



The Schools of McKeel Academy, Inc.

3616 Harden Blvd #389 • Lakeland, Florida 33803
www.mckeelschools.com

REQUEST FOR PROPOSAL

Janitorial & Maintenance Services

The Schools of McKeel Academy, Inc (TSMA) is seeking a local contractor to perform custodial maintenance services for three of its campuses. The physical addresses for these properties are as follows:

McKeel Academy of Technology (MAT) – 1810 W. Parker Street, Lakeland, FL, 33815

McKeel Academy Central (MAC) – 411 N. Florida Avenue, Lakeland, FL, 33801

South McKeel Academy (SMA) – 2222, 2310, 2210 S. Edgewood Drive, Lakeland, FL, 33803

Terms of Services: 8/1/2019 through 6/1/2023 with option to renew for up to four additional one-year terms

Questions: Submit questions regarding this RFP to bids@mckeelschools.com

Optional School Walk Throughs: Vendors who wish to visit TMSA campuses must contact Ron Black at ronblack@mckeelschools.com to schedule on either 3/28/19 or 3/29/19.

Submit Proposal To: bids@mckeelschools.com

Proposals Due: May 15, 2019 by 2pm. Any proposal received after this date/time, will not be considered.

SCOPE OF SERVICES

The Contractor shall:

- Provide adequate staff to the school building(s)
- Provide for additional staff to cover absence of employees
- Provide all paper products, trash liners, hand soap, cleaning supplies and equipment needed
- Include order documentation/verification
- Bill monthly
- Provide the services to meet the scope of services noted below

There are three separate scopes – one for each TSMA property listed on this RFP. Scopes of services vary slightly from each property. For simplicity, TSMA requests that all proposals be submitted in the same format for each campus and a separate bid sheet (attached) for each campus. The contract award will be for all properties as scoped. Proposals will be evaluated based on price, organizational structure, references, and staffing ability. The awarded contract will be for 4 years beginning August 1, 2019.

Responses to this RFP must include:

1. A brief narrative describing your firm's history, organizational structure and leadership
2. Firm's relevant experience
3. References that may be contacted for evaluation of your firm's services
4. Bid Sheet per campus (attached)
5. Signature Page (attached)

McKeel Academy of Technology (MAT)

Daily Tasks (after school hours):

Entrance corridor, Front Lobby, Offices

- Secure all buildings and set alarms
- Clean and disinfect all drinking fountains
- Clean exterior surfaces of waste containers
- Empty all waste containers and removal trash to disposal site
- Replace liners in waste containers
- Vacuum carpet
- Dust tables, office desks, conference tables
- Spot clean carpet
- Clean, disinfect all light switches and door levers

Classrooms and Media Center

- Empty all waste containers and remove trash
- Replace trash liners
- Wipe down/disinfect desks
- Sweep and wet mop floors
- Dust other hard surfaces
- Wipe and disinfect any sinks that are in the rooms
- Clean, disinfect all light switches and door levers
- Clean fingerprints on inside of windows
- Spot clean carpet
- Vacuum carpets
- Refill soap dispensers and hand sanitizers as needed

Restrooms

- Refill toilet tissue and paper towel dispensers
- Refill all soap dispensers
- Empty trash and reline
- Empty sanitary napkin receptacles and reline
- Spray and wipe all fixtures with disinfectant
- Spot wash walls and partitions with cleaner and disinfectant
- Light damp dust all vertical and horizontal surfaces
- Wipe down soap dispensers and clean mirrors
- Mop all restroom floors with disinfectant/cleaner
- Clean and disinfect all trash containers, light switches, door levers and handles on partitions and paper towel levers
- Clean/disinfect all toilets and urinals

Cafeteria

- Empty all waste containers and remove trash to dumpster
- Replace liners
- Wipe exterior of all waste containers with disinfectant
- Clean and disinfect drinking fountains.
- Clean, disinfect all light switches and door levers

Hallways/Corridors/Exterior Walkways

- Clean and disinfect water fountains
- Sweep and wet mop
- Spot clean carpet
- Empty all waste containers
- Replace liners

Auditorium

- Sweep stage
- Vacuum aisles
- Empty all waste containers
- Replace liners

Gymnasium

- All floors to be swept and wet mopped
- Entrance glass cleaned
- Empty all waste containers
- Replace liners
- Clean, disinfect all light switches and door levers

Janitorial Closets/Storage Rooms

- Empty all trash containers
- Ensure that janitor rooms are kept in an organized and professional manner
- Ensure that doors to room will be locked at all times
- Ensure that all MSDS sheets will be in a binder in the room for safety in case of accidents

Additional Tasks:

