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Dinwiddie County Public Schools

OFFICE OF THE SUPERINTENDENT

Request for Proposal

RFP # 24-012224

Custodial Services for Dinwiddie County Public Schools

This procurement request is governed by the Virginia Public Procurement Act and all terms and conditions of the Act are hereby adopted and are made a part of this notice.

Contact Information:

Brenda Austin

Dinwiddie County Public Schools

Procurement Officer

Finance Department

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Or

E-Mail: baustin@dcpsnet.org

Date Issued: January 22, 2024

Pre-Bid Conference to visit locations is optional. Appointment must be arranged

Deadline for e-mailed questions: Tuesday, February 13, 2024 @ 10:00 a.m.

Date & Time of Closing: Monday, February 26, 2024 @ 10:00 a.m.

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1.0 PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified offerors to perform Custodial Services for Dinwiddie County Public Schools.

Proposals, to include addenda or changes to a response, shall not be accepted via fax machine or by telephone. Sealed Proposals are preferred; however, Proposals may **be** submitted Electronically by emailing Brenda Austin, Finance Manager, Purchasing Agent at baustin@dcpsnet.org. *Electronic submissions to anyone other than Brenda Austin, will not be accepted.*

If you are an individual with a disability and require a reasonable accommodation, please notify Brenda Austin at **(804) 469-4190**, at least three working days prior to the date due.

Nothing herein is intended to exclude any qualified responsible vendor, his/her product or service, or in any way restrain, or restrict competition. On the contrary, all responsible qualified vendors are encouraged to submit proposals.

2.0 MISSION STATEMENT

The mission of Dinwiddie County Public Schools is to provide each student the opportunity to become a productive citizen, engaging the entire community in the educational needs of our children.

By believing in a set of core values, we strive to bring **excellence** to our academics and everything we do. We believe in being fair and impartial by providing **equity** of treatment to our students. Last, by modeling and expecting **integrity**, our students will be learning life skills of being honest, trustworthy, and having a strong ethical belief.

Giving our students opportunities and core values of **Excellence, Equity,** and **Integrity** will help them become productive citizens while they aspire to reach their goals and dreams for the future.

3.0 OVERVIEW

Dinwiddie County is located in south central Virginia approximately forty miles south of Richmond with a population of 27,947 per the US Census of 4/1/2020. Dinwiddie County covers 507 square miles, consisting of 504 land and 3 water. The School System is the fourth largest employer in Dinwiddie County. DCPS is a rural school division in the U.S. with five (5) elementary schools, one middle school, one high school, and one alternative learning academy.

We serve a diverse population of approximately 4,100 students in grades pre-kindergarten through 12, speaking 13 languages. Over 50 percent of our total student population is Economically Disadvantaged; 16 percent are reported as Students with Disabilities, and three percent of students are English Learners.

4.0 PROGRAM REQUIREMENTS

A. General Program Requirements:

The offeror/vendor shall furnish all management, supervision, cleaning personnel, equipment, cleaning supplies, tools, and other materials as required for custodial services for all eight (8) schools, the Maintenance and Transportation Buildings all field houses and all athletic events. Locations and addresses listed on Attachment D of this RFP.

B. Level of Cleanliness:

It will be the responsibility of the vendor to provide custodial services for the individual locations in keeping with high standards for an educational institution from the perspectives of sanitation, public relations and protection of the physical facility. Therefore, the intent of this proposal request is to approach this matter from a level of the cleanliness concept with a detailed cleaning schedule included.

5.0 SCOPE OF PROGRAM

A. General:

1. In general, the overall requirement is to provide complete custodial services as required for and by Dinwiddie County Public Schools. List of facilities and square footages shall be found in Attachment D.

B. Space:

1. Through actual measurements, use of existing drawings and /or other means, it will be the responsibility of the vendor to verify measurements as deemed applicable for the submission of a proposal. A pre-proposal meeting is optional. An appointment must be made by contacting Mr. James Davis, School Facilities Director at 804-469-4190 or by email at jdavis@dcpsnet.org.

THE FOLLOWING TENTATIVE SCHEDULE IS PROVIDED TO THE OFFERORS AS A MEANS OF PLANNING. OFFERORS ARE ADVISED THAT THIS SCHEDULE MAY CHANGE DURING THE SOLICITATION PROCESS.

Milestones	Target Date
RFP Issue Date:	Monday, January 22, 2024
Questions from Offerors Cutoff	Tuesday, February 13, 2024 10:00 AM.
RFP Closing Date:	Friday, February 23, 2024 10:00 A.M.
Finalists Interviews	Wednesday, March 13, 2024
Negotiations:	TBD
Intent to Award:	Est. March 15 or 18 2024
Contract Award:	TBD

6.0 MINIMUM QUALIFICATIONS

The following are the minimum qualifications an Offeror must meet or exceed at the time of submission for DCPS to accept a proposal as responsive.

A. Qualifications

Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document (see evaluation criteria for additional pertinent details.)

Vendor must have been in the custodial services business for a minimum of five (5) years.

Vendor must currently have at least five contracts with school districts and/or businesses of similar size and scope. Some school district contracts are a must.

B. Copies of Proposal

Each proposal shall include one original and five (5) completed separately bound copies. Original Copy shall have prices submitted with it. Submit proposals in a sealed envelope with offeror's name, and project name clearly indicated. Failure to comply may result in rejection of proposal.

C. Format of Proposal

Each proposal shall be formatted identically to the outline of this request. The intent here is to facilitate evaluation by the committee members with a minimum of effort and delay.

Therefore, each proposal should include information/materials that are clearly marked and separately segregated as required for easy and quick location and identification of that section of this request to which it pertains.

D. Acceptance/Rejection of Proposal

1. Award

- a. The selection of a contractor is planned to be finalized and announced no later than March 18, 2024.
- b. The contract will be awarded to the qualified offeror whose offer, conforming to the conditions and requirements of this request for proposal will be more advantageous to Dinwiddie County Public Schools. The committee's evaluation of criteria, cost, and other factors will be taken into consideration.
- c. Dinwiddie County Public Schools reserves the right to reject any or all offers and to waive informalities and minor irregularities in proposals received.
- d. This Request for Proposal does not commit Dinwiddie County Public Schools to contract for any requirements for this solicitation.
- e. A written award or contract furnished to the successful offeror, within the time for acceptance specified in the offer, shall be deemed to result in a binding contract without further action by either party.

E. Firm Offer

Each vendor must agree in advance in written form to submit a proposal with cost figures which will be firm for at least one (1) year after the opening of the proposals.

F. Unit and Total Cost

Each proposal shall include monthly unit and total cost figures, and the same shall be shown for an annual basis.

G. Noncompliance of the Contract

Upon noncompliance of the contract by the contractor for completeness and thoroughness in the duties as judged by DCPS. DCPS shall so inform the contractor in writing thereof. DCPS shall notify the contractor of noncompliance and will reserve the right to have the duties completed by other means. DCPS shall reduce the contractor's invoice an hourly rate of \$15.00 per man-hour for an amount equal to such time as is required. Noncompliance by the vendor shall be cause for DCPS to cancel this agreement. The vender shall be given ninety (90) days' notice of cancellation.

7.0 EVALUATION OF PROPOSALS

A. Committee

Evaluation of proposals submitted in response to the solicitation will be conducted by officials of Dinwiddie County Public Schools. In the process of evaluation, the total vendor's proposal will be considered. However, particular attention will be paid to those criteria which are referenced in section VI. B of this request. Each response will be assigned a numeric score rating by each evaluator, and the reward which will be made by Dinwiddie County Public Schools will be predicated upon the composite ratings of officials referenced above with total cost for the program considered.

During the process of evaluation, the committee may need additional information. This need will be communicated through Dinwiddie County Public Schools and each vendor shall be responsible to respond in written form or by appearance before the committee as requested.

B. Criteria

Specific criteria which will be utilized by the committee referenced above and the relative weight given to each are listed below and must be included with the proposal. Please provide in your proposal in the order listed below, information addressing each item that will be evaluated.

