

**ANTONIAN COLLEGE PREPARATORY HIGH SCHOOL
REQUEST FOR PROPOSALS (RFP)**

JANITORIAL SERVICE PROVIDER

**Antonian College Preparatory High School
Gabriel Duarte, Vice Principal**

**6425 West Ave
Castle Hills, TX 78213
Phone: 210-344-9265**

June 10, 2024

INSTRUCTIONS TO RESPONDENTS

SECTION I - INTRODUCTION

1.1 Antonian College Preparatory High School (Antonian) is soliciting responses to this Request for Proposals (the "RFP) related to the provision of janitorial services to Antonian.

1.2 Point of Contact/Restriction on Communication. Antonian assigns the following person as its representative and point of contact for this RFP:

Mr. Gabriel Durate, Vice Principal
6425 West Ave
San Antonio, TX 78213
210-344-9265
gduarte@antonian.org

Respondents shall restrict all contact with Antonian and direct all questions regarding this RFP, including questions regarding the terms and conditions, to Antonian's Representative specified above by email. Do not contact members of the School Council, Archdiocese or other employees of Antonian. Contact with any of these prohibited individuals after issuance of the RFP and before selection is made, may result in disqualification of your proposal.

You may set up a time with Missy Smedley, msmedley@antonian.org, to tour the facilities.

SECTION II - RESPONSE REQUIREMENTS AND DEADLINES

2.1 Responses are to include the information requested in the Questionnaire that follows, in the sequence and format prescribed. Elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired. [Responses should consist of no more than 20 pages]

2.2 Responses to this RFP are to be submitted via email to gduarte@antonian.org

2.3 Deadline for Submission. Responses to this RFP are due no later than:

4:00 PM (local time)

Jun 28, 2024

**No fax or other form will be accepted for consideration.
Proposals received after the published deadline will not be accepted or considered.**

2.4 Questions concerning this RFP shall be directed to the point of contact designated in the Section 1.2 above. Any answers to said questions will be provided to all of the entities/firms who are known to have obtained this RFP by notification or by posting the questions and answers on Antonian's website: www.antonian.org. It is the sole responsibility of each respondent to periodically check to the above website to see if any updates or addendums to the RFP have been posted. The submission of a response to this RFP shall constitute a waiver of any complaint that the respondent/offeror did not receive notice of or a copy of any such updates/addendums.

SECTION III - SELECTION PROCESS/SELECTION CRITERIA

3.1 Antonian will review submissions and notify submitting firms of decisions made. There is to be no contact by the firm or its agent with members of the School Council, Archdiocese or other employees of Antonian that is not listed as point of contact prior to being notified of Antonian's decision. The proposal of any firm or agent that contacts and of the stated shall be rejected.

3.2 The intent is to finalize selections as soon as possible after receipt of all necessary information. Antonian may consider any information provided in the response to this RFP and any other data available to Antonian in determining whether, or to whom, a contract will be offered. By submitting a response to the RFP, the offeror agrees to waive any and all claims against Antonian arising out of or in connection with the administration, evaluation, or recommendation of any response to the RFP.

3.3 Antonian reserves the right to request supplemental information of any and/or all offerors/respondents to aid in the evaluation process.

3.4 Selection Criteria. Antonian may, but not required to, utilize any of the following criteria in its evaluation of submitted proposals to this RFP:

- 3.8.1 The price of the contract.
- 3.8.2 Reputation of the vendor and of the vendor's services.
- 3.8.3 The extent to which the vendor's services meet Antonian's needs.
- 3.8.4 Past working relationship with Antonian
- 3.8.5 Experience of the vendor in working with other school districts.
- 3.8.6 The total long-term cost Antonian.

Section IV - SCOPE OF SERVICES

4.1 **General Specifications**

Purpose. It is Antonian's desire to evaluate all possible options of administering and improving the custodial service operation. This RFP is issued for the purpose of negotiating a contract for complete custodial services for Antonian. IN the RFP, the vendor will be referred to as the "Contractor" and Antonian College Preparatory High School as "Antonian".

Term of Contract

Antonian desires a three year contract.

Scope

The contract requested would cover custodial operations of the entire campus located at 6425 West Ave, Castle Hills, TX 78213.