Weekly (or as needed to maintain a neat appearance)

- Remove cobwebs from all interior spaces and main entrance(s) exterior
- Wipe down all doors and doorframes
- General cleaning of gym bleachers (bleachers will be left pulled out on Fridays)
- Gym and cafeteria floors to be mechanically scrubbed
- Spot carpet cleaning

Monthly

- Clean reception area and office glass
- One (1) typical classroom scrubbed and waxed over a weekend if requested

Twice Annually (winter and summer break)

- Wipe down office and common area baseboards
- Clean inside windows
- Vacuum all AC vents and return ducts
- Cafeteria and up to two (2) typical classrooms scrubbed and waxed (winter break)

Annually (summer break)

- Carpets shampooed
- Vinyl floors stripped, sealed, waxed and buffed
- Ceramic floors scrubbed
- All window glass cleaned inside/out
- Blinds dusted
- Thorough floor to ceiling cleaning of ALL interior spaces including light lens covers

McKeel Academy Central (MAC)

Daily Tasks (after school hours):

Entrance corridor, Front Lobby, Offices

- Secure all buildings and set alarms
- Clean and disinfect all drinking fountains
- Clean exterior surfaces of waste containers
- Empty all waste containers and removal trash to disposal site
- Replace liners in waste containers
- Vacuum carpet
- Dust tables, office desks, conference tables
- Spot clean carpet
- Clean, disinfect all light switches and door levers

Classrooms and Media Center

- Empty all waste containers and remove trash
- Replace trash liners
- Wipe down/disinfect desks
- Sweep and wet mop floors
- Dust other hard surfaces
- Wipe and disinfect any sinks that are in the rooms
- Clean, disinfect all light switches and door levers
- Clean fingerprints on inside of windows
- Spot clean carpet
- Vacuum carpets
- Refill soap dispensers and hand sanitizers as needed

Restrooms

- Refill toilet tissue and paper towel dispensers
- Refill all soap dispensers
- Empty trash and reline
- Empty sanitary napkin receptacles and reline
- Spray and wipe all fixtures with disinfectant
- Spot wash walls and partitions with cleaner and disinfectant
- Light damp dust all vertical and horizontal surfaces
- Wipe down soap dispensers and clean mirrors
- Mop all restroom floors with disinfectant/cleaner
- Clean and disinfect all trash containers, light switches, door levers and handles on partitions and paper towel levers
- Clean/disinfect all toilets and urinals

Cafeteria

- Empty all waste containers and remove trash to dumpster
- Replace liners
- Wipe exterior of all waste containers with disinfectant
- Clean and disinfect drinking fountains.
- Clean, disinfect all light switches and door levers

Hallways/Corridors/Exterior Walkways

- Clean and disinfect water fountains
- Sweep and wet mop
- Spot clean carpet
- Empty all waste containers
- Replace liners

Gymnasium

- All floors to be swept and wet mopped
- Entrance glass cleaned
- Empty all waste containers
- Replace liners
- Clean, disinfect all light switches and door levers

Janitorial Closets/Storage Rooms

- Empty all trash containers
- Ensure that janitor rooms are kept in an organized and professional manner
- Ensure that doors to room will be locked at all times
- Ensure that all MSDS sheets will be in a binder in the room for safety in case of accidents

Additional Tasks:

Weekly (or as needed to maintain a neat appearance)

- Remove cobwebs from all interior spaces and main entrance(s) exterior
- Wipe down all doors and doorframes
- Gym and cafeteria floors to be mechanically scrubbed
- Spot carpet cleaning

Monthly

- Clean reception area and office glass
- One (1) typical classroom scrubbed and waxed over a weekend if requested

Twice Annually (winter and summer break)

- Wipe down office and common area baseboards
- Clean inside windows
- Vacuum all AC vents and return ducts
- Cafeteria and up to two (2) typical classrooms scrubbed and waxed (winter break)
- Elementary lower grades rugs cleaned

Annually (summer break)

- Carpets shampooed
- Vinyl floors stripped, sealed, waxed and buffed
- Ceramic floors scrubbed
- All window glass cleaned inside/out
- Blinds dusted
- Thorough floor to ceiling cleaning of ALL interior spaces including light lens covers

South McKeel Academy (SMA)

Daily Tasks (after school hours):

Entrance corridor, Front Lobby, Offices

- Secure all buildings and set alarms
- Clean and disinfect all drinking fountains
- Clean exterior surfaces of waste containers
- Empty all waste containers and removal trash to disposal site
- Replace liners in waste containers
- Vacuum carpet
- Dust tables, office desks, conference tables
- Spot clean carpet
- Clean, disinfect all light switches and door levers