8.0 PROPOSAL CRITERIA FORMAT & POINTS

1. Executive Summary	5
History of company, year founded, philosophy or mission statement, Description of types and numbers of accounts served, number of employees, ownership of company and business classification (corporation, partnership, sole proprietorship),	
II. Qualifications	20
a. Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the housekeeping services defined elsewhere in this document (see evaluation criteria for additional pertinent details). Vendor must have been in cleaning business for a minimum of five (5) years.	
b. Vendor must submit, along with contact name and phone number, at least five (5) K-12 school accounts serviced by the vendor for at least three (3) years that are similar in size, type, and quality of cleaning to this proposal, Dinwiddie County Public Schools reserves the right to contact these businesses, institutions, etc. and requests that contact information be included for each account. Failure to comply will result in rejection of proposal.	
c. Provide certificate of liability insurance that meets the requirements outlined in these Instructions to Contractors.	
III. Company Organization and Personnel Qualifications	20
a. Outline number of proposed day and evening cleaning hours.	
b. Explain staffing and management plan for campuses.	
c. Provide organizational chart for Dinwiddie County Public Schools' site.	
d. Provide sample resumes for key corporate and site employees, Including project manager.	
e. Outline employee benefits package.	
IV. Human Resources: Recruiting, Hiring and Documentation Policies	10
V. Quality Control	15
a. Explain quality control procedures	
VI. Operations Plan and Policies	15
a. Explain emergency cleaning procedures	
b. Include training plans and procedures that will be implemented at Dinwiddie County Public Schools.	
c. Explain security plans and procedures	
d. Provide description of uniforms to be worn by contract personnel.	
VII, Standard Cleaning Procedures	5
VIII. Proposed List of Supplies and Equipment List	10
Total Points	100

9.0 CONTRACT

A. Award

It is the full intent, assuming that satisfactory proposals are received, to award a contract. If an award is made it will be for a one-year period, beginning on the date of the contract, with provisions for four (4) one-year extensions. Extensions will be made based upon the recommendations of the authorized representatives of Dinwiddie County Public Schools and the vendor. Final approval for any extensions shall be made by Dinwiddie County Public Schools. In case of extensions, the cost per month which was submitted in the vendor's proposal may be increased or decreased. During extensions this cost figure may be changed in accordance with any change which may have occurred in the United States Consumer Price Index over the preceding twelve months effective 30 days prior to the termination of the contract period in question and not to exceed 5%.

B. Termination/Cancellation

Dinwiddie County Public Schools reserves the right to cancel the contract upon *ninety days written* notice for reasons of non-performance *within* the terms and conditions of this request for proposal or conditions beyond control, such as inadequate funding. A ninety day "cure period" shall be in place to allow contractor to resolve any problems.

C. Payments

Payment for services received will be made on a monthly basis. After approval the invoice will be forwarded for payment. Payment shall be made by the 15th day of the month following the month in which services are provided.

D. Insurance

The vendor shall purchase and maintain in force the following kinds of insurance for operations under the contract as specified. Insurance certificates in the amounts shown and under the conditions noted shall be provided to the District before the commencement of any work:

1. Commercial/Comprehensive General Liability
 - a. \$1,000,000 Bodily Injury Per Person
 - b. \$1,000,000 Bodily Injury Aggregate Limit
 - c. \$ 500,000 Property Damage Per Occurrence
 - d. \$1,000,000 Property Damage Aggregate Limit

2. Comprehensive Automobile Liability
 - a. \$1,000,000 Property Damage Per Occurrence

3. Workmen's Compensation and Employer's Liability
 - a. \$ 500,000 Bodily Injury Per Person

4. Umbrella or Excess of Loss Coverage
 - a. \$25,000,000 Per Occurrence
5. The bidder will provide an insurance certificate with 21 days after acceptance of contract.
6. Dinwiddie County Public Schools must have 10 days' notice of cancellation or change in insurance coverage and give its approval.

Dinwiddie County Public Schools shall be named as an additional insured by Endorsement on the vendor's policy as to the subject contract.

E. Addenda

Any "Addenda" or Instruction to Bidders issued by Dinwiddie County Public Schools prior to the time for receiving proposals shall be covered in the proposal and, in closing a contract, they shall become a part thereof.

CONTRACT PERIOD AND RENEWAL:

The contract term shall commence upon complete execution of the contract by an authorized DCPS representative and shall terminate one (1) year after the contract commencement date.

Automatic contract renewals are prohibited. This contract may be renewed annually for up to four (4) years by agreement of both parties. Contract renewals must be authorized and coordinated through the Office of DCPS Financial Services. If all annual renewals are approved the final contract term will conclude on June 30, 2029.

10.0 RESPONSIBILITIES OF CONTRACTOR:

A. Personnel

All matters pertaining to the recruitment, screening, hiring, and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and any other stipulations germane to prudent personnel management.

The contractor shall provide a discipline code which details the actions to be taken by the contractor should allegations of wrongdoing be brought against any employee.

The contractor shall include a provision for drug and alcohol testing of employees.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the contractor. The personnel shall be neat and clean in appearance. Name tags shall be required and furnished by contractor and worn at all times.

No part of this contract may be subcontracted for any other service provider without the express written consent of Dinwiddie County Public Schools.

No employee who has a police record other than minor traffic violations may be assigned duties under this contract. Contractor shall be responsible for the submission to the Dinwiddie County School Board Office of a police clearance record and a Central Registry Search (through the Department of Social Services) before any employee begins work. Upon request, police clearance and Central Registry check records must be presented within 24 hours. All employees must also have a Tuberculosis test.

Contractor will pay all taxes pertaining to his employees as required by law. Any employee whose work habits and/or conduct is deemed objectionable shall be removed from the work force upon request of the authorized Dinwiddie County Public Schools representative.

Day Porters/Liaison

There will be a minimum of one (1) Full time Liaison in each school. Job description is attached.

Depending on budget constraints, these will be DCPS employees, reporting to the Principal and Facilities Director. Vendor will work with them as needed but will not supervise them.

B. Safety

The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the students, staff, and faculty of Dinwiddie County Public Schools.

C. Security

The Contractor shall be responsible for training employees in security requirements of Dinwiddie County Public Schools, and shall be responsible for the enforcement of the same.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all DCPS property, materials, equipment, and accessories which might be exposed to the contractor's personnel.
2. Guns, knives, or other dangerous weapons shall not be allowed in any DCPS location.

- 3 Alcohol and drugs are prohibited on any campus.
- 4 Tobacco use (smoking/chewing/etc.) is prohibited on any campus.
- 5 Keys and/or Keycards, if necessary, may be distributed at the beginning of each work period, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the Contractor and employees will be approved by DCPS and will be controlled by a person to be named after award of contract. In any event the Contractor shall be fully responsible for the security and appropriate use of the keys which may be issued. Additionally, the Contractor shall be fully responsible for the replacement of any keys that are lost and any additional cost resulting due to loss of keys.
- 6 Contractor's personnel shall not allow any unauthorized persons in any DCPS buildings (children, friends, or anyone else not authorized by DCPS).
- 7 If it is determined that a building has been left unsecured due to negligence on the part of the Contractor, there will be a charge-back fee of \$15.00 per hour. Time determination being from when our on-call person leaves home until they return home from securing the building.

D. Supervision

All supervision as required for the execution of those contractual responsibilities assumed by the contractor shall be done by the contractor or his/her designated representative.

E. Damage

The Contractor shall be responsible for the repair/replacement to the satisfaction of DCPS representative of any damage to the facility caused by any employee of the Contractor.

F Equipment and Supplies/Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. DCPS will provide locked storage spaces, but not be responsible for losses which may be incurred due to the theft and/or vandalism. All equipment shall be maintained properly, and in clean condition. The Contractor shall be responsible for the acquisition of all chemicals and equipment necessary to fulfill all specifications stated herein. A listing of all chemicals and equipment which will be used by the successful contractor must be submitted for approval prior to initial service under the contract. Changes may be made only after being duly authorized. All chemicals and equipment must meet or exceed OSHA requirements and commonly recognized safety requirements. Material Safety Data Sheets will

be maintained on each job site for all chemicals used in the cleaning processes, with copies given to DCPS personnel and updated regularly.

The Contractor must furnish all needed safety equipment and protective devices necessary for the safety of all building occupants and property of the DCPS.

G Training

Contractor must have a training program specifically designed for school technicians, including training to meet all Local, State, and Federal guidelines.

H Emergencies

All emergency conditions shall be promptly reported to the DCPS authorized representative.

I Contractor's representative

A contract manager shall be appointed within ten (10) days after receipt of contract, and this person shall be available as deemed necessary by the representative for purposes of reporting problems, requesting schedule changes, etc. This individual must be dedicated solely to Dinwiddie County Public Schools and shall be the main contact person for routine daily matters. See attachment 13 for a job description.

J Scheduling Housekeeping

The majority of all housekeeping shall be done after school hours with a minimum of disruption to normal school functions (approved by District Representative). Secondary Schools end at 2:30p;m. Elementary Schools end at 3:30pm

K Program Responsibility

The Contractor shall assume full responsibility for the housekeeping program as defined herein for all current buildings and any buildings constructed during the contract term on July 1, 2024,

L Specialties

The Contractor shall be responsible for clean up after all school activities, i.e., athletic events, PTO meetings, talent shows, sports banquets, etc.. However, the Contractor shall provide cleaning services for the non-school functions, which will be invoiced as an extra billing. Contractor shall be available for emergency services. Emergency work will be determined and authorized by the DCPS. Emergency work will be considered an extra billing and will be added to Invoice. Treating Sidewalks around buildings during inclement weather which takes place during normal scheduled hours will not be considered "emergency."

M Additional Portables

If a need arises to add additional portables during the school year, the Contractor will be required to maintain additional square footage.

11.0 OWNERS RESPONSIBILITIES DCPS

A Utilities

All necessary utilities will be furnished by DCPS.

B Storage

DCPS shall provide storage for the equipment and supplies/materials normally required for the types of services to be provided under this contract.

C Trash Disposal

DCPS shall furnish in a reasonably convenient location a container for use by the Contractor in the removal of waste paper, trash, debris, etc.

D Key Card and Keys where appropriate

Key Cards and Keys which may be required by the Contractor and employees will be furnished by DCPS. There will be a charge of \$5.00 for Replacement Keycards if lost.

E Expendable Supplies

The Contractor will be responsible for providing all expendable supplies, i.e., toilet tissue, paper towels, hand soap, and trash liners

F White Boards

White Boards should only be erased at the end of the school year.

12.0 SPECIFICATIONS

The complete cleaning schedule is listed on Attachment E at the end of this RFP. It is very detailed and includes each area to be cleaned and the expectations of the Daily, Weekly, Monthly and Annual needs of Dinwiddie County Public Schools. Offerors are expected to read each of these when submitting your proposal.

Areas to be Cleaned

Classrooms

Offices

Teacher Work Areas

Library

Cafeteria

Common Areas (Lobbies / Corridors / Stairs / Elevators

Rest Rooms / Dressing Rooms

Multi-Purpose / Gymnasium

Grounds Maintenance

Special Events

Miscellaneous

13.0 PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

13.1 General Instructions

- A.** In order to be considered for selection, offerors must submit a complete response to this RFP.
- B.** No faxed proposals will be accepted. Sealed bids are preferred however, electronic proposals may be scanned and emailed to Brenda Austin, Finance Manager, Purchasing Agent at baustin@dcpsnet.org. The subject line should read: **"RFP #24-012224 Custodial Services"**. Electronic submissions to anyone other than Brenda Austin will not be accepted.
- C.** If you prefer to submit a hard copy, we require one loose original and a total of five (5) complete copies in a sealed envelope/package, clearly marked **"RFP #24-012224 Custodial Services"**. Each paper copy of the proposal should be bound or contained in a single volume where practical, including any sample documentation you are including. Cut off time is **Monday, February 26, 2024 at 10:00 am** (local prevailing time), in the Dinwiddie County School Board Office at 14016 Boydton Plank Road, Dinwiddie, VA 23841. The time of receipt shall be determined solely by Dinwiddie County Public Schools.
- D.** Verbal quotations will not be accepted.
- E.** The offeror assumes responsibility for having its proposal delivered on time at the place specified. Any proposal received after the above time and/or date will be returned to the offeror unopened. Dinwiddie County Public Schools is not responsible for any delay in delivery by USPS, UPS, FedEx or other delivery services. No information regarding the contents of the proposal or the identity of the offerors will be discussed until after the negotiation process.
- F.** All information requested should be submitted. Failure to submit all information requested may result in the Selection Advisory Committee requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Selection Advisory Committee.
- G.** All prices and notations must be in ink or typewritten. No erasures permitted. Mistakes may be crossed out and corrections made in ink adjacent and must be initialed in by the person signing the bid/proposal. Bids/Proposals must show unit price, total price, and

grand total. In case of error in the extension of prices, the unit price shall govern.

- H.** Proposals must be signed by an authorized representative of the offeror. Proposals must give the full business address of the Offeror and be signed by him/her with his/her usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, vice president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to the signature the word "President", "Vice President", "Secretary", "Agent" or other designation without disclosing the principal, may be held to be the bid of the individual signing. When requested by the County, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished.
- I.** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- J.** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- K.** As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may"

are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.

- L.** Ownership of all data, materials, and documentation originated and prepared for Dinwiddie County Public Schools pursuant to the RFP shall belong exclusively to Dinwiddie County Public Schools and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
- M.** Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Selection Advisory Committee Evaluation Committee. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Purchasing Agent for DCPS will schedule the time and location of these presentations. Oral presentations are an option of the Selection Advisory Committee and may or may not be conducted.
- N.** The Offeror shall be fully responsible for all costs incurred in the development and submission of the proposal.
- O.** Verify your bids/proposals before submission.
- P.** Dinwiddie County Public Schools reserves the right to cancel this Bid/Proposal at any time and to waive any informality in bids/proposals. Bids/Proposal making exceptions to terms and

conditions included in this invitation/request may be considered, but preference may be given to those who do not make such exceptions.

13.2 Specific Proposal Instructions

Proposals should be as thorough and detailed as possible so that the Selection Advisory Committee (SAC) may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal. Failure by Offeror to provide the information shall render the proposal non-responsive.

- A. Return all the attachments signed and filled out as required.
- B. A written narrative statement to include:
 1. Brief description of the company and services it provides
 2. Experience and qualifications of the company.
 3. Names, qualifications and experience of personnel to be assigned to the project.
 4. Statement that the company understands the work required and the expectations of the Selection Advisory Committee.
 5. Plan or methodology to be used to perform the services
 6. Proposed timeline for personnel to be in place
 7. Annual Cost projection to include your expectations based on contract milestones.
 8. List of recent (within the past 5 years) Public Schools and or businesses that are similar in size and complexity as Dinwiddie County Public Schools is requesting. Please include key contact names, phone number, and email addresses.

14.0 ACCEPTANCE OF PROPOSALS / AWARD OF CONTRACT

14.1 Qualifications of Offerors

The Offeror shall have the following qualifications in order to be considered:

- Have satisfactory work experience of similar size and complexity or larger.

During the evaluation process, the Selection Advisory Committee may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror(s) to perform the services/furnish the goods and the Offeror(s) shall furnish the Selection Advisory Committee all such information and data for this purpose as may be requested. The Dinwiddie County Public Schools reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. Dinwiddie County Public Schools further reserves the right to

reject any bid if the evidence submitted by, or investigations of, such Offeror fails to satisfy Dinwiddie County Public Schools that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

Dinwiddie County Public Schools reserves the right to make the final determination of responsible Offerors and to waive informalities and/or irregularities (*Section B § 2.2-4319 of the Code of Virginia, as amended*) and to accept or reject any or all offers. (*Section B § 2.2-4319 of the Code of Virginia, as amended*)

Proposals shall be as thorough and detailed as possible so that the Selection Advisory Committee (SAC) can properly evaluate the capabilities of the Offeror to provide the required services. It is not the intent of the specifications to be proprietary, or to exclude any individual, business or firm. Dinwiddie County Public Schools reserves the right to award to multiple Offerors.