The Contractor will provide administrative and technical direction for management of custodial operations that will ensure dependable and efficient performance of Antonian's sanitation and cleaning. The service will include maintaining buildings in a condition acceptable to Antonian while meeting their budget expectations.

Antonian is seeking a "turnkey" proposal. Proposal prices are "turn key" only and will include all of the following as well as extracurricular activities sponsored by Antonian.

Contractor's performance will include, but is not limited to, management and responsibilities in the following custodian duties:

- Work Assignments - Oversee a sound custodial program, including use of a system that will help align duties according to standard square footage ratios.
- Quality Assurance - Establish and maintain a system that will also be used to insure acceptable cleaning standards.
- Procurement of Custodial Employees - Provide an efficient system in hiring employees and substitutes.
- Procurement of Cleaning Supplies - Provide a system of supply storage and delivery to campuses and buildings as necessary for efficient operation of custodial duties.

4.2 Cleaning Frequencies

Attached pages list typical frequencies for cleaning. The frequencies may be adjusted to Antonian's satisfaction.

In addition to these attached frequencies, Antonian requires the following items as part of the frequencies within the entire cleaning program.

- Contractor shall instruct day-shift custodians, Monday through Friday, to check and police lobbies and restrooms, in addition to being available to answer emergency cleanup spills, or special events cleaning, etc. in all campus buildings.
- Contractor shall empty all indoor and outdoor waste containers to dumpsters, and shall keep dumpster areas clean and free of debris and litter five days per week.
- Contractor shall police trash around the immediate buildings, entrances and walkways to the curb.
- Contractor will respond as necessary and continuously be aware of infectious disease problems within Antonian's Facilities.

Cleaning Specifications and Frequencies

Listed below are specifications and frequencies for specific areas. These frequencies are levels that can achieve a level of cleanliness that is satisfactory to the school's administration, faculty, students, and school patrons and visitors. These frequencies may be fluctuating and altered to fit the needs of Antonian. Custodians may need to alter any of these frequencies upon request of Antonian. Day custodians will be available to the Principal and staff as needed for sanitation, assistance, and emergency situations.

Classrooms, Offices, Laboratories, Restrooms

Daily

- Sweep all hard surfaced floors with dust control tools
- Vacuum carpeted areas
- Damp Mop entries, lobbies, corridors
- Spot mop classrooms
- Dust baseboards and lower ledges (or as needed)
- Monitor Restrooms
 - Clean, Disinfect and Polish hand basins, commode seats. Clean towel and paper fittings, metal and mirrors. Remove marks from doors and partitions. Replenish soap, towels and toilet paper, etc, Spot wash walls, partitions, doors. Monitor throughout the day.
- Clean and polish water fountains
- Clean glass entrance doors, partitions, panels
- Dust and clean glass furniture glass tops
- Empty classroom waste cans
- Police and pick up trash of immediate exterior of builds and sidewalks to street curb

Weekly

- Dust wood furniture, desks, podiums, shelves, etc - Clean surfaces
- Polish furniture with suitable polish
- Clean and spot wash interior walls as needed
- Spray buff classrooms, offices, etc
- Dust high ledges and surfaces
- Wash window inserts doors
- Dust lighting fixtures not normally done daily
- Spot cleaning of carpeted areas as needed

Annual

- Strip and finish hard surfaced floors one time per year. 3 to 5 coats of wax as needed
- Wash interior reflecting surfaces, lamps, shades, louvers, etc. one time per year
- Damp clean window blinds one time per year
- Wash interior of all exterior windows twice per year
- Dust and damp wipe ceiling vents as much as four times per year
- Shamp and heavy extraction in carpeted areas

Common Areas

Daily

- Vacuum all runners, mats, etc
- Damp wipe handrails, banisters of landings and stairwells with appropriate cleaners
- Sweep and police hallways for trash and debris
- Damp mop entries, lobbies, corridors
- Clean and polish water fountains
- Clean glass entrance doors, partitions, display cases as needed
- Police wall surfaces (tape, pins, etc)
- Empty all indoor and outdoor waste containers, take to dumpster and police area
- Clean and damp mop cafeteria/dining area, empty trash and straighten tables
- Unblock and then secure all building doors and entrances morning and evening after cleaning hours

