



**REQUEST FOR PROPOSALS**

Facility Custodial Services for:

Homer Plessy Community School  
721 St Philip Street  
And 1423 St Philip Street  
New Orleans, LA 70116

**Request for Proposal Issued by:**  
Homer Plessy Community School

**Time is of the Essence – Proposals will be reviewed as received but not later than July 1st  
2022**

## Table of Contents

1. Request for Proposals	2
2. Project Background, Description and Scope of Services	2
3. Submission Requirements	2
4. Selection Process	2
5. Evaluation	2
6. Terms & Conditions	2
7. Proposal Authorities Restrictions & Clauses	2
8. Prosper Requirements	2
9. Checklist of Required Elements	2

## 1. Request for Proposals

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**Purpose:** Homer Plessy Community School (hereafter THE SCHOOL) is seeking to engage a qualified community, minority owned, serving disadvantaged areas, small business, women or local firm to provide building custodial services for the campus located at 721 St Philip Street and 1423 St Phillip Street, New Orleans, LA 70116. The two facilities, totaling approximately 34,280 square feet for 721 St Philip Street and 59,607 square feet for 1423 St. Phillip Street, currently being operated by THE SCHOOL.

While the Contractor's cost is of great importance, proposing the lowest price will not assure award of the service. THE SCHOOL demands comprehensive, reliable, and efficient service. Failure to address THE SCHOOL's requirements or concerns with any matter will disqualify the Contractor from consideration.

THE SCHOOL reserves the right to award service to a single provider or multiple providers based on the quality of the proposals.

**Questions:** Any inquiries regarding this submission should be directed in writing to:

Name : Latisha Brookfield  
Email : latisha@plessyschool.org

**Addenda:** All questions will be answered to all respondents via addenda. Addenda to this document, if any, will be e-mailed to interested parties.

**Pre Bid Walk Through:** A pre-bid walk through of the site is required for all vendors. The walk through will take place on June 27<sup>th</sup>, 2022. If a representative is not able to be present on this date alternate arrangements may be possible, but are not guaranteed.

**Submission Deadline:** Proposals will be reviewed as they are received. One electronic copy and one paper copy must be submitted. The electronic copy may be submitted via email (latisha@plessyschool.org) if the file size is less than 10MB; if the file size is greater than 10MB, it may be submitted on CD/DVD with the hard copy. All electronic copies must be in Microsoft Words of Editable PDF format. The paper submission must be mailed 721 St Philip Street New Orleans, LA 70116 within 72 hours of the email submission.

**Orals:** THE SCHOOL may request bidders to make oral presentations of their proposals at a time and location to be determined.

**Contract Award Date:** THE SCHOOL expects to award the contract not later than July 8<sup>th</sup>, 2022.

## 2. Project Background, Description and Scope of Services

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Homer Plessy Community Schools fosters project-based learning through the arts in joyful and diverse environments. Our vision is to develop creative, critical, and Responsible Thinkers.

Homer Plessy Community Schools operates two campuses located at 721 St Philip Street and 1423 St Phillip Street, New Orleans, LA 70116.

The Contractor will work closely with the School's Operations Manager to ensure timely, compliant work and efficient accounts payable.

THE SCHOOL anticipates that the winning firm will start working immediately upon award to hire required custodial personnel, train on building systems, accept turnover of building and establish building custodial goals and objectives for the 2022-2023 school year.

### Scope of Services

Formal building and facility management services will begin in July 1, 2022. Services are intended to continue for a one-year term, with options for additional years. Services are anticipated to include:

- a. *Custodial Services:* Please provide a schedule with a staffing chart, defining the duties of the day and evening staff. It should also include staff that is available for afterschool and weekend activities, such as games, practices and events. This shall include, but is not limited to, the following scope:
  - o Open facilities each morning.
  - o Pick up trash, debris and litter throughout the buildings and parking lots.
  - o Empty waste receptacles and replace liners. Waste shall be disposed of in on site dumpsters.
  - o Sweep and mop floors of occupied space on all days school is in operation and of dormant spaces quarterly.
  - o Spot clean the cafeteria floor after breakfast and lunch shifts.
  - o Remove garbage from the cafeteria after breakfast and lunch shifts.
  - o Remove garbage from classrooms in which food is served after breakfast, lunch, and snack.
  - o Clean and disinfect all restroom partitions, tile walls, trash containers, exterior doors, frames and hardware, and hand dryers.
  - o Clean all bathroom mirrors and glass.
  - o Dust displays, pictures and window sills.
  - o Clean the inside and outside door and door handle with a disinfectant.
  - o Clean and disinfect all toilets, faucets, urinals, sinks and counter tops.
  - o Clean the mirror, hand dryer and towel dispenser.
  - o Restock paper products.

- o Vacuum all carpeted areas and entrance mats.
- o Remove all stains from carpet
- o Check building and outside lighting, replace light bulbs and report deficiencies.
- o Check building ceiling and floor tiles, replace tiles and report deficiencies.
- o Clean building windows with window cleaner. Clean water fountains with stainless steel cleaner.
- o Clean and secure building signage.
- o Spot clean walls to remove stains, dirt, graffiti, etc.
- o Remove gum and graffiti from desks, chairs, tables, etc.
- o Spot pressure washes the sidewalks to remove spills and stains.
- o Strip and wax floors in occupied space at beginning and end of school year. Additional stripping and waxing may be required throughout The School year during Winter/Spring Breaks.
- o Check and clean gutters and downspouts monthly.

Deep cleaning scope will be set with The School leadership. Please submit a proposed daily, weekly and deep cleaning scope of work.

- b. *Facility Requests:* Receive and respond to all property-related work orders in a quick, professional, and results-oriented manner.
- c. *Building Protocols:* Establish standard operating procedures for all required aspects of custodial duties.
- d. *Facility Purchases:* Make facility purchases for such equipment, tools, appliances, materials and supplies as are budgeted and necessary to properly maintain cleanliness in the building.
- e. *Safety initiatives:* Establish building-related safety initiatives.
- f. *Fiscal and environmental responsibility:* Make recommendations to manage the building and its systems with maximum fiscal and environmental responsibility.
- g. *Reporting:* Establish and maintain a tracking system to monitor service requests; monthly reports shall be generated to track trends in service requests. The reports should, at a minimum, include the following information with respect to each request: the type of request; the cost to complete the request; the person responsible for completing the request; and the time taken or that is expected to be taken to complete the request.
- h. *Budgeting and Administration:* Financial services, including budget planning and administration, preparation of monthly operating reports.
- i. *Building Personnel:* Ensure that all facilities management related staff (e.g. custodians, contractors) exemplifies THE SCHOOL's core values always.
- j. *Sustain good relationships through coordination and collaboration:* Help foster good relationships among all users, by providing guidance and closely coordinating all facility-related services with the end users of the building, including regular meetings with the users to ensure that problems are addressed and objectives are met.
- k. *Other Items.* Other facility related items that arise.

### **Other Requirements**

1. Dress code for the staff will be a shirt with the Company's logo and jeans or khaki or dark pants; THE SCHOOL's logo shirt may be required.

2. Staff may be required to attend selected school and staff meetings throughout the year to learn culture and be a part of the team.
3. Time-in/Time-out procedures or technology for tracking staff time to be used for billing.
4. Evaluation: A variety of weighted criteria, given below, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Contractor during RFP specific presentations or negotiations, client references, and industry references.

### 3. Submission Requirements

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Proposals will be evaluated as they are received prior to July 1<sup>th</sup>, 2022. All information required in the request for proposal must be provided to constitute an acceptable proposal. Firms are required to submit one (1) electronic copy of their proposal to Latisha Brookfield at [latisha@plessyschool.org](mailto:latisha@plessyschool.org), and mail one (1) hard copy within seventy-two (72) hours of submitting electronically to Latisha Brookfield at 721 St Philip Street New Orleans, LA 70116.

The hard copy of the proposal must include a table of contents. Each section must be clearly identified with a numbered tab divider.

1. **Letter of Commitment:** Indicate your firm's commitment to the project and how your firm will meet or exceed all expectations.
2. **Qualification Statement:** Include all of the information listed below about your firm's qualifications:
  - a. **Firm History:** Firms must have a minimum of five (5) years under the same name. Submit a brief history of the firm including the date of organization and an explanation of the firm's ownership.
  - b. **School Experience:** Firms must have experience managing and operating educational facilities, preferably K-12 schools. List the educational facilities that have been managed by your firm in the last five years (no more than ten schools). List the facility name, size, how long your firm provided service and a brief description of the building management services provided by your firm. Provide the contract information of the specific individuals from the Facility who worked with your team onsite.
  - c. **Firm's Capacity:** Provide information indicating the capacity of the office that will provide the Building and Facility Management Services. Provide the number of professional staff members your office employs in this business line. Demonstrate evidence of your ability to properly support the onsite building management personnel. Describe time tracking and billing procedures and any use of technology to support the efficiency of this process.
  - d. **References:** Include the name, title, and contact information of the specific individuals who worked with your team onsite at each of the facilities referenced in The School experience section.
  - e. **Defaulted Work:** Identify and explain any work that your company has failed to complete or an instance in which your company has defaulted on a contract.

- f. **Conflicts of Interest:** Identify and explain any potential conflicts of interest in regards to this scope of work.
  - g. **Past Claims or Disputes:** Indicate any claims, disputes, litigation or arbitration proceedings involving your firm in the last five (5) years. Indicate who they were with and give the status of each.
  - h. **Three (3) years of most recent audited company financials:** These will be reviewed to determine if the company is solvent.
3. **Project Management:** Describe how you will manage your onsite personnel to ensure the facility is properly maintained and that budget and quality goals are continually met. Indicate how your firm would approach staffing of support personnel and oversight of onsite employee. Identify any risks associated with facility management that you do not control and how you will actively manage the risk as well as what value your firm brings to the facility.
4. **Insurance:** Contractor must provide insurance coverage that will minimize THE SCHOOL's risk exposure:
- a. Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$500,000 per accident
  - b. 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 combined unit
  - c. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles
  - d. Employees must be bonded
5. **Fee Proposal:** Please provide the proposed fee for the services outlined in the sections above; this should include everything from person hours to reimbursable expenses. The fee shall be broken down in the following sections:
- a. *Custodial Fee:* Provide the annual management fee for custodial services. This is the fee associated with all supervision, clerical, support staff, overhead and profit.
    - i. Cost per square footage for space occupied and unoccupied.
  - b. *Cost per Square Foot:* Provide the cost per square foot for occupied and unoccupied spaces.
  - c. *Multiple Proposals:* If your organization can and would like to provide multiple services such as maintenance, grounds keeping, pest control, and Fire, Life and Safety please provide details to any cost savings to THE SCHOOL.
6. **Draft of Contract:** Please provide a draft copy of the proposed contract. All electronic copies must be submitted in Microsoft Words or Editable PDF format.

#### **4. Selection Process**

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The firm's qualifications will be evaluated by based on the proven ability of each respondent to

perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities
2. Past experience with providing services to educational entities, preferably middle and high schools
3. Provision of indemnity and insurance consistent with requirements
4. Proposed cost of services

THE SCHOOL expressly reserve the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in THE SCHOOL's sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a Contractor; (vii) take any other action allowable by applicable law or regulation; (viii) reject the submission of any Contractor that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals, (ix) select for negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more Contractors in any manner THE SCHOOL deems fit, (such negotiations may be concurrent or sequential as THE SCHOOL determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in THE SCHOOL's best interest to do so. No Contractor shall have any rights against THE SCHOOL arising at any stage of the solicitation from any negotiations that take place, or from the fact that THE SCHOOL does not select a Contractor for negotiations. Contractors are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, will THE SCHOOL reimburse the Contractor for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of THE SCHOOL not selecting an Contractor to perform the work under this RFP.

## **5. Evaluation**

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A variety of weighted criteria, given below, will be considered in evaluating proposals. This evaluation will be made based on information provided with the proposal, by the Contractor during RFP specific presentations or negotiations, client references, and industry references.



Component	Scoring Scale	Evaluation Criteria
Proposal Quality	0-50 points	<p>Award of purchase order or contract is based on the best value to THE SCHOOL: quality, availability, delivery, specifications, terms, conditions, and fitness for the purpose.</p> <p>When a solicitation requires an oral presentation, submission of test samples or inspection of facilities, these factors are part of the component evaluation.</p>
Price	0-30 points for each (Price, & Professional References)	<p>Lowest bid(s) receive 30 points; Highest bid(s) receive 0 points; all other bids receive between 29 &amp; 1 points.</p> <p>The total cost may include unit price, delivery and installation, and maintenance and cost of operation as defined in the solicitation, If there is a discrepancy between a unit price and its extension, the unit price will prevail.</p>
Professional References	The Highest score is 30 points; however, applicants failing to address a Component entirely will receive a score of zero.	Relevant professional experience, but no expertise in project subject, between 5 and 10 years of specified in project subject; more than 10 years of expertise in specific project subject.
Company Financials	0-30 Points	Three (3) years of most recent audited company financials are requested. These will be reviewed to determine if the company is solvent.
Executive Resumes	0-20 Points	Consideration is also given to the applicants' potential ability to perform successfully under the terms and conditions and their past performance record.
Community Involvement	0-20 Points	Demonstrated organizational commitment to programs or public service initiatives serving the youth of Baton Rouge community relationships.
Innovation	0-20 Points	Proposal demonstrated innovative means and methods.

## 6. Terms & Conditions

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A prospective custodial bidder must be willing to adhere to the terms and conditions of this request, including the following, and in responding to this RFP, the vendor accepts these terms.

1. *Service Provider Payment:* Payment to the service provider is Net 30 and will be made only for actual work performed and accepted in accordance with the contract. Any scheduled item of work to be done and materials to be furnished may be increased, decreased or omitted as herein after provided, and no claim for loss, anticipated profits or costs incurred in anticipation of work not ultimately performed will be allowed due to such increase or decrease.

2. *Examination of Plans, Specifications and Site Work:* The respondent is encouraged to examine carefully the site of the proposed work, the drawings available to date, and special provisions before submitting a proposal. The submission of a proposal shall be considered conclusive evidence that the respondent has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the contract.

3. *Familiarity with Laws:* The respondent is assumed to have made himself or herself familiar with all federal and state laws and all local by-laws, ordinances and regulations which in any manner affect those engaged or employed on the work or affect the materials or equipment used in the work or affect the conduct of the work, and the respondent, if awarded the contract, shall be obligated to perform the work in conformity with said laws, by-laws, ordinances and regulations notwithstanding its ignorance thereof. If the respondent shall discover any provision in the plans or specifications which conflicts with any such law, by-law, ordinance or regulation the respondent shall forthwith report it to the Director of Operations of THE SCHOOL in writing.

4. *Signatory Authority:* The respondent's proposal must be signed with ink by a representative of the company who is authorized to enter into a contract on behalf of the company.

5. *Indemnification and Insurance:* The contractor will be required to sign an indemnification and provide adequate insurance for this project.

## 7. Proposal Authorities Restrictions & Clauses

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### THE SCHOOL Authorities and Options

- THE SCHOOL reserves the right to reject any and all proposals for any reason.
- THE SCHOOL reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of THE SCHOOL to do so.
- THE SCHOOL reserves the right to negotiate any and all proposals for any reason.

- THE SCHOOL reserves the right to award to more than one Contractor.
- THE SCHOOL has 90 days to accept a submitted Proposal; the Contractor cannot withdraw a Proposal within that 90 day period without mutual consent with THE SCHOOL.
- THE SCHOOL reserves the right to require a performance bond; if such is required, the cost of that bond will be reimbursed to the Contractor by THE SCHOOL.
- Final prices will be negotiated between the Contractor and THE SCHOOL. THE SCHOOL reserves the right to cancel the contract award if Contractor cannot commit to a contract that has prices within 5% of what is initially quoted.

#### **Negative Assurances**

- THE SCHOOL cannot assure that the services will be awarded to any Contractor at any time.

#### **Prohibitions**

- THE SCHOOL shall assess, negotiate and decide on this Proposal without influence from the Contractor's employees, the Contractor's representatives or agents, the Contractor's vendors, or any other parties with a business, financial or family relationship to the Contractor.
- The Contractor is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon THE SCHOOL, its Board(s) and its agents; violators will be prosecuted to the extent of the laws pertinent to THE SCHOOL.
- Contractors must submit a firm bid. A Contractor shall not stipulate in its proposal any conditions not contained in the contract documents. Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

#### **Contractor Responsibilities**

- It is the Contractor's duty to inspect all submitted documents to assure completeness, legibility, etc.
- It is the Contractor's duty to understand the RFP; any misunderstanding is the responsibility of the Contractor; THE SCHOOL has no obligation to correct, reject or question any portion of the proposal.
- Contractor must abide by all RFP requirements; the proposal may be rejected by THE SCHOOL regardless of the type or significance of noncompliance.

#### **Termination of the Contract**

The contracts will naturally expire at the end of the contract term. THE SCHOOL reserves the right to terminate the Contract with thirty (30) days advance written notice as a result of inferior quality of materials, products, workmanship, and/or reductions/termination of funding. THE SCHOOL reserves the right to terminate the Contract immediately if there is unresolved safety or liability concerns.

### **8. Prosper Requirements**

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**Staffing:** The Contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation. The Contractor will ensure that all employees involved in their services pass a drug screening and background check prior to employment and will submit those tests to THE SCHOOL

upon request. The Contractor will ensure that all staff is supplied with uniforms and ID badges, and these are to be worn at all times. The Contractor will, at the request of The School Operations Manager/School Business Manager, Director of Operations, or Chief Operating Officer, immediately remove from the Work Site any person employed on the Work Site who, in the opinion of THE SCHOOL, is incompetent or who has been conducting him- or herself improperly. The Contractor will not permit a person so removed to remain on or return to the Work Site or any THE SCHOOL site.