14.2 Identification of Proposals

Identification of Hard Copy Proposal Envelope

The complete and signed hard copy proposal must be returned in an envelope or package, sealed and identified as follows:

- Name and Address of Offeror
- Due Date – **February 26, 2024 at 10:00 a.m.**
- RFP Number – **RFP #24-012224**
- RFP Title – **Custodial Services**

The envelope should be addressed to:

Attn: Brenda Austin
Dinwiddie County Public Schools
14016 Boydton Plank Road
P.O. Drawer 7
Dinwiddie, VA 23841.

If a proposal is not marked with the above information, the offeror takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. If using FedEx, UPS or other direct shipping company, use the street address. If mailing with the United States Postal Service you may use the P.O. Box.

Identification of Email Proposal

The complete and signed electronic proposal must be emailed to Brenda Austin as follows:

- baustin@dcpsnet.org
- Subject Line - **RFP #24-012224 Custodial Services**

14.3 Clarification of Terms

If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact Brenda Austin, baustin@dcpsnet.org **by e-mail no later than 10:00 a.m. Tuesday, February 13, 2024. Please reference RFP #24-012224 in the subject line.** Any revisions to the solicitation will be made by issuing a written addendum which shall be posted on Dinwiddie County Public School's website's Purchasing Page at [http://www.dinwiddie.k12.va.us/Departments-Finance-Purchasing-Current Solicitations](http://www.dinwiddie.k12.va.us/Departments-Finance-Purchasing-Current-Solicitations).

14.4 Withdrawal or Modification of Proposals

Proposals may be withdrawn or modified by written notice received from Offerors prior to the deadline fixed for proposal receipt. The withdrawal or modification may be made by the person signing the proposal or by an individual(s) who is authorized by him/her on the face of the proposal. Written modifications may be made on a separate document. Written modifications must be signed by the person making the modification or withdrawal.

14.5 Receipt and Opening of Proposals

It is the responsibility of the Offeror to assure that his/her proposal is delivered to the place designated for receipt of proposals prior to the time set for receipt of proposals. Proposals received after the time designated for receipt of proposals will not be considered or opened.

In the event the Dinwiddie School Board Office is closed due to inclement weather and/or emergency situations prior to or at the time set aside for the receipt of proposals, the receipt of proposals date will default to the next open business day at the same time.

Acceptance of a bid/proposal by Dinwiddie County Public Schools is not an order to ship or to begin work. Each bid/proposal is received with the understanding that the acceptance in writing by Dinwiddie County Public Schools of the offer to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the Bidder/Offeror and Dinwiddie County Public Schools, which shall bind the Bidder/Offeror on his part to furnish and deliver the items/services quoted at the prices states and in accordance with the conditions of said accepted bid/proposal. Dinwiddie County Public Schools on its part to order from such Bidder/Offeror, if funding is appropriated, except for causes beyond

reasonable control; and to pay for, at the agreed prices, all items/services specified, ordered, and delivered.

14.6 Basis for Award

The Selection Advisory Committee will utilize the criteria listed below to determine those Offerors to be considered for interviews and/or potential negotiations based on the consensus of the SAC. Offerors are required to address each evaluation criteria in the order listed and to be specific in presenting their qualifications.

- Executive Summary, to include History of company, and how long in business
- Experience and qualifications of company and personnel assigned to project
- Analysis Understanding and Approach of our needs, ie: Standard Cleaning Procedures
- Recruiting, Hiring and Documentation Policies.
- Quality Control procedures
- Operations Plan and Policies as well as Standard Cleaning procedures
- Cost Estimate
- Responsiveness and completeness of the proposal
- References

Dinwiddie County Public Schools reserves the right to cancel or reject any or all proposals, to waive any informalities in any proposal received and to negotiate and award a contract deemed to be in the best interest of Dinwiddie County Public Schools. DCPS is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, §2.2-4359D*).

Should the Selection Advisory Committee determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

14.7 Negotiations

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so, stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been

conducted with each offeror so selected, the Selection Advisory Committee shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror.

14.8 Announcement of Award

Dinwiddie County Public Schools will announce award of a contract or Notice of Intent to Award a contract on the Division website at <http://www.dinwiddie.k12.va.us> *Departments- Finance-Purchasing-Current Solicitations*. Subject to the provisions of *Code of Virginia Section 2.2-4360*, any offeror who desires to protest the award of a contract(s) or decision to award a contract(s) shall submit such protest in writing to the attention of Brenda Austin, 14016 Boydton Plank Rd, P O Drawer 7, Dinwiddie VA 23841 (baustin@dcpnet.org) no later than ten (10) days after the announcement of the award of a contract(s). Such protest shall be clearly identified as a protest and shall include the basis for the protest and the relief sought.

14.9 Notice to Proceed

No work shall be performed under this contract until the chosen Vendor has been contacted by the Project Manager or such person or persons as authorized by Dinwiddie County Public Schools. A list of authorized personnel will be provided to the successful Vendor. Any and all work performed without such approval shall be considered to be unauthorized work, will not be compensated for, and may be considered grounds for cancellation of contract.

14.10 Contract Documents

The contract entered into by the parties shall consist of the Request for Proposals, the proposal submitted by the Offeror; General Terms and Conditions, the Special Terms and Conditions; the specifications; the scope of services; and all modifications and addenda to the foregoing documents, all of which shall be referred to collectively as the Contract Documents.

All time limits stated in the Contract Documents, including but not limited to the time for completion of the work, are of the essence of the contract.

14.11 No Contact Policy

Any contact initiated by any Offeror with any Dinwiddie County Public Schools representative or County representative, other than the purchasing representative listed herein, concerning this request for proposals is prohibited. Any such unauthorized contact may cause disqualification of the Offeror from this procurement transaction.

15.0 REPORTING AND DELIVERY INSTRUCTIONS

Once a contract has been awarded, all communication and documentation for the project shall be directed to the Project Manager: Mr. Jeffrey Walters, Chief Operations Officer, Dinwiddie County Public Schools, 14016 Boydton Plank Road, Dinwiddie, VA 23841, (804) 469-4190, email jewalters@dcpsnet.org

16.0 INVOICES & PAYMENTS

16.1 INVOICES

Invoices will be received based on a negotiated timeline. All invoices are to be sent to the Project Manager: Mr. Jeffrey Walters, Chief Operations Officer, Dinwiddie County Public Schools, 14016 Boydton Plank Road, Dinwiddie, VA 23841, or emailed to jewalters@dcpsnet.org

16.2 EXTRA CHARGES NOT ALLOWED

The prices shall be for completion of requested services, ready for DCPS and the public's use, and shall include all applicable labor, supervision, equipment, installation tools, materials, permits, inspection fees, freight, shipping, handling, travel, mileage, insurance, bonds, expenses, overhead, profit, discount and all else necessary as specified herein; extra charges will not be allowed unless specifically approved in writing by Dinwiddie County Public Schools.

16.3 PAYMENT

Payment will be made within thirty (30) days after receipt of accurate invoice detailing the services performed during the previous month.

17.0 GENERAL TERMS AND CONDITIONS

17.1 ANNOUNCEMENT OF AWARD:

Award will be made to the responsible and responsive Offeror who best demonstrates the ability to perform the services required. Upon the award or the announcement of the decision to award a contract the Finance Department will inform in writing, for the offeror(s) who submitted proposals, of the decision.

17.2 ANTI-DISCRIMINATION:

Dinwiddie County Public Schools does not discriminate against faith-based organizations. By submitting their proposals, offerors certify to DCPS that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans

with Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service-disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of #1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

17.3 ANTITRUST:

By entering into a contract, the contractor conveys, sells, assigns, and transfers to Dinwiddie County Public Schools all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and Dinwiddie County Public Schools, relating to the particular goods or services purchased or acquired by Dinwiddie County Public Schools under said contract.