Classrooms and Media Center

- Empty all waste containers and remove trash
- Replace trash liners
- Wipe down/disinfect desks
- Sweep and wet mop floors
- Dust other hard surfaces
- Wipe and disinfect any sinks that are in the rooms
- Clean, disinfect all light switches and door levers
- Clean fingerprints on inside of windows
- Spot clean carpet
- Vacuum carpets
- Refill soap dispensers and hand sanitizers as needed

Restrooms

- Refill toilet tissue and paper towel dispensers
- Refill all soap dispensers
- Empty trash and reline
- Empty sanitary napkin receptacles and reline
- Spray and wipe all fixtures with disinfectant
- Spot wash walls and partitions with cleaner and disinfectant
- Light damp dust all vertical and horizontal surfaces
- Wipe down soap dispensers and clean mirrors
- Mop all restroom floors with disinfectant/cleaner
- Clean and disinfect all trash containers, light switches, door levers and handles on partitions and paper towel levers
- Clean/disinfect all toilets and urinals

Cafeteria

- Empty all waste containers and remove trash to dumpster
- Replace liners
- Wipe exterior of all waste containers with disinfectant
- Clean and disinfect drinking fountains.
- Clean, disinfect all light switches and door levers

Hallways/Corridors/Exterior Walkways

- Clean and disinfect water fountains
- Sweep and wet mop
- Spot clean carpet
- Empty all waste containers
- Replace liners

Janitorial Closets/Storage Rooms

- Empty all trash containers
- Ensure that janitor rooms are kept in an organized and professional manner
- Ensure that doors to room will be locked at all times
- Ensure that all MSDS sheets will be in a binder in the room for safety in case of accidents

Additional Tasks:

Weekly (or as needed to maintain a neat appearance)

- Remove cobwebs from all interior spaces and main entrance(s) exterior
- Wipe down all doors and doorframes
- Cafeteria floors to be mechanically scrubbed
- Spot carpet cleaning

Monthly

- Clean reception area and office glass
- One (1) typical classroom scrubbed and waxed over a weekend, if requested

Twice Annually (winter and summer break)

- Wipe down office and common area baseboards
- Clean inside windows
- Vacuum all AC vents and return ducts
- Cafeteria and up to two (2) typical classrooms scrubbed and waxed (winter break)
- Elementary lower grades rugs cleaned

Annually (summer break)

- Carpets shampooed
- Vinyl floors stripped, sealed, waxed and buffed
- Ceramic floors scrubbed
- All window glass cleaned inside/out
- Blinds dusted
- Thorough floor to ceiling cleaning of ALL interior spaces including light lens covers

SIGNATURE PAGE

In compliance with the Request for Proposal made by The Schools of McKeel Academy, Inc. the undersigned proposes to furnish and deliver all services in accordance with the accompanying descriptions and instructions in the RFP. The undersigned also asserts that:

- This proposal is made without any agreement or connection with any other person, firm or corporation making a bid for the same and is in all respects fair and without collusion or fraud.
- All prices herein are net and exclusive of all federal, state and municipal sales and excise taxes.
- Bidder clearly understands that TSMA will be the sole judge in determining the quality of services as being equal to or in compliance with the descriptions set forth in the RFP.
- All applicable employees working on TSMA properties must have background checks in compliance with Jessica Lunsford Act.
- Bidder agrees to execute Exhibit A "Standard Form of Agreement between Owner and Vendor" upon award.
- Specifications are listed in Exhibit B. Bidder acknowledges some square footages have been estimated based upon architectural plans. Bidder accepts responsibility for verification during walk throughs.
- Pricing deviations from the bid submission sheet (i.e.: a la carte pricing) will not be evaluated.

Company: _____

Name: _____

Signature of Above: _____

Title: _____

Address: _____

Telephone: _____

Date: _____

BID SUBMISSION SHEET

MAT
1810 W. Parker Street
Lakeland, FL 33815

Bidder Name/Address: _____

Basis for janitorial supply pricing _____

Monthly Cost \$ _____

Exceptions, additions or deviations from specifications, if any:

--

BID SUBMISSION SHEET

SMA
2222/2210/2310 Edgewood Drive South
Lakeland, FL 33803

Bidder Name/Address: _____

Basis for janitorial supply pricing _____

Monthly Cost \$ _____

Exceptions, additions or deviations from specifications, if any:

--

BID SUBMISSION SHEET

MAC
411 N. Florida Ave
Lakeland, FL 33801

Bidder Name/Address: _____

Basis for janitorial supply pricing _____

Monthly Cost \$ _____

Exceptions, additions or deviations from specifications, if any: