

THIS IS A REQUEST FOR PROPOSAL (RFP) FOR JANITORIAL SERVICES ISSUED BY AURORA ACADEMY CHARTER SCHOOL. THIS RFP SOLICITS EXPRESSIONS OF INTEREST FROM VENDORS WHO WISH TO BE CONSIDERED AS A PROVIDER OF JANITORIAL SERVICES.

1. RFP SUMMARY

PURPOSE. The purpose of this RFP is to solicit Janitorial Services during the contract term for Aurora Academy Charter School (Aurora Academy.)

PROPOSAL INQUIRIES. Vendors are encouraged to submit all questions via email to: vendor@aacademy.org. Questions and clarifications will be addressed until the end of the vendor inquiry period, listed on the *Timeline*, Section 7.

PROPOSAL INSTRUCTIONS. Specifications required by the RFP are detailed in section 3: *Scope of Services*. In responding to the RFP, the Vendor shall address all requirements for information, and frame their proposal in the format outlined in Section 5: *Proposal Format/Guidelines*.

COMPETITIVE BIDDING. The Vendor's signature on a proposal submitted in response to this RFP guarantees that the prices quoted have been established without collusion with other eligible Vendors. A Vendor's disclosure or distribution of proposals to other than Aurora Academy will be grounds for disqualification.

VENDOR PRESENTATION. Prior to the determination of the award, a Vendor may be asked to come to Aurora Academy prepared to clarify any portion of their response, or describe their proposed accomplishments in further detail.

TERM OF CONTRACT. The term of the awarded contract will be August 1st 2017 to July 31st 2018. This is an "at will" contract and the parties agree on 60 days notice of termination of the contract. Ongoing contracts for Janitorial Services may be awarded to the vendor in subsequent years based on satisfactory performance.

RFP OBLIGATION. The solicitation of the Request for Proposals shall not commit Aurora Academy to award a contract.

2. GENERAL INFORMATION

OVERVIEW. Aurora Academy is a Kindergarten through 8th Grade Charter School with 55 employees and 550 students. In addition to the regular school day, Monday through Friday, occasional extracurricular and community activities take place throughout the school on evenings and weekends.

Aurora Academy's primary need in Janitorial Services is to have a clean and safe environment each and every morning for students, staff and visitors.

Cleaning routines will incorporate daily, weekly, and less frequent periodic tasks. The school is currently meeting this need with major cleaning being performed outside of regular business hours, and a day porter working five and a half hours during the school day.

The main two-story building contains 29 classrooms. 17 additional rooms are offices, conference rooms, supply rooms, break-rooms, library, cafeteria and a health clinic. This main area is 54,000 square feet. The maple-floored gymnasium is an additional 9,000 square feet. The building contains 15 bathrooms, 5 of which are single-stall bathrooms. 8 are student bathrooms with 3 stalls apiece and (4) shared sink areas. The remaining 2 are separate men's and women's bathrooms in the gymnasium. The top floor of the building is carpeted with the exception of the science lab, break-room, restrooms and health office. The lower floor has carpeted classrooms. Vinyl flooring is in corridors, cafeteria, lobbies, art room, break-rooms, restrooms and the maintenance office.

3. SCOPE OF SERVICES

*BASIC SERVICES, INCLUDE BUT ARE NOT LIMITED TO:

1. Daily: empty all interior trash and recycling receptacles.
2. Daily: vacuum and spot-clean all carpeted areas.
3. Daily: sweep, spot-clean and wet-mop all vinyl-tile floors.
4. Daily: clean and disinfect all toilets, basins and urinals.
5. Daily: clean and sanitize all sink counters, soap dispensers, and towel dispensers.
6. Daily: clean and polish sink faucets and mirrors.
7. Daily: spot-clean, mop and rinse restroom floors with disinfectant.
8. Daily: spot-clean, mop and rinse health office floor with disinfectant.
9. Daily: restock/refill towels, tissues, soaps, air deodorizers
10. Daily: clean, sanitize and polish all drinking fountains.
11. Daily: clean main lobby entry doors.
12. Daily: clean visitor seating area in lobby
13. Daily: clean and sanitize desktops in office hallway
14. Daily: leave janitor closets clean and organized with buckets emptied.
15. Daily: detail mop cafeteria floor to corners, moving tables etc. (day porter)
16. Weekly: buff vinyl tile corridors and cafeteria.
17. Weekly: clean bathroom partitions inside and outside. Spot-clean bathroom walls.
18. Weekly: sweep and damp-mop gym floor.
19. Periodic: clean staff lounges during school break periods.
20. Periodic: Sweep bleachers and floor below after events.
21. Triennially (Winter Break, Spring Break, Summer Break): Steam Clean entry mats.
22. Triennially-Bathrooms: buff/wax floors.
23. Triennially-deep-clean and recoat blue vinyl flooring on 3 sets of stairs
24. Triennially: shampoo and extract carpet stains.
25. Triennially: detail-clean bleachers.
26. Summer Break: shampoo and extract all carpeted areas
27. Summer Break: strip and wax all vinyl tile floors.
28. Summer Break: dust all blinds in building