Weekly

- Dust pictures, logos, sculptures, decorative fixtures
- Spray buff hall and landings
- Spot clean carpets
- Dust high ledges and surfaces (twice per month)
- Wash window inserts on doors
- Spot wash hallway wall surfaces

Monthly

- Clean all interior glass
- Buff all floors; cafeteria, gallery, hallways
- Clean all door entrances; kick plates, ledges, corners

Annual

- Shampoo carpet and heavy extraction (twice per year)
- Strip and apply finish on hard surface floors, 3 to 5 coats as needed
- Dust and damp wipe ceiling vents (four times per year)
- Wash interior of windows
- Deamp clean louvers, shades, window blinds, etc

Athletics and Gymnasiums

Daily

- Clean ceramic tile, showers, locker rooms, using an approved disinfectant
- Sweep, mop, vacuum appropriate floors in dressing and office areas
- Police trash in gyms, dressing areas and behind bleachers
- Damp mop gym, weight room (depending on surfaces)
- Clean glass partitions, mirrors
- Spot clean carpeted areas as needed

Annual

- Wash windows, wall, mirrors, etc
- Disinfect entire athletic areas, including lockers (twice per year, more if areas are showing infections)
- Strip and scrub hard surfaces and refinish as needed
- Shampoo and extraction as needed in any carpeted areas

4.3 Special Events

Antonion has many events throughout the year which requires janitorial services. Please provide pricing for event crew for athletic events, banquets and school functions, etc.

- Varsity Football Game and Tailgate Area - Price for crew of 4 (usually 4 hours)
- Volleyball/Basketball Games - Crew of 2, hours will vary based on Freshman, JV, and Varsity Games
- Track Meets - Crew of 2, (usually 8 hours)
- Labor for crew of 2 per hour for school events
- Soccer/Baseball/Softball/Tennis - Crew of 1-2 depending on who we are playing, hours varies

SECTION V - INSURANCE

The selected provider will be required to provide and maintain certain insurance coverages and limits of coverage, including but not limited to, Commercial General Liability Insurance.

SECTION VI - INDEPENDENT CONTRACTOR

Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with the contract that is awarded, shall be deemed to be independent contractor (s), responsible for their respective acts or omissions, and that District shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third-parties, that it has such authority.

SECTION VII - CRIMINAL BACKGROUND CHECKS

The selected provider agrees, prior to the execution of the awarded contract, to provide assurance to Antonian that all employees and subcontractors of the provider who are likely to or will have contact with students have passed a criminal history background check current within the last year and shall certify that no such employees or subcontractors have any felony convictions. The selected provider shall have a continuing duty to annually update the assurance/certification to Antonian, as well as each time a new employee or subcontractor is employed.

SECTION VII - REQUIRED FORMS

Each offeror shall be required to complete and submit each of the following attached forms with its Statement of Qualifications/Response:

1. Felony Conviction Notice
2. Certification by Corporate Offereor

FELONY CONVICTION NOTIFICATION

The Texas Education Code, Section 44.034(a) states that a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of the felony.

Furthermore, Section 44.034(b) states that a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

Lastly, Section 44.034 (c) states that this section does not apply to a publicly held corporation.

() My firm is a publicly held corporation, therefore this requirement is not applicable.

() My firm is not owned nor operated by anyone who has been convicted of a felony.

() My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name: _____

Description of conduct resulting in a felony: _____

Name: _____

Description of conduct resulting in a felony: _____

Name: _____

Description of conduct resulting in a felony: _____

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been received by me and that the information furnished above is true to the best of my knowledge.

Vendor's Name: _____

Authorized Company Official's Name: _____

Authorized Company Official's Title: _____

Date

Signature

CERTIFICATE OF CORPORATE AUTHORITY

(This Certificate shall be submitted as part of the bid/proposal or signed contract if the bidder/offeror is a corporation.)

CERTIFICATE

I, _____, certify that I am the _____ of the corporation named as bidder/offeror therein, that , who signed this bid/proposal on behalf of the bidder/offeror, was then of said corporation; that said bid/proposal was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

By: _____ (Corporate Seal)
(Signature)

_____ (Typed Name of Corporation)

NOTE: A CORPORATE OFFICER OTHER THAN THE OFFICER SIGNING THE BID/PROPOSAL MUST FILL OUT AND SIGN THIS FORM