



## **Request for Proposal**

2 Montessori Way

Camden, South Carolina 29020

Phone: 803.432.6828 Fax: 803.432.6422

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## **Janitorial Services**

**FY 2022-2023**

**Issue Date: October 13, 2022**

**Issued By: The Montessori School of Camden**

### **Proposals to be Received By**

Date: November 30, 2022

Time: 3:00PM

Contact: Deborah Cyrier

Email: [hos@montessori-camden.com](mailto:hos@montessori-camden.com)

## PROPOSER INFORMATION

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Federal ID or Social Security Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Toll-Free Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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*I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.*

Authorized Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_ Title: \_\_\_\_\_

# Purpose of the Request for Proposal

The Montessori School of Camden (MSC) is seeking a firm to clean & disinfect the interior of the school buildings. The campus consists of 3 buildings at present and we are actively working on adding an additional building on the property.

**Beard Hall** = 5 small ( $\leq 500$  square feet) classrooms, 1 typical classroom (approx 1000 square feet) classrooms, Health Room, Open Lobby/Classroom Space (approx 500 square feet), Office/Break Room, Conference/Storage Room and 6 Bathrooms (single stall)

**Primary Hall** = 3 Classrooms (approx 1100 square feet), Small Office, Teacher Workroom, 7 Bathrooms (single stall)

**Bossong Hall** = 2 Classrooms (approx 1100 square feet), Administrative Offices, 5 bathrooms

**Future Building** = Three classrooms (approx 1100 square feet), 6 Bathrooms, Administrative Offices (construction start date TBD FY 2023)

MSC is accepting proposals in response to this Request for Proposal (RFP) in order to find a qualified firm to provide this service. The objective of this RFP is to locate a firm that will provide the best overall value to MSC. While price is a significant factor, other criteria will inform the basis of our award decision, as more fully described in the Evaluation Factors section below.

## Instruction and Information to Proposers

The deadline for submission of a comprehensive proposal is 3:00pm local time, Wednesday, November 30, 2022. Proposals will be accepted via email at [hos@montessori-camden.com](mailto:hos@montessori-camden.com) or physically mailed. If mailing your proposal should be delivered or addressed to Deb Cyrier, Head of School, The Montessori School of Camden, 2 Montessori Way, Camden, SC 29020. Please indicate on the envelope that a "Proposal for Janitorial Services" is enclosed. Any proposals received later than the specified time will not be considered.

**Award:** These services are exempt from the competitive sealed bidding or proposal requirements of the Montessori School of Camden's Procurement Policy. The project will be awarded based upon the proposal that the Head of School determines best suits the needs of the school.

**Termination:** Subject to the provisions below, the contract may be terminated for any reason by the Head of School with a thirty (30) day advance notice in writing to the firm.

**Termination for Convenience:** In the event that this contract is terminated or canceled upon request, and for the convenience of the Montessori School of Camden without the required thirty (30) days advance written notice, the Montessori School of Camden may negotiate reasonable termination costs, if applicable.

**Termination for Cause:** Termination by the Montessori School of Camden for cause, default, or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement will be waived and the default provision in this bid shall apply.

**Term/Option to Extend:** The initial contract period shall be January 1, 2023 - June 30, 2023 with the option to renew annually thereafter.

In case of duplicate, similar, or equal proposals, the decision of The Montessori School of Camden will be final.

Evaluation of each proposal will be made as soon as possible, with the award contingent upon approval of the Head of School.

MSC reserves the right to reject any or all proposals or to cancel this request in its entirety.

Any questions relating to this proposal must be submitted in writing (FAX is acceptable, 803-432-6422 or via email [hos@montessori-camden.com](mailto:hos@montessori-camden.com)) through Tuesday, November 1, 2022. Additionally, the following link can be used to schedule a tour of the campus: [SCHEDULE A 30 MIN TOUR OF MSC](#). If an email response verifying receipt of request is not received within 24 hours, please call Deb Cyrier (803) 432-6828. A listing of questions and answers will be supplied to all proposers upon request.

## **Project Scope:**

The Montessori School of Camden (MSC) is seeking a firm to clean & disinfect the interior of the school buildings. The campus consists of 3 buildings at present and we are actively working on adding an additional building on the property.

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We are seeking a firm that can provide Monday - Friday year round daily cleaning/sanitation services including at the minimum:

- Vacuuming / Mopping
- Trash Disposal

- Bathroom Cleaning / Sanitizing / restocking
- Windows
- Dusting
- Wiping down tables, chairs
- Sanitizing door handles and other high touch surfaces

Firms will be responsible for providing their own cleaning instruments and agents. MSC will provide trash bags, toilet paper, bathroom soap, and paper towels for restocking.

Preference will be given to a firm that can provide all of these services outside of regular school / programming hours. School day hours are 8AM - 3PM, Beard Hall is utilized for before and after school programming from 7:30 AM - 6:00 PM.

Preference will be given to a firm that can also provide deep cleaning services during our intersessions (classrooms on rotation) including at the minimum:

- tile floor stripping / waxing
- carpet shampooing

## **Description of the Montessori School of Camden**

The mission of The Montessori School of Camden began its existence in 1979 as the Early Childhood component of Joseph Kershaw Academy and became an independent 501(c)(3) entity in 1986. A licensed childcare facility, in 2018 it received a charter as a public school from the Charter Institute at Erskine. The mission of the school is to engage students to become peaceful citizens of the global community using the Montessori approach to nurture in them an enthusiasm for learning, resourcefulness, a sense of responsibility for their actions, and respect for themselves, others, and their environment.

Currently enrolling approximately 150 students age 6 weeks - Grade 8. The school calendar consists of four quarters of approximately 45 days with 3-week intersessions in the fall and spring, and a 4-week intersession in the summer (see the school calendar on the web site). Intersession programming is offered in addition to the typical 180 day calendar.

## **Submission Guidelines and Requirements:**

The following submission guidelines and requirements apply to this Request for Proposal:

- First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
- Bidders intent on submitting a proposal must notify the representative identified on the cover page no later than Wednesday, November 30, 2022.
- This price proposal should indicate the overall fixed price for all aspects of the project including projections for the addition of the new building, as well as pricing for individual services and any applicable add-on services that may be available to be separately negotiated.

- Proposals must be signed by a representative that is authorized to commit the bidder's company.
- If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- Proposals must be received by 3:00PM, Local Time on Wednesday, November 30, 2022 to be considered.
- Provide key person's contact information (email and direct phone number) to answer questions regarding the submitted proposal.
- All proposals must be accompanied by a complete W-9 form.
- All proposals must be valid for a period of at least 3 months.

## Proposal Packet

In setting forth its qualifications, each firm submitting a proposal shall:

- Complete PAGE 2 from this Request for Proposal
- Provide the name of the firm, how long the firm has been in business, the length of its experience as well as a brief description of its business activities and history;
- Identify the specific contacts who will be involved in this engagement, the experience each possess, and the location of the office from which they work and provide a detailed biography and/or resume outlining the experience and credentials;
- Provide the name and title of person(s) submitting the proposal, the firm's main office address, and primary and secondary points of contact and their telephone and fax numbers (including area codes);
- Detail the experience the firm and its staff have in working with school districts and public sector clients; describing how needs specific to the school district/public sector were met and highlighting any experience specific to school districts;
- Provide client references, including contact names, addresses and telephone/cell phone numbers;
- Clearly describe the scope of the required services to be provided.
- Provide a compensation breakdown. The breakdown should include the estimated total hours, out of pocket cost, all inclusive fees. Fees for add-on special services and fees for subsequent years should be included with a firm not-to-exceed amount.
- And provide any additional information that you feel would distinguish your firm in its service to the School.

## **RFP & Project Timelines:**

All proposals in response to this RFP are due no later than 3:00 pm Local Time on Wednesday, November 30, 2022. Evaluation of proposals will be conducted from December 1 - 9. If additional information is needed with any bidders during this period, the bidders will be notified. The selection decision for the winning bidder will be made no later than December 14, 2022.

## **Proposal Evaluation Criteria**

The evaluation of the proposals will be based on the following criteria. To ensure consideration for this Request for this Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and presented in a clear organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Value and Cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- MSC reserves the right to award the bidder that presents the best value to MSC as determined by MSC in its absolute discretion.

### **No Obligation**

The submission of a proposal shall not in any manner oblige the Montessori School of Camden to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

### **Agreement of Non-Disclosure**

This document is considered to be proprietary and shall not be disclosed to any other party. It is designed, developed, and submitted to potential partners of the Montessori School of Camden solely for the benefit of The Montessori School of Camden.

### **No Guarantee**

The Montessori School of Camden makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.