*Basic Services listed are Aurora Academy's best estimation of current general requirements but minor additions, changes or incidentals may occur from time to time and are to be considered part of the contractual obligation between school and Vendor. Vendor is being contracted to provide all janitorial services to Aurora Academy.

The 17/18 school calendar contains 176 student days and 188 full staff days. There are 8-10 administrative staff working an *additional* 23 days during summer months. There are also 3-4 people working off and on throughout the summer. Approximately 23 days of office cleaning will be required during the summer in addition to the summer tasks listed in the scope of services.

PART-TIME DAY PORTER. The day porter/custodian duties:

- Cafeteria Duty: table set-up and break-down
 - Trash removal
 - Floor and table cleaning in between lunch periods
 - Mopping up spills during lunch
 - Detail mopping cafeteria floor after lunch
 - Refilling hand sanitizer dispensers
 - Keeping area around hand sanitizers clean
- Handle cleaning emergencies that may arise daily throughout the building
- Empty all exterior trash receptacles and pick up loose trash
- Keep soap and paper dispensers in restrooms filled.
- Keep the school presentable throughout the day
- Set up trash stations for the next day's breakfast
- Additional duties after lunch, from the *Basic Services* listed above that can be performed during the school day without interruption to students and staff

The day porter will work **5.5** hours per day, generally Monday through Friday, during the school year for **177** days during the 17/18 school year. This includes some non-food service days on which the day porter will be assigned detail work and provide assistance to the building maintenance technician.

SUPPLIES. Vendor shall supply school with all toilet tissue, dispenser towels, can liners, dispenser soaps, urinal blocks, and air deodorizers and provide Aurora Academy with line-item invoices for these. Vendor may be asked to provide other products or fixtures as needed.

STATUS MEETINGS. The Vendor must participate in occasional status meetings during the term of the contract. Meetings will cover cleaning, security and communication issues.

OTHER RESPONSIBILITIES. The successful vendor will be able to provide both quality and economy. The provider of Janitorial Services will exercise flexibility in schedule and duties to meet the needs of Aurora Academy. The Vendor will perform all services in a manner acceptable to Aurora Academy including the use of environmentally safe practices and products. The Vendor must be able to communicate effectively and efficiently with appointed contact staff of Aurora Academy.

4. GENERAL BUSINESS SPECIFICATIONS

TERMS OF RATES. The Vendor's rates must be fixed for the contract period.

The Vendor's rates are to be fully loaded, including cleaning supplies and equipment, liability insurance and other administrative costs.

As a governmental organization Aurora Academy does not pay sales tax on purchases. Aurora Academy will not reimburse vendor for sales tax on supplies or materials sold by Vendor.

Aurora Academy will not pay delivery charges on supplies and materials sold by Vendor.

5. PROPOSAL FORMAT/GUIDELINES

GENERAL INFORMATION. The Vendor shall respond to this RFP according to the format specified below. Responses must be concise, well organized, and provide sufficient detail to allow the evaluators to clearly determine the benefit of the Vendor's offering.

PROPOSAL SUBMISSION. Vendors shall submit one original and one copy of their proposal to Aurora Academy Charter School. The proposal should be clearly marked as a response to Aurora Academy Janitorial Services 2017 RFP. All proposals shall remain valid for a period of 60 days from the Proposal Due Date.

PROPOSAL OUTLINE. The Vendor, when presenting the proposal, must use the following outline:

Cover Page
Introduction Letter and Summary
Table of Contents
Company Profile
Experience
Detailed Response
References

COVER PAGE. The first page of the Vendor's Proposal must be a cover page containing:

Aurora Academy Charter School
RESPONSE TO JANITORIAL SERVICES 2017 RFP

It must include the Vendor's name, contact person, contact telephone number, complete address, fax number and e-mail address. All subsequent pages must be numbered.