17.4 APPLICABLE LAWS:

This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of Dinwiddie County Public Schools. The agency

and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia, § 2.2-4366*). The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

17.5 AUDIT:

The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by Dinwiddie County Public Schools, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

17.6 AVAILABILITY OF FUNDS:

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement. The agreement will be contingent upon annual appropriations by the Dinwiddie County Public Schools. Failure of the Dinwiddie County Public Schools to appropriate adequate funds for the terms of this contract shall result in the immediate cancellation of this contract. There shall be no penalty should the Board fail to make annual appropriations for this contract.

17.7 BID ACCEPTANCE PERIOD:

Any bid in response to this solicitation shall be valid for (60) days. At the end of the (60) days, the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

17.8 CHANGES TO THE CONTRACT:

Changes can be made to the contract in any of the following ways:

- A. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- B. Dinwiddie County Public Schools may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give Dinwiddie County Public Schools a credit for any savings. Said compensation shall be determined by one of the following methods:

1. By mutual agreement between the parties in writing; or
2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to Dinwiddie County Public Schools right to audit the contractor's records and/or to determine the correct number of units independently; or

17.9 COPYRIGHTS/PATENTS, ETC.:

The Contractor/Vendor guarantees to hold Dinwiddie County Public Schools, its agents, officers or employees, harmless from liability of any nature or kind, for use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Contractor/Vendor is not the patentee, assignee or licensee.

17.10 COOPERATIVE PROCUREMENT

The procurement of goods and/or services provided for in this Request for Proposal is being conducted pursuant to *Virginia Code, Section 2.2-4304*.

Therefore, the Offeror or Bidder is advised, and by submitting a response to this procurement, such Offeror or Bidder agrees that any resulting contract from this procurement may in addition to Dinwiddie County Public Schools, may be extended to other public agencies or bodies in the Commonwealth of Virginia, to permit those public agencies or bodies to purchase such goods and/or services at contract prices, in accordance with the terms, conditions, and specifications of this procurement. The successful Offeror or Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to any contract that may result from this procurement and in accordance with *Virginia Code, Section 2.2-4304*.

Dinwiddie County Public Schools shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the successful Offeror or Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision

17.11 DEFAULT:

In case of failure to deliver goods or services in accordance with the contract terms and conditions, Dinwiddie County Public Schools, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Dinwiddie County Public Schools may have. If, however, the Contractor/Vendor is in default for not providing specified commodities and public necessity requires use of commodities not conforming to

the specifications, they may be accepted, at DCPS's option, and payment therefore shall be made at a proper reduction in price.

17.12 DELIVERY DATE (S):

The time of proposed delivery/completion must be stated in definite terms. If delivery for different commodities varies, the Bidder/Offeror shall so state. Length of time for delivery/completion as well as price may be considered in awarding of the solicitation.

17.13 DISCOUNTS:

Cash discounts may be offered by Bidder/Offeror for prompt payment of bills, but such discount will not be taken into consideration in determining the low bidder but will be taken into consideration in awarding tie quotations. The discount period will be computed from the date delivery at destination and is accepted by Dinwiddie County Public Schools and/or completion is accepted by Dinwiddie County Public Schools or from date correct invoice is received by Dinwiddie County Public Schools, whichever is the later date.

17.14 DRUG & ALCOHOL-FREE WORKPLACE:

During the performance of this contract, the contractor agrees to (i) provide a drug & alcohol-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance, marijuana or alcohol is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug & alcohol-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug & alcohol-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

17.15 DUE DATE:

Bids/Proposals and amendments thereto, or withdrawal of bids/proposals submitted, if received by Dinwiddie County Public Schools after the due date specified, may not be considered. It will be the responsibility of the Bidder/Offeror to see that his/her bid/proposal is in the Procurement Office by the specified due date and time.

17.16 EQUIPMENT PRODUCTS:

Any equipment/products delivered must be standard new equipment/products of the latest model, except as otherwise specifically stated in quotation. Where any part or nominal appurtenances of equipment/product is not described, it shall be understood that all equipment/products and appurtenances which are usually provided in the manufacturer's stock model shall be furnished

17.17 ETHICS IN PUBLIC CONTRACTING:

By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

The offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the offeror is recommended for award, and propose how such conflicts might be resolved.

By his/her signature on the proposal documents submitted, each offeror attests that her/his agents and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the offeror, or themselves, to obtain information that would give the offeror an unfair advantage over others, nor has he/she colluded with anyone for and on behalf of the offeror, or itself, to gain any favoritism in the award of this Request for Proposal.

17.18 IMMIGRATION REFORM AND CONTROL ACT OF 1986:

By submitting their proposals, offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

17.19 INSURANCE:

By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have appropriate insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

- A. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the School Board of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
- B. Employer's Liability - \$100,000.
- C. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. **The School Board of Dinwiddie must be named as Certificate Holder and The School Board of Dinwiddie's elected and appointed officials, officers, consultants, agents and employees, and affiliate or subsidiary boards are additional insured must be listed as additional insured and so endorsed on the policy.**
- D. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
- E. Professional Liability - \$1,000,000 per occurrence
- F. Umbrella Liability - \$1,000,000 per occurrence

17.20 NONDISCRIMINATION OF CONTRACTORS:

A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, status as a service disable veteran, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

17.21 OWNERSHIP OF DOCUMENTS:

- A. All finished or unfinished information or materials, documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by or for the Contractor/Vendor under any

resultant contract shall, at the option of Dinwiddie County Public Schools, become Dinwiddie County Public Schools property and shall be delivered to and remain the property of Dinwiddie County Public Schools upon completion of the work or termination of the Contract. Dinwiddie County Public Schools shall have the right to use and reproduce the data and reports submitted hereunder, without additional compensation to the Vendor.

- B. Any documents or other materials provided to the Contractor/Vendor by Dinwiddie County Public Schools shall be returned to Dinwiddie County Public Schools upon delivery of the final products and/or services. Any art work, negatives, proofs, or other materials produced by the Contractor/Vendor in order to supply the products or services contracted for shall become the property of Dinwiddie County Public Schools and shall be sent to Dinwiddie County Public Schools upon delivery of the final products and/or services unless otherwise requested by Dinwiddie County Public Schools. Failure to deliver the art work, negatives, proofs, or materials shall be cause for withholding any payments due.

17.22 To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations). A completed W-9 Form shall be submitted as well.
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in

abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, Dinwiddie County Public Schools shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve Dinwiddie County Public Schools of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, § 2.2-4363*).

17.23 To Subcontractor(s):

- a. Within seven (7) days of the Contractor's receipt of payment from Dinwiddie County Public Schools for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract a Contractor awarded a contract under this solicitation is hereby obligated:
 1. To pay the subcontractor(s); or
 2. To notify Dinwiddie County Public Schools and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from Dinwiddie County Public Schools, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of Dinwiddie County Public Schools.

18.0 PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the *Virginia Freedom of Information Act*, however, the bidder or offeror must invoke the protection of *Code of Virginia, § 2.2-4342F*, in writing, prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. The classification of an entire bid or proposal document, line-item prices and/or total bid or proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the bidder or offeror refuses to withdraw an entire classification designation, the bid will be considered nonresponsive or the proposal will be rejected. Failure

to comply with these steps shall result in loss of the Bidder's/Offeror's FOIA exemption.

Agencies and institutions shall not release any information that a bidder/offeror has claimed to be a trade secret or proprietary information, unless ordered to do so by a court of competent jurisdiction. If a party seeking information disagrees with the designation of it as proprietary or a trade secret, upon concurrence of the agency's attorney advisor, the party seeking the information may be advised that they will have to obtain a court order and request to be named as a defendant in the suit involving the bidder, offeror, or contractor which designated the information as proprietary as well as the agency or institution.

19.0 SAMPLES:

Samples, when requested, must be furnished free of expense, and if not destroyed will, upon request, be returned at the Bidder's/Offeror's risk and expense.

