indicate who they were with and give the status of each.
  - h. **Three (3) years of most recent audited company financials:** These will be reviewed to determine if the company is solvent.
3. **Project Management:** Describe how you will manage your onsite personnel to ensure the facility is properly maintained and that budget and quality goals are continually met. Indicate how your firm would approach staffing of support personnel and oversight of onsite employee. Identify any risks associated with facility management that you do not control and how you will actively manage the risk as well as what value your firm brings to the facility.
4. **Insurance:** Proposer must provide insurance coverage that will minimize BRCP's risk exposure:
- a. Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$500,000 per accident
  - b. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 combined unit
  - c. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles
  - d. Employees must be bonded
5. **Fee Proposal:** Please provide the proposed fee for the services outlined in the sections above; this should include everything from person hours to reimbursable expenses. The fee shall be broken down in the following sections:
- a. *Custodial Fee:* Provide the annual management fee for custodial services. This is the fee associated with all supervision, clerical, support staff, overhead and profit.
    - i. Cost per square footage for space occupied and unoccupied.
  - b. *Cost per Square Foot:* Provide the cost per square foot for occupied and unoccupied spaces.
  - c. *Multiple Proposals:* If your organization can and would like to provide multiple services such as maintenance, grounds keeping, pest control, and Fire, Life and Safety please provide details to any cost savings to BRCP.





- 6. Draft of Contract:** Please provide a draft copy of the proposed contract. All electronic copies must be submitted in Microsoft Words or Editable PDF format.

#### **4. Selection Process**

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The firm's qualifications will be evaluated by based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities
2. Past experience with providing services to educational entities, preferably middle and high schools
3. Provision of indemnity and insurance consistent with requirements
4. Proposed cost of services

BRCP and their consultants, 4<sup>th</sup> Sector Solutions expressly reserve the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in BRCP's sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a proposer; (vii) take any other action allowable by applicable law or regulation; (viii) reject the submission of any proposer that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals, (ix) select for negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more proposers in any manner BRCP deems fit, (such negotiations may be concurrent or sequential as BRCP determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in BRCP's best interest to do so. No proposer shall have any rights against BRCP arising at any stage of the solicitation from any negotiations that take place, or from the fact that BRCP does not select a proposer for negotiations. Proposers are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, will BRCP reimburse the proposer for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of BRCP not selecting an proposer to perform the work under this RFP.

#### **5. Evaluation**

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A variety of weighted criteria, will be considered in evaluating proposals. This evaluation will be



made based on information provided with the proposal, by the Proposer during RFP specific presentations or negotiations, client references, and industry references.

## **6. Terms & Conditions**

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A prospective custodial bidder must be willing to adhere to the terms and conditions of this request, including the following, and in responding to this RFP, the vendor accepts these terms.

1. *Service Provider Payment:* Payment to the service provider is Net 30 and will be made only for actual work performed and accepted in accordance with the contract. Any scheduled item of work to be done and materials to be furnished may be increased, decreased or omitted as herein after provided, and no claim for loss, anticipated profits or costs incurred in anticipation of work not ultimately performed will be allowed due to such increase or decrease.

2. *Examination of Plans, Specifications and Site Work:* The respondent is encouraged to examine carefully the site of the proposed work, the drawings available to date, and special provisions before submitting a proposal. The submission of a proposal shall be considered conclusive evidence that the respondent has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the contract.

3. *Familiarity with Laws:* The respondent is assumed to have made himself or herself familiar with all federal and state laws and all local by-laws, ordinances and regulations which in any manner affect those engaged or employed on the work or affect the materials or equipment used in the work or affect the conduct of the work, and the respondent, if awarded the contract, shall be obligated to perform the work in conformity with said laws, by-laws, ordinances and regulations notwithstanding its ignorance thereof. If the respondent shall discover any provision in the plans or specifications which conflicts with any such law, by-law, ordinance or regulation the respondent shall forthwith report it to the Director of Operations of BRCP in writing.

4. *Signatory Authority:* The respondent's proposal must be signed with ink by a representative of the company who is authorized to enter into a contract on behalf of the company.

5. *Indemnification and Insurance:* The contractor will be required to sign an indemnification and provide adequate insurance for this project.

## **7. Proposal Authorities Restrictions & Clauses**

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### **BRCP Authorities and Options**

- BRCP reserves the right to reject any and all proposals for any reason.
- BRCP reserves the right to correct or waive irregularities in submitted proposals should it be



deemed in the best interest of BRCP to do so.

- BRCP reserves the right to negotiate any and all proposals for any reason.
- BRCP reserves the right to award to more than one Proposer.
- BRCP has 90 days to accept a submitted Proposal; the Proposer cannot withdraw a Proposal within that 90 day period without mutual consent with BRCP.
- BRCP reserves the right to require a performance bond; if such is required, the cost of that bond will be reimbursed to the Contractor by BRCP.
- Final prices will be negotiated between the Proposer and BRCP. BRCP reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

### **Negative Assurances**

- BRCP cannot assure that the services will be awarded to any Proposer at any time.

### **Prohibitions**

- BRCP shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon BRCP, its Board(s) and its agents; violators will be prosecuted to the extent of the laws pertinent to BRCP.
- Proposers must submit a firm bid. A Proposer shall not stipulate in its proposal any conditions not contained in the contract documents. Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

### **Proposer Responsibilities**

- It is the Proposer's duty to inspect all submitted documents to assure completeness, legibility, etc.
- It is the Proposer's duty to understand the RFP; any misunderstanding is the responsibility of the Proposer; BRCP has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all RFP requirements; the proposal may be rejected by BRCP regardless of the type or significance of noncompliance.

### **Termination of the Contract**

The contracts will naturally expire at the end of the contract term. BRCP reserves the right to terminate the Contract with thirty (30) days advance written notice as a result of inferior quality of materials, products, workmanship, and/or reductions/termination of funding. BRCP reserves the right to terminate the Contract immediately if there is unresolved safety or liability concerns.

## **8. Prosper Requirements**

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**Staffing:** The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual



orientation. The Proposer will ensure that all employees involved in their services pass a drug screening and background check prior to employment and will submit those tests to BRCP upon request. The Proposer will ensure that all staff is supplied with uniforms and ID badges, and these are to be worn at all times. The Proposer will, at the request of the School Operations Manager/School Business Manager, Director of Operations, or Chief Operating Officer, immediately remove from the Work Site any person employed on the Work Site who, in the opinion of BRCP, is incompetent or who has been conducting him- or herself improperly. The Proposer will not permit a person so removed to remain on or return to the Work Site or any BRCP site.

**Appointment of Supervision:** The Proposer will appoint an experienced Supervisor to be responsible for all work required under the contract. The Supervisor must be acceptable to BRCP and receive on behalf of the Proposer any order or communication relating to the work on this contract. The Supervisor will be readily accessible to BRCP personnel at all times and will have communication equipment (cell phone and email).

**Security Clearance and Bonding:** The Proposer will submit to BRCP upon request, names and addresses of all individuals who will be performing the Work. BRCP requires background checks clearance and insist that personnel who are not approved for clearance be replaced. The Proposer will provide evidence that all employees engaged in performing the Work are bonded.

**Safety:** The Proposer and its employees must wear adequate safety equipment for the tasks involved, and train their employees on the safe use of hazardous materials in the workplace. All containers of such materials must be clearly identified, labeled and stored safely at all times. All materials on school premises must be permissible per law. Any health and safety issues should be reported immediately to the School Operations Manager/School Business Manager.

**Security/Keys:** The Proposer will ensure that the serviced facilities are secure at all times by ensuring that windows are closed and locked, and that doors and gates required to be locked are locked. All keys/security codes entrusted to the Proposer for the fulfillment of this Contract must be fully protected at all times. In the event of lost keys/security codes, it will be the responsibility of the Proposer to notify the School Operations Manager/School Business Manager and have any safety- compromised locks re-keyed, which may include the entire facility.

**Confidentiality:** Confidentiality is required from the Proposer and its employees at all times.

**Assignments:** The Proposer will not make any assignments or subcontract for the Work without written permission from BRCP.

**Legal:** The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, including the Occupational Health and Safety Act. The Proposer must notify BRCP concerning any litigation involving the Proposer or its parent or subsidiary companies.

**Responsibility and Control of Work:** The Proposer will be responsible for all damage caused by



its employees, its equipment or its supplies, the School's property, equipment, buildings and building contents. The Proposer will also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Proposer must be knowledgeable about and abide by all provisions of legislative enactments, State and local regulations in regard to safety.

**Equipment:** The Proposer will ensure that all applicable equipment is serviced regularly to meet the manufacturer's recommendations for cleaning and maintenance. This includes proper care of wood flooring, laminate furniture, etc., as well as proper care of vacuum cleaners, floor buffers, etc.

**Critical Operating Hours:** The Proposer will plan the Work to keep disturbances to the students, staff and site visitors to a minimum. Standard hours at each facility are given in Attachment A.

**Vandalism:** The employees of the Proposer will report to the School Operations Manager/School Business Manager any vandalism and/or damages to equipment and buildings discovered during the course of their work. They will also notify the above of any required repairs.

**Procurement of Materials and Use of Equipment:** Should BRCP supply certain equipment to enable the Proposer to complete work; such equipment must not be removed from the premises without written consent from BRCP.

**Inspection and Supervision:** The School Operations Manager/School Business Manager will inspect the facilities on a regular basis and call upon the Proposer when it is determined the Work is not adequate or complete. The Proposer will address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 24 hours. Additionally, the Proposer will meet with the School Operations Manager/School Business Manager on a regular basis in order to ensure open, regular feedback and communication. The Supervisor of the BRCP account will meet with the Director of Operations on a monthly basis.

**Living Wage:** The Proposer agrees to carefully monitor and enforce salaries and benefits that permit their employees to live comfortably. Today, working people struggle to cover the cost of housing, food, health care, childcare and other basic necessities for themselves and their families. A worker who is paid the minimum wage of \$7.25/hour, or any wage below a living wage, cannot possibly afford necessities without assistance. This creates problems not only for workers, but for business and the local economy. Paying living wage also lowers absenteeism, turnover rates, and recruiting and training costs. Living wages stimulate the economy through increased consumer spending and the money multiplier effect.

## **9. Checklist of Required Elements**

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ITEM	PAGE	INCLUDED (Y/N)	INITIALS
Letter of Commitment			
Qualification Statement			
Project Management			
Insurance Ability or Certificates			
Fee Proposal			
Draft of Contract			
Checklist (This Document)			
Hard Copy + Electronic Copy			