

**OPERATION DEPARTMENT OF GREEN DOT PUBLIC SCHOOLS CALIFORNIA**  
**RFP TITLE: GREEN DOT PUBLIC SCHOOLS CALIFORNIA JANITORIAL SERVICES**  
**RFP#: FY20-0004**  
**DATE OF ISSUANCE: MONDAY, APRIL 22, 2019**

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**Please submit all questions and proposals electronically to:**

Dean Felton, Director of Facilities dean.felton@greendot.org

**Bid Due Date: Friday, May 31, 2019 at 5:00 PM, PST**

**Administrative and General Information**

**School Information:** Green Dot Public Schools California (“GDPSCA”) is a nonprofit organization based in Los Angeles, CA operating a total of 21 public middle schools and high schools in California. Our organization’s mission is to help transform public education so ALL students graduate prepared for college, leadership and life.

**Purpose:** GDPSCA seeks proposals from qualified respondents (the “Proposers”) interested in providing janitorial services as described in this proposal.

Green Dot Public Schools is soliciting proposals from qualified janitorial companies to provide janitorial services for individual Green Dot Schools. The Janitorial Services Proposer is responsible for the cleanliness and sanitation of the buildings, the grounds, classrooms, bathrooms, walkways, public area, offices, etc.

GDPSCA will require the Proposer to provide comprehensive services, management, a superior workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials (except for consumables); if necessary, vehicles, maintenance, and insurance necessary to deliver the proposed service. All of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide references, and is to have sound business practices that show fiscal responsibility.

**Contract Period:** This proposal addresses the contract period August 1, 2019 through July 30, 2021, with up to three 1-year extensions.

**Proposal Authorities, Restrictions, and Clauses**

**GDPSCA Authorities and Options**

- ✓ GDPSCA reserves the right to reject any and all proposals for any reason.
- ✓ GDPSCA reserves the right to negotiate any and all proposals for any reason.
- ✓ GDPSCA has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from GDPSCA.
- ✓ Terms and conditions will be negotiated between the Proposer and GDPSCA.

**RFP Timeline**

- ✓ Release date: Monday, April 22, 2019
- ✓ Site Walk Wednesday May 15, 2019
- ✓ Questions from Proposer due: Friday, May 17, 2019
- ✓ Questions Answered by: Friday, May 24, 2019
- ✓ RFP Closing date: Friday, May 31, 2019
- ✓ Evaluation and Award by: Early June 2019

## Proposer Requirements/Scope of Services

**Staffing:** The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. The Proposer will ensure that all employees involved in their services receive **Department of Justice and Tuberculosis clearance prior to commencing with providing services to GDPSCA**. Successful Proposer is to provide to GDPSCA: GDPSCA's criminal background check and Tuberculosis Vendor Certification Form, which will list each employee verifying that they have Department Of Justice clearance and list their Tuberculosis expiration date, at the Proposer's expense. The Proposer will, at the request of the Chief Executive Officer, Director of Facilities, Facilities Manager, and/or Vice President of Operations and Finance, immediately remove from providing services to GDPSCA any person who, in the opinion of GDPSCA, has been conducting himself or herself improperly. The Proposer will not permit a person so removed to return to any GDPSCA location unless prior written consent is provided by GDPSCA.

**Assignments:** The Proposer will not make any assignments or subcontract for the work without prior written permission from GDPSCA.

**Legal:** The Proposer must fulfill all obligations in compliance with all applicable laws and regulations by the state of California or other legislative bodies of appropriate jurisdiction. The Proposer must promptly notify GDPSCA concerning any litigation or claims filed with any federal or California State agency involving the Proposer or its parent or subsidiary companies.

**Insurance:** Proposer must indemnify and provide insurance coverage that will minimize GDPSCA's exposure:

- ✓ Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- ✓ 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 per occurrence and \$3,000,000 aggregate.
- ✓ Automobile Liability and Physical Damage insurance for an amount of not less than \$5,000,000 minimum for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- ✓ Proposer must name GDPSCA and Green Dot Public Schools National (GDPSN) as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing GDPSCA and GDPSN as "additional insured" must be provided to GDPS prior to commencement of services and kept up-to-date.

**Pricing:** All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with **N/A**. For any service that the Proposer includes in a price on another line, please indicate such with **INC (for "Included in the price")** and reference the applicable line. For example, if cameras are included in the base cost at no extra charge, write "INC" under the section for cameras. Provide details as requested in all boxes and additional information as necessary. Field trip pricing may be calculated in mileage or per trip.

**Invoices and Payments:** GDPSCA's standard payment terms are **net 30** days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month. Separate invoices should be generated for each school.