20.0 STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

In order to contract with Dinwiddie County Public Schools, Contractors/Vendors organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so, required by *Code of Virginia, Title 13.1 or Title 50* or as otherwise required by law. Pursuant to competitive sealed proposal or competitive negotiation, a Bidder/Offeror organized or authorized to transact business in the Commonwealth pursuant to *Title 13.1 or Title 50* shall include in its bid/proposal the identification number issued to it by the State Corporation Commission. Any Bidder/Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under *Title 13.1 or Title 50* or as otherwise required by law shall include in its bid/proposal a statement describing why the Bidder/Offeror is not required to be so authorized. Any Bidder/Offeror that fails to provide the required information shall not be awarded a contract unless a waiver of this requirement is granted by the Purchasing Agent. Any business entity as described above that enters into a contract with a public body pursuant to *§ 2.2-4311.2 of the Code of Virginia* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the contract. Dinwiddie County Public Schools may void any contract with a business entity if that entity fails to remain in compliance with the provisions of this section

21.0 SUBSTITUTIONS:

Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict Bidders to the manufacturer, brand, make or catalog designation identified. This is used simply to indicate the character, quality and/or

performance equivalence of the commodity desired, but the commodity on which quotations are submitted must be of such character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified and must have an equal warranty. In submitting quotations on a commodity other than as specified, Bidder shall furnish complete data and identification with respect to the alternate commodity he/she proposes to furnish. Consideration will be given to quotations submitted on alternate commodities to the extent that such action is deemed to serve best the interests of Dinwiddie County Public Schools. If the Bidder/Offeror does not indicate that the commodity he/she proposes to furnish is other than specified, it will be construed to mean that the Bidder/Offeror proposes to furnish the exact commodity specified in the item description.

22.0 TAXES

Sales to Dinwiddie County Public Schools are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. Sales tax, however, is paid by Dinwiddie County Public Schools on materials and supplies that are installed by a Contractor/Vendor and become a part of real property. Contractors/Vendors are not exempt from paying taxes on these categories, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid/proposal.

23.0 TERMINATION BY OWNER FOR CONVENIENCE:

- A. Owner may terminate this contract at any time without cause, in whole or in part, upon giving the contractor thirty (30) days written notice of such termination. Upon such termination, the contractor/vendor shall immediately cease work and remove from the project site all of its labor forces and such of its materials as owner elects not to purchase or to assume in the manner hereinafter provided. Upon such termination, the contractor/vendor shall take such steps as owner may require to assign to the owner the contractor's/vendor's interest in all subcontracts and purchase orders designated by owner. After all such steps have been taken to owner's satisfaction, the contractor/vendor shall receive as full compensation for termination and assignment the following:
1. All amounts then otherwise due under the terms of this contract,
 2. Amounts due for work performed subsequent to the latest Request for Payment through the date of termination,
 3. Reasonable compensation for the actual cost of demobilization incurred by the contractor/vendor as a direct result of such termination. The contractor/vendor shall not be entitled to any compensation for lost profits or for any other type of contractual compensation or damage other than those provided by the preceding

sentence. Upon payment of the forgoing, owner shall have no further obligations to the contractor/vendor of any nature.

- B. In no event shall termination for the convenience of the owner terminate the obligations of the contractor's surety on its payment and performance bonds.

24.0 TESTING AND INSPECTION:

All products and services provided shall be in compliance/accordance with all applicable federal, state and local laws and regulations. The Contractor/Vendor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor/Vendor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to Dinwiddie County Public Schools by any other clause of this solicitation. Dinwiddie County Public Schools reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications and/or meet the needs of the Dinwiddie County Public Schools. Dinwiddie County Public Schools decision of approval or disapproval of a proposed product shall be final.

25.0 WITHDRAWAL OR MODIFICATION OF BIDS / PROPOSALS:

Bids / Proposals may be withdrawn or modified by written notice received from bidders / offerors prior to the deadline fixed for proposal receipt. The withdrawal or modification may be made by the person signing the proposal or by an individual(s) who is authorized by him/her on the face of the proposal. Written modifications may be made on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, must be signed by the person making the modification or withdrawal.

26.0 ANTICIPATED SCHEDULE

The following represents an outline of the process currently anticipated by Dinwiddie County Public Schools. Please note these dates could change.

- Request for Proposal advertised January 22, 2024
- Cut-off for Questions February 13, 2024 10:00 am
- Proposals due in School Board Office February 26, 2024 -10:00 am
- Oral Presentations to be conducted March, 13, 2024 -TBD
- Notice of Intent to Award Contract March 15, 2024
- Contract Award April 12 2024
- Notice to Proceed TBD

BASIS FOR AWARD

Information and/or factors gathered during interviews, negotiations and any reference checks, in addition to the evaluation criteria stated in the RFP, and any other information or factors deemed relevant by the schools, shall be utilized in the final award. Respondents are encouraged to submit proposals that the respondent feels best meets the needs of Dinwiddie County Public Schools. The School Division will make the final determination of the proposal that best meets the needs of Dinwiddie County Public Schools.

27.0 ATTACHMENTS

Attachment A – Day Porter Job Description

Attachment B – Contract Manager, Job Description

Attachment C – School Calendar 2024-2025

Attachment D – School Listing, Address, Square Footage

Attachment E – Specifications

Attachment F – Virginia State Corporation Commission Registration Information s

Attachment I – Signature Sheet

Attachment J – Certification of Contractor

Attachment k – References

27.1 ATTACHMENT A – JOB DESCRIPTION – DAY PORTER

Position: Day Porter – DCPS Employee (Subject to Budget Constraints).
Accountable to: Chief Operations Officer
Status: Non-Exempt

JOB SUMMARY

To contribute to the efficient operation of the school by performing custodial duties during school hours. One DCPS employee per school building. Insuring a safe working environment.

Job Duties & Responsibilities:

- Open the building each morning and secure the building at the end of the day as directed by the Principal.
- Check heat and cooling equipment.
- Inspect the building exterior for possible unauthorized entrance and/or vandalism.
- Pick up paper and other debris from Inside building, parking areas, and school grounds.
- Sweep entranceways.
- Make minor repairs, tighten all loose screws, and replace light bulbs as required.
- Keep boiler room clean.
- Clean up after sick children and/or any accidents that may occur during the day.
- Assist in setting up furniture for special events.
- Assist in receiving deliveries of storeroom materials.
- Know where all fuse boxes, breaker boxes, and light switches are located, so circuits can be cut off immediately In the event of fires.
- Be familiar with all the emergency fire alarms in your building.
- Spray buff main halls a minimum of once a week.
- Take care of emergencies and any other work as *directed by the Principal*.
- Police Restrooms throughout the day.
- Small vendor crew during the day to assist with daily cleaning.
- Large vendor crew to come in after school hours for deep cleaning.
- Secondary Schools close at 2:30 pm. Elementary Schools close at 3:30 pm.

27.2 ATTACHMENT B – JOB DESCRIPTION – CONTRACT MANAGER

Position: Contract Manager
Accountable to: Regional or Operations Manager
Status: Exempt

JOB SUMMARY

Oversee the daily operations of a particular account to include, but not limited by, maintaining high levels of customer satisfaction, providing a high-quality level of service, training employees, maintaining profit margin, adhering to company policies and procedures, and insuring a safe working environment.

Job Duties & Responsibilities:

Major:

- Establish and maintain open lines of communication with customer and group manager (operations manager where applicable).
- Conduct building inspections.
- Ensure proper use of supplies and equipment through the training and development of supervisors and employees.
- Be able to operate all types of cleaning machinery and equipment.
- Recruit, hire, orientates employees.
- Adhere to company guidelines for discipline and termination procedures.
- Have working knowledge of budgets and contract specifications of account.
- May assist in training of management trainees.
- Be readily available 24 hours a day.

