

ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

Entheos Academy

REQUEST FOR PROPOSAL

Janitorial Services

4710 W 6200 S Kearns UT 84118

801-417-5444

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SECTION I

SELECTION SCHEDULE

Notice of RFP:

Feb 20, 2024 - April 5, 2024— published on the Entheos Academy website –
www.entheosacademy.org

Submission Deadline:

April 5, by 5:00 pm to Sue Talmadge at sue.talmadge@entheosacademy.org: Proposals must be submitted in compliance with Section IV of this RFP.

Award Date:

The award will be made by April 19, 2024.

SECTION II

INTRODUCTION

- A. Entheos Academy is requesting proposals for janitorial services for the 2024-25 school year. Entheos Academy serves approximately 1050 Kindergarten through 8th-grade students at two campuses on the west side of the Salt Lake Valley. Entheos has been providing a quality charter school education to students for over a decade and is currently seeking RFPs for janitorial services to ensure that we keep our buildings to a high standard of cleanliness.
- B. The approximate square footage of our buildings is 750000 sq.ft.:
 - a. 32600 total for Magna (17600 in classrooms)
 - b. 42400 for Kearns (19600 in classrooms)

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- C. The number of classrooms at our campuses combined is 50 (22 Magna 28 Kearns).
- D. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to Entheos, taking into consideration the evaluation factors set forth in this RFP.

SECTION III

PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the Entheos Academy Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals to ensure a complete understanding of and responsiveness to the solicitation requirements.
- D. It is understood that Entheos' issuance of this RFP does not obligate Entheos to accept any of the proposals submitted in response to this RFP, nor does it guarantee that Entheos will, in fact, accept any of the said proposals. Accordingly, no agreement exists between Entheos and any offeror until a written contract is approved and executed by the Entheos governing board.
- E. This RFP does not obligate Entheos to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses, and supporting documentation shall become the property of Entheos.
- F. At any time during the evaluation process, the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

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SECTION IV

PROPOSAL REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
 - a. A statement of the offeror's intent to provide the services outlined in this proposal
 - b. The legal company name
 - c. Complete company address
 - d. Company contact person's name, phone number, and email address
 - e. Company's website address
 - f. Signature and position/title of the company's authorized representative
 - g. The date of submission
- B. Proposals must address the Proposal Specifications outlined in Section V below.
- C. Proposals must include evidence of a current business license and insurance.
- D. Proposals must be emailed to Sue Talmadge at sue.talmadge@entheosacademy.org on or before April 5, by 5:00 pm. Proposals should be in a PDF format. **All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information.**
- E. **The subject line of the emailed proposal must include "RFP - Entheos Academy Janitorial Services."**
- F. Proposals must be signed by the offeror.

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SECTION V

SPECIFICATIONS

SCOPE OF SERVICES:

- 1. Provide a Day Porter during days that school is in session (180 days per school year), M-Th 7.5 hours a day for each campus, and 5 hours on Fridays. The porter will perform basic cleaning duties during the school day described as follows:**

Day Porter Duties:

<u>Task</u>	<u>Frequency</u>
Clean up accidents	Daily
Setting up and taking down cafeteria tables	Daily
Sweep and clean cafeteria after meals	Daily
Auto scrub cafeteria	Daily
Sanitize door handles	Daily
Clean interior glass	Daily
Spot clean bathrooms	Daily
Items to lost and found	Daily
Empty trash in front office	Daily
Wipe down visitor's chairs/tables in lobby	Daily
Other duties as needed	Daily
Autoscrub gym floor	Weekly

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Clean computer lab	Weekly
Sanitize hallway tables	Weekly
Complete basic building maintenance issues.	Weekly
Change light bulbs	Weekly

- 2. Provide evening janitorial services for days that school is in session (180 days per school year), and can vary depending on the depth of cleaning needed. In addition, provide evening janitorial services for 10 additional days per year when teachers are on campus, and once per week when school is not in session. Evening janitorial services are as described below:**

Evening Duties

<u>Task</u>	<u>Frequency</u>
Vacuum halls, classrooms, faculty lounge and entry ways.	Nightly
Clean glass in school entrances	Nightly
Clean all restrooms: ○ Clean the sink and faucet ○ Clean and disinfect the toilet bowl, inside, underside, rim and base of toilet. ○ Clean the booth doors, door knobs, and light switches, sanitize them ○ Refill soap dispensers ○ Restock every paper utility ○ Wipe and clean the reachable surfaces of the wall ○ Mop and clean the floor	Nightly
Clean table in staff lounge	Nightly
Empty garbage cans and replace liners throughout the school	Nightly

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Sanitize drinking fountains	Nightly
Clean all hallway tables nightly	Nightly
Auto scrub the cafeteria and gym floors weekly	Weekly

- 3. Provide deep cleaning services twice a year; during summer and winter break as follows:**

Deep Clean Duties

<u>Task</u>	<u>Frequency</u>
Wash Walls	Twice yearly
Deep clean bathrooms- scrub bathroom walls, floors, hard water off faucets	Twice yearly
Dust all light fixtures, blinds, and high surfaces, pictures	Twice yearly
Scrub cafeteria floor, kitchen floor, hard floor classrooms	Twice yearly
Wash all lockers	Twice yearly
Clean all building windows and glass doors inside and out (Interval and external)	Twice yearly
Detail vacuum all edges, corners, etc	Twice yearly
Wash baseboards and trims	Twice yearly
Wash all doors	Twice yearly
Wipe down all desks and chairs	Twice yearly
Detailed cleaning of the lunch tables	Twice yearly

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Detailed cleaning of the lunchroom floors with focus on edges	Twice yearly
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Supplies:

1. Entheos will provide all necessary janitorial supplies and equipment unless the provider prefers to use their own equipment.
2. Provided supplies and equipment will remain the property of Entheos Academy.

EXPERIENCE AND QUALIFICATIONS

Other Requirements:

1. Have a current business license and insurance.
2. Able to begin providing full services as of July 1st, 2024.
3. Quality References/history of delivering successful services.
4. At least 3 years of experience in providing janitorial services to schools.
5. All janitors must pass a clear background check.
6. Day Porters must:
 - a. have basic English speaking and reading skills.
 - b. build positive relationships with students and staff.
 - c. follow directions and learn new tasks quickly.
 - d. have excellent time management, work ethic, and reliability.

SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

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- A. Scope of services **(30 points)**; ability to fulfill the requirements listed in Section V.A.
- B. Experience and qualifications of the offeror **(30 points)**; ability to meet timeline, provide references, business license, and insurance, years of experience etc.

Criteria Related to Cost*

- C. This criterion is based on the cost proposed in section V(B)(4) above **(40)**.

Total points available based on Evaluation Criteria: **100 points**.

*NOTE: Cost is evaluated and scored independently.