**Appointment of Supervision:** The Contractor will appoint an experienced Supervisor to be responsible for all work required under the contract. The Supervisor must be acceptable to THE SCHOOL and receive on behalf of the Contractor any order or communication relating to the work on this contract. The Supervisor will be readily accessible to THE SCHOOL personnel at all times and will have communication equipment (cell phone and email).

**Security Clearance and Bonding:** The Contractor will submit to THE SCHOOL upon request, names and addresses of all individuals who will be performing the Work. THE SCHOOL requires background checks clearance and insist that personnel who are not approved for clearance be replaced. The Contractor will provide evidence that all employees engaged in performing the Work are bonded.

**Safety:** The Contractor and its employees must wear adequate safety equipment for the tasks involved, and train their employees on the safe use of hazardous materials in the workplace. All containers of such materials must be clearly identified, labeled and stored safely at all times. All materials on school premises must be permissible per law. Any health and safety issues should be reported immediately to The School Operations Manager/School Business Manager.

**Security/Keys:** The Contractor will ensure that the serviced facilities are secure at all times by ensuring that windows are closed and locked, and that doors and gates required to be locked are locked. All keys/security codes entrusted to the Contractor for the fulfillment of this Contract must be fully protected at all times. In the event of lost keys/security codes, it will be the responsibility of the Contractor to notify The School Operations Manager/School Business Manager and have any safety compromised locks re-keyed, which may include the entire facility.

**Confidentiality:** Confidentiality is required from the Contractor and its employees at all times.

**Assignments:** The Contractor will not make any assignments or subcontract for the Work without written permission from THE SCHOOL.

**Legal:** The Contractor must fulfill all obligations in compliance with all applicable laws and regulations, including the Occupational Health and Safety Act. The Contractor must notify THE SCHOOL concerning any litigation involving the Contractor or its parent or subsidiary companies.

**Responsibility and Control of Work:** The Contractor will be responsible for all damage caused by its employees, its equipment or its supplies, The School's property, equipment, buildings and

building contents. The Prosper will also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Contractor must be knowledgeable about and abide by all provisions of legislative enactments, State and local regulations in regard to safety.

**Equipment:** The Contractor will ensure that all applicable equipment is serviced regularly to meet the manufacturer's recommendations for cleaning and maintenance. This includes proper care of wood flooring, laminate furniture, etc., as well as proper care of vacuum cleaners, floor buffers, etc.

**Critical Operating Hours:** The Contractor will plan the Work to keep disturbances to the students, staff and site visitors to a minimum. Standard hours at each facility are given in Attachment A.

**Vandalism:** The employees of the Contractor will report to The School Operations Manager/School Business Manager any vandalism and/or damages to equipment and buildings discovered during the course of their work. They will also notify the above of any required repairs.

**Procurement of Materials and Use of Equipment:** Should THE SCHOOL supply certain equipment to enable the Contractor to complete work; such equipment must not be removed from the premises without written consent from THE SCHOOL.

**Inspection and Supervision:** The School Operations Manager/School Business Manager will inspect the facilities on a regular basis and call upon the Contractor when it is determined the Work is not adequate or complete. The Contractor will address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 24 hours. Additionally, the Contractor will meet with The School Operations Manager/School Business Manager on a regular basis in order to ensure open, regular feedback and communication. The Supervisor of the THE SCHOOL account will meet with the Director of Operations on a monthly basis.

**Living Wage:** The Contractor agrees to carefully monitor and enforce salaries and benefits that permit their employees to live comfortably. Today, working people struggle to cover the cost of housing, food, health care, childcare and other basic necessities for themselves and their families. A worker who is paid the minimum wage of \$7.25/hour, or any wage below a living wage, cannot possibly afford necessities without assistance. This creates problems not only for workers, but for business and the local economy. Paying living wage also lowers absenteeism, turnover rates, and recruiting and training costs. Living wages stimulate the economy through increased consumer spending and the money multiplier effect.

**9. Checklist of Required Elements**

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ITEM	PAGE	INCLUDED (Y/N)	INITIALS
Letter of Commitment			
Qualification Statement			
Project Management			
Insurance Ability or Certificates			
Fee Proposal			
Draft of Contract			
Checklist (This Document)			
Hard Copy + Electronic Copy			