INTRODUCTION LETTER AND SUMMARY. A standard business letter from the Vendor should be both an introduction to the Vendor and a summary of the Vendor's Proposal. It should be signed by a person authorized to commit the business to perform the work specified in the RFP and it should identify anyone else authorized to serve as the Vendor's representative for all matters relating to the RFP.

TABLE OF CONTENTS. Responses to this RFP should include a table of contents with corresponding page numbers.

COMPANY PROFILE. The Vendor shall provide, at a minimum, a general company overview, background, number of employees, current client commitments, and general practices and products used in delivering services. Response should include here any factors that differentiate respondent from those in competition for this contract.

EXPERIENCE. Vendor must provide information demonstrating sufficient company experience in the school setting to meet the requirements outlined in the RFP. Vendor must specify whether any current cleaning personnel have experience in a school setting. Vendor should include here any proven methods of accomplishing the specific tasks and responsibilities outlined in this RFP.

DETAILED RESPONSE. The Vendor must present their proposal and how it will meet or exceed the school's requirements. The scope of services on page 2 of this RFP must be exactly copied into any vendor-generated proposal. Vendors should provide proposals for staffing and scheduling Aurora Academy as well as specific procedures that will ensure no interruption of services to Aurora Academy. Responses should include any hiring, training, and safety programs used by Vendor. As most work will be done outside of normal business hours, Vendor's response should include procedures for effective communication between cleaning personnel and the school. Aurora Academy staff expects the day porter to partially offset the workload of the evening janitorial crew and encourage vendors to use this cost consideration in their proposal.

REFERENCES. The vendor must supply references from two schools of similar size.

6. SELECTION PROCESS AND CRITERIA

Aurora Academy is interested in receiving quality cleaning at the best price. Quotes from Vendors will be evaluated on a best value basis with particular attention paid to how Vendor proposes to present a **consistently clean school**, and incorporate reliability, economy, flexibility, client communication, and environmental concerns into janitorial services.

PROPOSAL RECEIPT AND REVIEW. Proposals will be reviewed to determine if the minimum submission requirements have been met including proposal deadline, correct number of copies, the presence of required signatures and the inclusion of sufficient information as requested in this RFP to permit a complete evaluation.

Failure to meet minimum submission requirements could result in the proposal being rejected.

The proposal will be disclosed to the evaluation committee only. The proposal will not be publicly opened.

Although proposals may be accepted and a contract awarded without discussion, Aurora Academy may initiate discussions should clarification or negotiation be necessary. *Vendors should be prepared to send personnel to discuss practical and contractual aspects of the proposal.

7. TIMELINE

RFP released to Vendors	2/27/17
Vendor Inquiry Period	2/27/17-- 3/24/17
Vendor Walk-through	3/13/17
Deadline for Proposal Submission	3/24/17
Vendor Notification of Selection for Contract Negotiation Week of:	4/10/17

Contract Award Decision is made by Aurora Academy's Board of Directors.

AURORA ACADEMY CHARTER SCHOOL 2017/18 CALENDAR

(School begins later this year due to summer construction)

August 2017						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
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24	25	26	27	28	29	30

October 2017						
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29	30	31				

November 2017						
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26	27	28	29	30		

December 2017						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
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February 2018						
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March 2018						
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25	26	27	28	29	30	31

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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29	30					

May 2018						
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27	28	29	30	31		

June 2018						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30

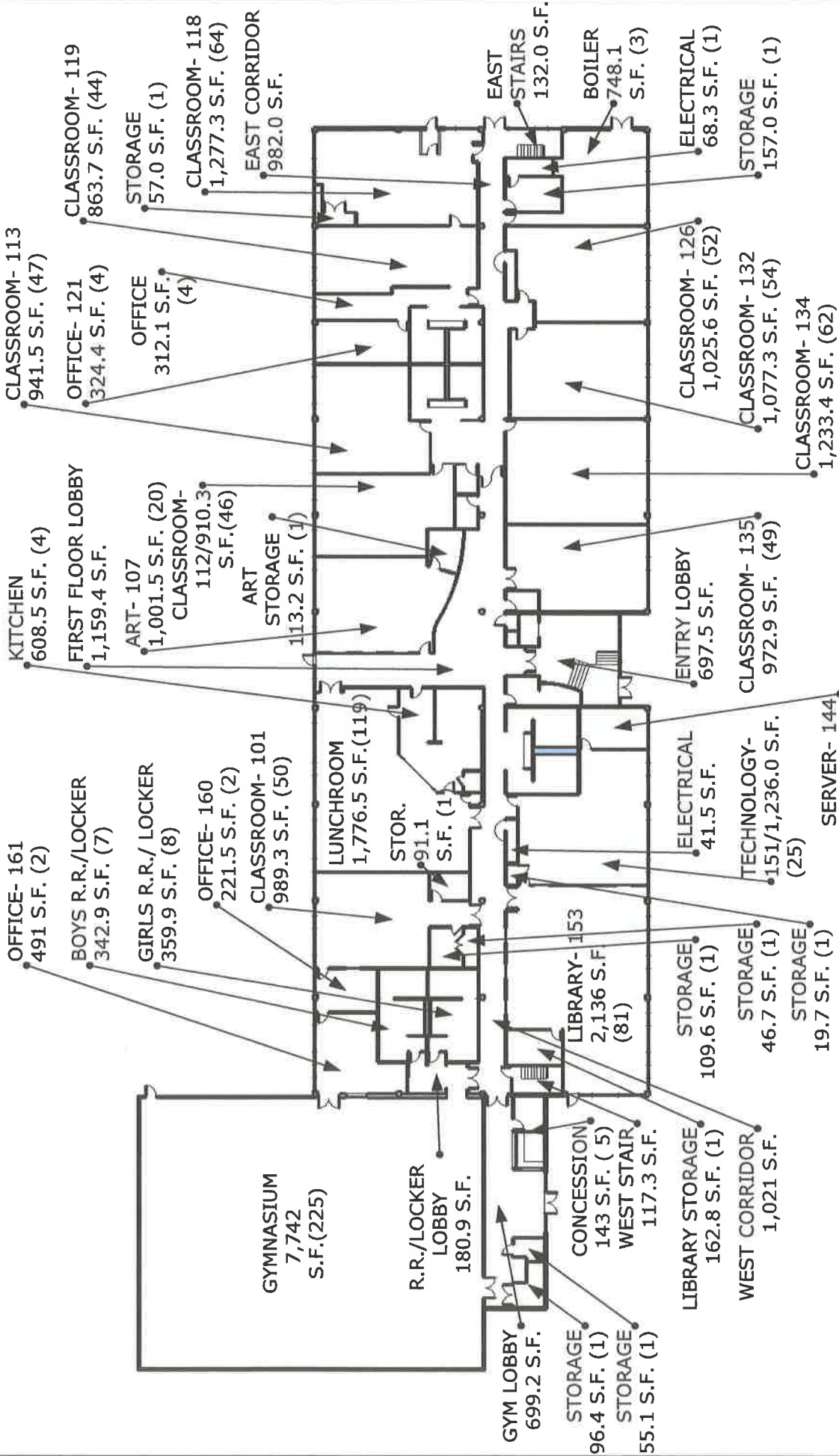
July 2018						
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22	23	24	25	26	27	28
29	30	31				

= Holiday
 = Teacher Workday, No Classes
 = School Event
 = Early out

= Last day of trimester
 = Parent Conf. Exchange Day, No Classes

= Break - No School
 = First/Last Day of School

DOOR NEEDS TO SWING OUT IN ROOMS 126, 132, AND 134 PER INTERNATIONAL BUILDING CODE SECTION 1008.1.2.

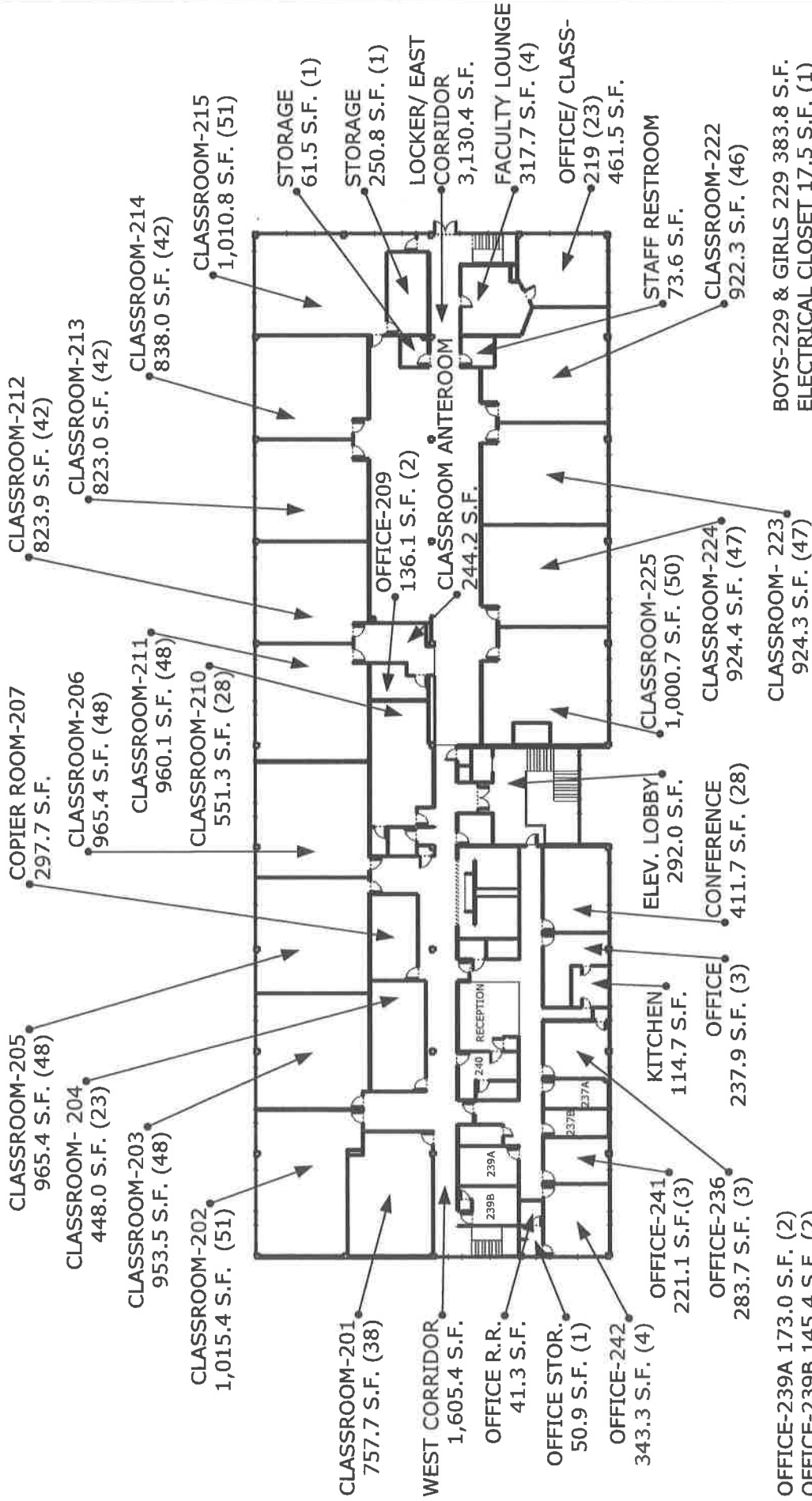


FIRST FLOOR PLAN

AURORA ACADEMY CHARTER SCHOOL

ROOM NUMBERS, ROOM AREAS AND OCCUPANCY

DOOR NEEDS TO SWING OUT IN ROOM 202 PER INTERNATIONAL BUILDING CODE SECTION 1008.1.2.



BOYS-229 & GIRLS 229 383.8 S.F.
ELECTRICAL CLOSET 17.5 S.F. (1)
JANITOR 79.5 S.F. (1)
CLASSROOM-210 CLOSET 35.3 S.F. (1)
STAFF R.R. 57.0 S.F.
CLOSET (ADJ. TO STAFF R.R.) 10.8 S.F.
RECEPTION 297.5 S.F. (3)
RECEPTION STOR. 14.8 S.F. (1)
RECEPTION STOR. 41.0 S.F. (1)
ENTRY/ADMIN. HALLWAY 834.2 S.F.

SECOND FLOOR PLAN AURORA ACADEMY CHARTER SCHOOL ROOM NUMBERS, ROOM AREAS AND OCCUPANCY

OFFICE-239A 173.0 S.F. (2)
OFFICE-239B 145.4 S.F. (2)
OFFICE-239B CLOSET 10.4 S.F. (1)
ADMIN. STORAGE (ADJ. TO 239A)
66.8 S.F. (1)
OFFICE-237A 138.3 S.F. (2)
OFFICE-237B 119.1 S.F. (2)
OFFICE-236 CLOSET 14.0 S.F. (1)
OFFICE-240 150 S.F. (2)
OFFICE-240 R.R. 57.1 S.F.