In the event the Proposer presents GDPSCA with invoices, statements, reports, etc. that are incomplete, or inaccurate, GDPSCA may be required to perform substantial research which could result in delay of payment. GDPSCA will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

## SCOPE OF SERVICES

The purpose of this specification is to define the janitorial service requirements for various schools operated by GDPSCA. The work covered in these specifications includes furnishing all labor, equipment, and supervision, necessary to complete janitorial services. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided. GDPSCA will consider innovative solutions and alternatives that will best accomplish the desired outcome.

The Janitorial Services Proposer is responsible for the cleanliness and sanitation of the buildings, the grounds, classrooms, bathrooms, walkways, public area, offices, etc. The description of these services are to be used as a general guideline for the Janitorial Services Proposer. The description does not attempt to describe every detail of service area(s) or services that are to be maintained by the Janitorial Services Proposer.

The intent of this specification is to define the general janitorial services requirements:

Services provided are for five days per week unless otherwise specified. Services shall include, but not be limited to, the following:

### Janitorial Cleaning and/or Day porter Service

#### Nightly Services

- ✓ Empty all waste receptacles. Clean, and reline daily. Dispose of trash as needed
- ✓ Vacuum all carpeted main traffic and use areas, including conference rooms, reception areas, interior stairwells, hallways and corridors with the exception of individual offices (see weekly). Spot vacuum/clean all others areas as needed.
- ✓ Wipe all top surfaces and counter tops.
- ✓ Wash and sanitize all drinking fountains.
- ✓ Damp mop spillage in uncarpeted office and classroom areas.
- ✓ Spot clean carpets to remove light spillage. Report large spills and stains to supervisor.
- ✓ Spot mop uncarpeted floors as needed.
- ✓ Assure all room lights are turned off and doors are closed and locked after the room has been cleaned.
- ✓ Arrange chairs at desks and conference room tables.
- ✓ Wipe scuff marks from wall, as needed
- ✓ Clean conference room tables and remove any remaining food items.
- ✓ Remove scuff marks on floor as needed.
- ✓ Remove any graffiti.
- ✓ Dust all fire extinguishers. Report discharged extinguishers to management.
- ✓ Notify management of any maintenance issues (burnt out bulbs, broken mechanisms, etc.) or vandalism

#### Weekly Services

- ✓ Vacuum all carpeted areas completely, private offices and cubicle interiors, desk knee area spaces (under desks) and under waste containers.
- ✓ Dust and wipe clean with damp or treated cloth all office and classroom furniture, file cabinets, and cubicle partition tops, (DO NOT MOVE PAPERS).
- ✓ Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, private entrance glass, and partitions.
- ✓ Damp wipe and polish all glass furniture tops.
- ✓ Damp mop hard surfaced floors and/or uncarpeted surface floors.
- ✓ Sweep uncarpeted floors employing dust control techniques.
- ✓ Wipe all window sills.
- ✓ Vacuum upholstered chairs.

### Monthly Services

- ✓ Edge vacuum all carpeted and uncarpeted areas.
- ✓ Clean all vent grills

### Semi-Annual Services

- ✓ Strip and wax all floors.

### RESTROOMS Nightly services

- ✓ Clean and sanitize all mirrors, fixtures, countertops and enameled surfaces.
- ✓ Wash and disinfect all basins, urinals, bowls (cleaning underside of rim) and fixtures.
- ✓ Wash both sides of all toilet seats with soap and/or disinfectant.
- ✓ Clean flushometers, piping, toilet seat hinges, and other metal.
- ✓ Empty, clean, and damp wipe all waste receptacles.
- ✓ Sweep, wet mop, and sanitize entire floor, including around toilet seats and under urinals.
- ✓ Damp wipe all walls, partitions, doors, and outside surfaces of all dispensers, as needed.
- ✓ Fill toilet paper, soap, paper towels, toilet seat cover, and sanitary napkin dispensers (if applicable).
- ✓ Replace trash liners.
- ✓ Remove any graffiti.
- ✓ Notify management of any stoppages, overflows, or vandalism

### Weekly Services

- ✓ Flush water through P-trap weekly to ensure elimination of odor.

### Monthly Services

- ✓ Machine scrub floors.
- ✓ Clean all vent grills.

## CORRIDORS, ELEVATOR, INTERIOR STAIRWAYS (EXCLUDING EMERGENCY EXIT STAIRWAYS) AND ENTRANCE AREAS

### Nightly Service

- ✓ Sweep and spot mop all stone, vinyl or composition floors and concrete.
- ✓ Vacuum and spot clean all carpeted floor and mats.
- ✓ Dust and polish all brightwork, including mirrors and elevator call buttons
- ✓ Clear dirt and debris from elevator door tracks.
- ✓ Dust and polish all metal surfaces in elevators, including tracks, and elevator doors.
- ✓ Vacuum and spot clean all carpet in elevators.
- ✓ Remove trash from trash receptacles and replace liners.
- ✓ Dust all fire extinguisher cabinets and/or units.
- ✓ Spot clean all doors.
- ✓ All furniture should be cleaned as necessary. Do not remove any papers from desks.
- ✓ Spot sweep and/or spot vacuum all interior stairways (excluding emergency exit stairways) and landings (if applicable)
- ✓ Wipe all handrails with a disinfectant.
- ✓ Remove any graffiti.
- ✓ Notify management of any maintenance issues (burnt out bulbs, broken mechanisms, etc.) or vandalism

### **Weekly Services**

- ✓ Wet mop all stone, vinyl or composition lobby floors (daily spot mopping may satisfy this need)
- ✓ Sweep and/or vacuum all interior stairways (excluding emergency exit stairways) and landings (if applicable).
- ✓ Dust all door frames, pipes, bells, and cameras in halls

### **Monthly Services**

- ✓ Clean all vents and registers.

### **DAY PORTER SERVICES**

Includes all janitorial services as well as:

- ✓ Keep janitorial rooms in a clean, neat, orderly, and odor free.
- ✓ Clean up spills and trash.
- ✓ Re-stock bathrooms as needed.
- ✓ Empty all trash receptacles as needed.
- ✓ Maintain all janitorial carts and equipment in safe and clean condition.
- ✓ Remove any graffiti.
- ✓ Notify management of any maintenance issues (burnt out bulbs, broken mechanisms, etc.) or vandalism
- ✓ Clean building trash enclosures
- ✓ Clear flower beds of all trash
- ✓ Move desks and chairs as requested
- ✓ Install/hang banners as requested
- ✓ Clean food areas after lunch and nutrition
- ✓ Clean campus common areas as needed
- ✓ Clean parking area debris

### **Additional Cost Services**

#### **Semi-Annual or as needed**

- ✓ Strip and wax all floors
- ✓ Power Wash

## Proposal Requirements

*Carefully read all instructions, requirements, and specifications. Fill out all sections completely.*

**Please submit the following documents as part of your proposal:**

1. Executive Summary detailing qualifications (2 page Maximum)
2. Company Overview/Fiscal Responsibility Summary
  - a. Experience in the education industry and in Los Angeles, CA
  - b. Organization chart
  - c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state)
  - d. Liability Insurance Certificate and W-9
3. General Organization Policies and Procedures
  - a. Employee sourcing, screening, and hiring procedures
  - b. Frequency and type of background checks performed
  - c. Management/supervision structure
  - d. Staff training/professional development program
  - e. Safety and janitorial program
4. Performance History & Preparedness for GDPSCA
  - a. Proposer's references (3 minimum from other school districts where possible)
  - b. Summary of ability to take on the additional workload expected by the Proposer
  - c. How Proposer plans to monitor, measure, and communicate service quality
  - d. Contingency/coverage plan for expected and unexpected absences or staff turnover
  - e. Other methods for ensuring high-quality service
5. Implementation Plan for GDPSCA
  - a. Employee recruiting and/or existing staff transition plan
  - b. Training/on-boarding plan
  - c. Proposed implementation timeline
6. Financial Statements Information
  - a. Provide a complete balance sheet or annual report (verified by a certified public accountant if applicable) for the last three years of operation.
7. Cost/Pricing Proposal – Attachment A
8. Contact Information – Attachment B
9. Checklist of Required Elements – Attachment C

### Evaluation Criteria

**Evaluation:** A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- ✓ **Price (30%):** Proposer offers the requested services at a competitive price, and all of the necessary factors that contribute to the price are accounted for.
- ✓ **Service Capability Plan (25%):** Proposer has the staffing and resources necessary to complete the service required and a plan to deliver high-quality service.
- ✓ **Organizational Policies and Procedures (10%):** Proposer provides resumes, operations manuals, and/or other documentation that verifies personnel policies and procedures that support staff development and outline expectations for experience, training, safety adherence, and professional conduct.
- ✓ **Performance History and Reputation (25%):** Proposer has a demonstrated track record of success in the industry and/or in Los Angeles, CA and provides positive references.
- ✓ **Financial Stability (10%):** Proposer provides requested information to show fiscal responsibility and sound business practice.

<i>School</i>	<i>Approx. Building sf.</i>	<i># of Stories</i>	<i>Year Built</i>	<i>Approximate # of Janitorial Staff</i>
<i>Animo James B Taylor CMS 820 E. 111th Pl. Los Angeles, CA 90059</i>	<i>27,000</i>	<i>1</i>	<i>1964</i>	<i>2.5</i>
<i>Animo Jefferson CMS 1655 E. 27th ST Los Angeles, CA 90011</i>	<i>32000</i>	<i>1</i>	<i>1963</i>	<i>2.5</i>
<i>Animo Ralph Bunche 1655 E. 27th ST Los Angeles, CA 90011</i>	<i>39,150</i>	<i>2</i>	<i>1963</i>	<i>3</i>
<i>Animo Mae Jemison CMS 12700 S. Avalon Blvd. Los Angeles, CA 90061</i>	<i>24,500</i>	<i>1</i>	<i>1979</i>	<i>2.5</i>
<i>Henry Clay Learning Complex 12226 S. Western Ave. Los Angeles, CA 90047</i>	<i>258,000</i>	<i>1</i>	<i>1975</i>	<i>6</i>
<i>Animo Westside CMS 5456 McConnell Ave. Los Angeles, CA 90066</i>	<i>21,500</i>	<i>2</i>	<i>1973</i>	<i>2</i>
<i>Animo Inglewood CHS 3425 W. Manchester Blvd. Inglewood, CA 90305</i>	<i>91,800</i>	<i>5</i>	<i>1967</i>	<i>4</i>

<i>Animo Leadership CHS 11044 S. Freeman Ave. Inglewood, CA 90304</i>	53,000	3	2008	3
<i>Alain LeRoy Locke College Prep Academy 325 E. 111 Los Angeles, CA 90061</i>	240,000	3	1963	10
<i>Oscar de la Hoya Animo CHS 1114 S. Lorena St. Los Angeles, CA 90023</i>	51,300	3	2008	3
<i>Animo Pat Brown CHS 8255 Beach St. Los Angeles, CA 90001</i>	36,900	1	1956	3
<i>Animo South Los Angeles CHS 11130 Western Ave. Los Angeles, CA 90047</i>	21,000	1	1961	3
<i>Animo Venice CHS 820 Broadwat ST. Venice, CA 90291</i>	36,500	2	2009	3
<i>Animo Watts College Prep Academy 12628 S. Avalon Blvd. Los Angeles, CA 90061</i>	34,950	2	2009	2
<i>Animo Compton Charter 13305 S. Avalon Blvd. Los Angeels, CA 90069</i>	34,950	2	2009	1
<i>Animo Florence-Firetsone (Start approx. Dec. 2019) 8255 Beach ST. Los Angeels, CA 90001</i>	34,950	2	2009	3
<i>Animo Ellen Ochoa 4360 Dozier St. Los Angeels, CA 90022</i>	55,000	2	2018	3
<i>Animo City of Champions 9330 S. 8th Ave. Inglewood, CA 90305</i>	18,000	1	1675	2



**Attachment A**

**Cost/Pricing Proposal**

**Proposal Pricing**

Proposers must use the below chart to indicate their proposed hourly rates. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, and any other cost necessary to provided janitorial services:

**Hourly Cost**

<b>Standard Hourly Rate</b>		
<b>Janitor</b>	<b>Day Porter</b>	<b>Site Supervisor Locke and Clay Campuses Only</b>
\$	\$	\$

<b>Special Services</b>		
<b>Please indicate a unit (i.e. per/sq. ft., per room, etc.)</b>		
<b>Floor Care (Strip and Wax)</b>	<b>Floor Care (Carpets)</b>	<b>Power Wash</b>
\$	\$	\$

**Attachment B**

**CONTACT INFORMATION**

**Primary Contact Name**  
**Primary Contact Phone Number**  
**Primary Contact Email Address**

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**Company Legal Name**  
**Company Address**  
**Company Phone Number**

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**Company Website**

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**Year Company Founded**

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**Years Operating in California**

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**Number of Clients**

--

**Number of Employees**

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**Authorized Representative Name**

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**Authorized Representative Signature**

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**Attachment C**

**Checklist of Required Elements**

<b>ITEM</b>	<b>PAGE</b>	<b>INCLUDED (y/n)</b>	<b>INITIALS</b>
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for GDPSCA			
Customer Service Proposal			
Implementation Plan			
Financial Statements			
Pricing Proposals – Attachment A			
Company Information/Bid Authorization – Attachment B			
Checklist (This Document) – Attachment C			
Electronic Copy	N/A		