Minor:

- Set up files for each employee with necessary forms and paperwork.
- Order supplies monthly.
- Turn in customer quality control sheets monthly.
- Know correct procedure for extra billing orders.
- Process payroll.
- Have working knowledge of budget analysis, labor distribution, field reports, and other pertinent records
- Maintain equipment and supplies.
- Schedule project work.
- Handle all assignments as designated by group manager (operations manager where applicable).

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to regional manager (operations manager where applicable).
Subordinates include supervisors, lead personnel, and other hourly employees.

***Major duties are considered to be essential functions of the job.**

27.3 ATTACHMENT C - DCPS CALENDAR FOR FISCAL YEAR 2024-2025

July 2024							August 2024							September 2024						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

October 2024							November 2024							December 2024						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

January 2025							February 2025							March 2025						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4						1								1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

April 2025							May 2025							June 2025							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4						1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
27	28	29	30				25	26	27	28	29	30	31	29	30						

COLOR GUIDE

- Student Holiday
- Professional Development
- School Begins
- School Ends For Students
- Teacher Workday

EARLY RELEASE DAYS
Elementary Schools Release at 12 PM
Secondary Schools Release at 11AM

IMPORTANT DATES

- July**
- 4: Independence Day
 - 5,12,19,26: All Offices Closed
- August**
- 1-2: New Teachers Report
 - 5: All Teachers Report
 - 19: First Day - Pre K, K, 6th, and 9th
 - 19: 1st Quarter Begins
 - 20: First Day- All Other Students
 - 30: Holiday- Labor Day
- September**
- 2: Holiday-Labor Day
 - 18: Interim Grades Posted
- October**
- 18: End of the 1st Quarter
 - 21: Student Holiday/Teacher Workday
 - 22: Begin 2nd Quarter
 - 28: Report Cards Distribution
- November**
- 5: Professional Development/Student Holiday
 - 21: Interim Grades Posted
 - 25-29: Thanksgiving Break
- December**
- 23-30: Holiday-Winter Break
- January**
- 1-3: Winter Break Continued
 - 14: End of 2nd Quarter
 - 15: Student Holiday/Teacher Workday
 - 16: Begin 3rd Quarter
 - 20: Holiday- Martin Luther King, Jr.
 - 22: Report Cards Distribution
- February**
- 14: Interim Grades Posted
 - 17: Holiday- President's Day
- March**
- 3: Professional Development Day
 - 20: End of 3rd Quarter
 - 21: Student Holiday/Teacher Workday
 - 24: Begin 4th Quarter
 - 28: Report Card Distribution
 - 31: Holiday-Spring Break
- April**
- 1-4: Holiday-Spring Break
 - 29: Interim Grades Posted
- May**
- TBD: Graduation
 - 26: Holiday- Memorial Day
 - 30: End of 4th Quarter
 - 30: Student's Last Day/ Elem. Report Cards
- June**
- 2-3: Teacher Workday
 - 6,13,20, 27: All Offices Closed
 - 19: Juneteenth

SCHOOL YEAR 2024-2025

27.4 ATTACHMENT D - DCPS SCHOOL LISTING, ADDRESS, SQUARE FOOTAGE

Building	Street Address	County, Zip Code	Square Footage
Dinwiddie Elementary School	13811 Boydton Plank Road	Dinwiddie VA. 23841	95636.340
Southside Elementary School	10305 Boydton Plank Road	Dinwiddie, VA. 23841	70107.170
Historic Southside High School	12318 Boydton Plank Road	Dinwiddie, VA. 23841	123051.710
Sunnyside Elementary School	10203 Melvin B. Alsbrooks Avenue	Mckenney, VA. 23872	39240.540
Midway Elementary School	5511 Midway Road	Church Road, VA. 23833	53337.130
Sutherland Elementary School	6000 R.B. Pamplin Road	Sutherland, VA. 23885	84329.030
Dinwiddie Middle School	11608 Courthouse Road	Dinwiddie, VA. 23841	153770.500
Dinwiddie Football Field House	11608 Courthouse Road	Dinwiddie, VA. 23841	7800.000
Dinwiddie Maintenance	11016 Courthouse Road	Dinwiddie, VA. 23841	6041.030
Dinwiddie Transportation	11020 Courthouse Road	Dinwiddie, VA. 23841	14777.600
Dinwiddie High School	11501 Boisseau Road	Dinwiddie, VA. 23841	233562.630
Dinwiddie Spring Sports Field House	11501 Boisseau Road	Dinwiddie, VA. 23841	1882.000
Total			883,535.680

27.5 ATTACHMENT E - CLEANING SPECIFICATIONS

Cleaning Schedule CLASSROOMS

Daily

- Empty wastebaskets.
- Spot Clean desk tops (removal of graffiti).
- Clean and sanitize counters and sinks.
- Dust mop all composition floors.
- Spot mop composition floors with all-purpose cleaner.
- Vacuum all carpet.
- Spot clean carpet as needed.
- Vacuum walk-off mats.
- Spot clean all windows.
- Secure any exterior doors and windows and turn off lights before leaving room.

Weekly

- Replace all plastic trash liners in waste receptacles or more frequently if needed.
- Low dust all horizontal surfaces to hand height (70") including desks, chairs and tables.
- Damp clean baseboards.
- Sweep baseboards.
- Damp clean window ledges.
 - Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.
- Spot clean all door glass.
- Vacuum chalk rails and/or damp wipe.
- Wet mop composition floors.

Monthly

- High dust above hand height (70") horizontal surfaces, including shelves, pipes, moldings, etc. Maintenance personnel will clean areas only reachable from higher than a 6-foot ladder.
- Remove dust and cobwebs from ceiling areas.
- Dust Blinds

Semi-Annually

- Clean entire surface of student's desks and chairs.
- Clean carpet to remove all stains, spills and soiled spots.

Annually

- Refinish all floors.
- Wash all windows and glass partitions (both sides)

OFFICES (ADMINISTRATION and PLANT MANAGERS)

- **Daily (five days per week)**

- Empty wastebaskets and replace liners.
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges.
- Dust telephones.
- Spot clean all windows and glass partitions to hand height.
- Spot clean desk tops.
- Dust mop all composition floors (with chemically treated dust mop).
- Spot mop composition floors with all purpose cleaners.
- Vacuum carpet.
- Spot clean carpet to remove all stains, spills and soiled spots.
- Vacuum walk-off mats.
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.

Weekly

- Low dust all horizontal surfaces to hand height (70").
- Damp clean baseboards.
- Damp clean window ledges.
- Spray buff composition floors.

Monthly

- High dust above hand height (70") horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas.
- Dust blinds.

Annually

- Refinish all floors.
- Wash all windows and glass partitions (both sides).
- Clean all carpet.
- Clean entire surface of desks and chairs.

TEACHER WORK AREA AND DUPLICATION ROOMS

Daily (five days per week)

- Empty wastebaskets and replace liners.
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges.
- Dust telephones.
- Spot clean all windows and glass partitions to hand height.
- Damp clean counter tops.
- Damp clean vending machines.
- Dust mop all composition floors (with chemically treated dust mop).
- Spot mop composition floors with all purpose cleaners.
- Vacuum carpet.
- Spot clean carpet to remove all stains, spills, and soiled spots.
- Vacuum walk-off mats.
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.

Weekly

- Low dust all horizontal surfaces to hand height (70").
Damp clean baseboards.
- Spray buff all composition floors.

Monthly (To be performed the last Friday of each month)

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas.

Annually

- Damp clean all washable furniture.
- Clean carpet to remove all stains, soil's and soiled spots.
- Refinish all floors.

LIBRARY

Daily (five days per week)

- Empty wastebaskets and replace liners.
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust Interior window ledges.
- Spot clean all window glass and gloss partitions to hand height.
- Spot clean desk tops.
- Dust mop all composition floors with chemically treated dust mop.
- Spot mop composition floors with all-purpose cleaner.
- Vacuum carpet.
- Spot clean carpet to remove all stains, spills and soiled spots.
- Vacuum walk-off mats.
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings.

Weekly

- Replace all plastic liners in waste receptacles.
- Low dust horizontal surfaces to hand height (70")
- Dust all book shelves (books to remain in place)
- Damp clean baseboards.
- Damp clean window ledges.

Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas.

Annually

- Refinish all floors.
- Clean all carpet.

CAFETERIA AREAS

Daily (five days per week)

- Spot clean interior glass to hand height (70") after school hours.
- Remove trash from cafeteria area.
- Replace all plastic can liners
- Clean during lunch periods (wipe down tables, empty trash, and clean up spills).
- Sweep and damp mop.
- Vacuum walk off mats.
- Clean water fountains.
- Spray buff composition floors (two times weekly)

Weekly

- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings.
- Low dust all horizontal surfaces to hand height.
- Damp clean baseboard ledges and window ledges.

Semi-Annually

- Refinish all composition floors.
- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas.
- Clean windows.

COMMON AREAS (LOBBIES/CORRIDORS/STAIRS/ELEVATORS)

Daily (five days per week)

- Spot clean interior glass partitions and doors.
- Clean and sanitize water fountains.
- Dust interior window ledges.
- Dust mop composition floors with chemically treated dust mop.
- Spot mop composition floors with all-purpose cleaner.
- Vacuum carpet.
- Spot clean carpet to remove all stains, spills and soiled spots.
- Vacuum walk-off mats.
- Clean under entrance mats daily, inside and out.
- Sweep underneath stairs.

Two Times Weekly

- Spray and buff all composition floor.

Weekly

- Damp clean baseboards.
- Damp clean window ledges.
- Dust furniture and fixtures.
- Dust locker tops.

Monthly (To be performed the last Friday of each month)

- High dust above hand height (70") horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas.
- Clean all hall walls (more often if needed).

Semi-Annually

- Refinish all composition floors.
- Clean carpet to remove all stains, spills, and soiled spots.
- Clean lobby windows.

RESTROOMS/DRESSING ROOMS

Daily

- Check restrooms throughout the school day.
- Empty wastebaskets/dispensers and replace liners.
- Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins.
- Clean and polish chrome fittings.
- Clean and sanitize toilet seats.
- Clean and polish glass and mirrors.
- Wash and sanitize exterior of containers.
- Remove spots, stains and splashes from wall area and counter tops.
- Clean metal partitions.
- Sweep floors.
- Mop floors with germicidal disinfectant at least daily and as often as needed.
- Fill expendable supplies in restroom dispensers.
- Wash and sanitize metal partitions.
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.

Weekly

- Low dust horizontal surfaces to hand height (70").
- Damp clean baseboards.
- Clean wall thoroughly with cleaning and sanitizing solution.
- Wash and sanitize interior of wastebaskets.

Monthly

- High dust above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas.
- Machine scrub floors with germicidal disinfectant

MULTI-PURPOSE/GYMNASIUM

Daily (Five days per week)

- Empty wastebaskets.
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.
- Dust mop floors with chemically treated mop per manufacturer's specifications or vacuum all carpeted areas.
- Spot mop composition floors.
- Spot clean carpeted areas and remove any stains, spills or soiled spots.

Weekly

- Replace all plastic can liners in waste receptacles.
- Low dust horizontal surfaces to hand height (70").
- Sweep baseboards.
- Clean bleachers, remove all trash, sweep, mop and clean floor underneath.
-

Monthly

-
- High dust above hand height (70") all horizontal surfaces including shelves and molding.
- Remove dust and cobwebs from ceiling areas.
- Damp mop wood floor.

Annually

- Wash all windows and glass partitions.
- Strip and wax tile floors.
-

***Note: Scrub composition floors as needed.**

Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, Board Meetings, etc.).

- Check and maintain clean restrooms, halls, lobbies, etc.

GROUNDS MAINTENANCE (INCLUDING ALL LAWNS, ALL SPORTS FIELDS, ALL PLAYGROUNDS, ALL LOADING DOCKS)

Daily

- Remove trash and debris from grounds.
- Empty trash containers.
- Sweep entrances, doorways, walkways, steps and curbs.
- Remove any graffiti from outside walls and sidewalks.

Special Events During Regular Cleaning Operation Hours (Ballgames, Plays, Concerts, PTA Meetings, Board Meetings, etc.).

- Maintain clean restrooms, common areas, trash cans and area around concession stands.

MISCELLANEOUS

Management of Energy Consumption

Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room.

Cleaning personnel are not to change or override established heating and cooling temperatures in schools.

Annually for all schools (Note: Annual services are to begin immediately following the end of each school year and be completed no later than August 1 of each year).

Completely strip or scrub tile and refinish composition floors applying a minimum of six (6) coats of wax on all hallways, cafeterias, and high traffic areas and a minimum of four (4) coats of wax in all classrooms.

Wash all windows and glass partitions on the inside and outside.

Annual carpet care on all carpeted areas to include shampooing to remove all stains, spills, and soiled spots.

Notification of needed repairs

Cleaning personnel and/or supervisor to advise Plant Manager of all needed repairs at the end of each day or sooner if appropriate.

Securing Buildings

Day porters will unlock building(s) each day. Cleaning supervisor or a designated cleaning employee will secure building(s) at the end of the day.

Light Maintenance

Vendor will be required to accomplish minor maintenance within each Individual facility. The responsibilities will be accomplished on an as required basis and will be at the specific instruction of the school Principal. All maintenance related supplies, equipment and/or tools will be provided by the Dinwiddie County Public Schools. The following Job responsibility outline is a sample overview for the nature of maintenance activities and responsibilities that will be required of and performed by the daytime custodians at each location.

1. Replace ceiling tiles when required.
2. Cut off water supply until maintenance employees can respond.
3. Assist maintenance employees in monitoring mechanical and boiler rooms for mechanical problems.
4. Clean all HVAC return and supply air grills in all classrooms and common areas on a monthly basis.
5. Replace light bulbs as necessary.

27.6 ATTACHMENT F - STATE CORPORATION COMMISSION FORM

Virginia State Corporation Commission (SCC) registration information - The bidder:

is a corporation or other business entity with the following SCC identification number:

-OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

-OR-

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

27.7 ATTACHMENT G – SIGNATURE SHEET

PURPOSE

Conduct a Special Education Comprehensive Review plan for Dinwiddie County Public Schools.

By signature, I certify that the proposal as submitted complies with all Terms and Conditions as set forth in RFP. If there are any parts of the terms and conditions that the company cannot meet, I have indicated which ones on an attached page.

By signature, I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same material, equipment or services, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of Virginia Governmental Fraud Act and Federal Law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Offeror.

Signature: _____ Date: _____

Name (type or print): _____

Official Title: _____

Company Name: _____

FIN or SSN: _____

State of Incorporation: _____

Address: _____

Telephone: _____

E-Mail: _____

Fax: _____

Acknowledgment is made of receipt of the following Addenda:

Annual Contract Amount _____ \$ _____

27.8 ATTACHMENT H - CERTIFICATION OF CONTRACTOR

Full Name of Contractor

As required by Section 22.1-296.1 of *the Code of Virginia*, the undersigned hereby certifies as follows:

- (i) That **I (and all persons** who will provide such services) have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. I further understand that if I make a materially false statement regarding any of the above offenses,

I will be guilty of a Class 1 misdemeanor.

Date _____

Signature of Contractor

27.9 ATTACHMENT I - REFERENCES

Bidders shall supply three (3) references of the same type of work and requirements for area(s) of similar size or larger, satisfactorily completed with dates of continuous service or contract period, location, names, addresses, and phone numbers of Owners. Bidders shall only indicate references they have worked within the past five (5) years.

Reference #1

Name of County, City, Agency or Firm: _____

Address: _____

Contact with Title: _____

Telephone: _____

Types of services provided: _____

Contract Dates: From _____ To _____

Reference #2

Name of County, City, Agency or Firm: _____

Address: _____

Contact with Title: _____

Telephone: _____

Types of services provided: _____

Contract Dates: From _____ To _____

Reference #3

Name of County, City, Agency or Firm: _____

Address: _____

Contact with Title: _____

Telephone: _____

Types of services provided: _____

Contract Dates: From _____ To _____