



PEACE ACADEMY REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL TIMELINE

Proposal Issue Date	July 7, 2023
Final Date for Written Questions	July 14, 2023
Proposal Opening Date and Time	July 14, 2023 at 8:00 a.m.
Proposal Due Date and Time	July 28, 2023 at 5:00 p.m.
Award Date (per award letter)	July 31, 2023
Start Date	August 1, 2023

INTRODUCTION

This document contains a Request for Proposal (RFP) for providing Janitorial services for PEACE Academy (1954 Candler Rd., Decatur, GA 30032). This RFP sets forth the terms and conditions applicable to the proposed procurement.

REQUEST FOR PROPOSAL

A. LEGAL NOTICE

Notice is hereby given that PEACE Academy intends to solicit vendors for janitorial services.

No intent should be construed from this legal notice that PEACE Academy intends to enter into a contract with any party unless, in the sole opinion of PEACE Academy, it is in PEACE Academy's best interest to do so.

PEACE ACADEMY REQUEST FOR PROPOSAL (RFP)

All costs involved in submitting a response to this Request for Proposal (RFP) shall be borne in full by the party incurring said cost. Offerors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the offeror's own risk, and it cannot secure relief on plea of error. PEACE Academy is not liable for any cost incurred by the offeror in submitting a proposal.

PEACE Academy reserves the right to accept any proposal, that it determines most favorable to the interest of PEACE Academy and to reject any or all proposals or any portion of any proposal submitted which, in PEACE Academy's opinion, is not in the best interest of PEACE Academy.

In accordance with Federal law and U.S. Department of Education policy, schools and vendors are prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

B. PROCUREMENT METHOD

The Procurement Method will be the Competitive Sealed Proposals method (commonly known as a Request for Proposals or RFP). The Competitive Sealed Proposals method differs from the traditional sealed bid method in the following ways:

- Competitive sealed proposals allow discussions with competing offerors and adjustments to the initial proposal.
- Comparative judgmental evaluations may be made when selecting among acceptable proposals for award of the Contract.

All procurement transactions shall be conducted in a manner that provides maximum full and open competition consistent with applicable regulations: 7 CFR 210.16, 210.21, 250 Sub D, 7 CFR 200.318-326, Appendix II Part 200.

Procurement must be conducted so that there is no apparent or real conflict of interest.

C. SCOPE OF WORK

Vendors will provide all night, holiday, school breaks, teacher planning days, and summer custodial services to PEACE Academy at 1954 Candler Rd., Decatur, GA 30032 as well as day custodial services.

Services shall be performed between the hours listed below:

- Day Services 6:30 am - 6:30 pm
- Night Services 7:00 pm - 4:00 am

Cleaning must be completed in a manner so as not to disrupt normal school functions as determined by PEACE Academy.

PEACE ACADEMY REQUEST FOR PROPOSAL (RFP)

Vendors must maintain a minimum daily cleaning Level 2 per current APPA cleaning standards. (Third Edition APPA custodial standards are current as of this RFP. All subsequent editions will apply as work proceeds.)

All methods, including but not limited to, equipment, personnel, materials, cleaning approach, etc, used in performing the work herein specified shall be in accordance with the current best practices of the International Executive Housekeeping Association (IEHA) and affiliate ISSA-InterClean World Wide Cleaning Group of the building cleaning industry. Standards may be viewed at www.issa.com or www.ieha.org.

Vendors must have experience in APPA, Leadership in Educational Facilities Level 2, or a qualifying equivalent cleaning environment.

Quality of Work and Standards of Cleanliness

The vendor is expected to use first quality workmanship and quality equipment, materials, and supplies in carrying out its duties. Best management practices of the building cleaning industry are required with regard to sanitation, housekeeping, safety, and public relations. PEACE Academy requires compliance with PEACE Academy cleaning standard level 2 at a minimum. The PEACE Academy cleaning standards Level 1 and Level 2 are defined as follows:

Level 1:

- Floors and base moldings shine and/or are bright and clean, and colors are fresh.
- There is no buildup in corners or along walls.
- All floors are swept daily.
- All carpets are vacuumed daily.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
- Lights and fixtures are clean (no bugs or dirt observed).
- Washroom and shower fixtures, urinals, toilets, and tile shine and are odor-free. Supplies are adequate.
- Trash containers hold only daily waste and are clean and odor free.

Level 2:

- Floors and base moldings shine and/or are bright and clean.
- There is no buildup in corners or along walls.

PEACE ACADEMY REQUEST FOR PROPOSAL (RFP)

- All floors are swept daily.
- All carpets are vacuumed daily.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation.
- Lights and fixtures are clean (no bugs or dirt observed).
- Washroom and shower fixtures, urinals, toilets, and tile shine and are odor-free. Supplies are adequate.
- Trash containers hold only daily waste, and are clean and odor-free.

Only single-level subcontracting is allowed, and all subcontractors must be equally qualified and completely understand the scope and terms of the contract. All subcontractors must be approved by PEACE Academy prior to starting work under this contract. All subcontractors are required to adhere to all state, local, and federal employment practices, including, but not limited to, the Fair Labor Standards Act.

Objectives

The following are the key objectives of this contract:

- To deliver a minimum APPA cleaning standard Level 2 cleaning at PEACE Academy.
- To ensure that all methods used in performing the work herein specified shall be in accordance with the best current practices of the building cleaning industry.
- To insure all services are completed in a manner and at a time so as not to disturb administrative functions as determined by PEACE Academy.

D. REQUEST FOR PROPOSAL SUBMISSION

Proposals will be received until **(5:00 P.M.) on July 28, 2023 VIA EMAIL at c.crawford@peaceacademycharter.org**, for supplying PEACE Academy with janitorial services during the school year of **July 1, 2023 through June 30, 2024**. All proposals will be time-stamped and dated upon receipt. Any proposal submitted after the time specified for receipt will not be considered and will be returned unopened.

All subject lines must read: **SUBMISSION FOR PEACE ACADEMY JANITORIAL RFP: YOUR BUSINESS NAME**

PEACE ACADEMY REQUEST FOR PROPOSAL (RFP)

Qualification data shall be submitted by each offeror along with the sealed Proposal. Failure to furnish such records and evidence, or the inclusion of any false or misleading information therein, shall be sufficient cause for rejection of the Proposal or termination of any subsequent Contract. Include the following data:

- Offeror must be incorporated or licensed to do business in the State of Georgia.

As provided herein, under state law and, or regulations and PEACE Academy's local policy, discussions may be conducted with responsible offerors who submit proposals determined to be considered for award selection. Discussions will be for the purpose of clarification, to ensure a full understanding of all terms and conditions of the response to this RFP and the Contract's requirements. In conducting these discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.

If additional information is requested to adequately respond to this RFP, please contact **Cindy Crawford** in writing at c.crawford@peaceacademycharter.org. Any additional information provided to one offeror will be available to all.

Competitive sealed proposals are subject to all the conditions and specifications attached hereto.

E. PROPOSAL AWARD CRITERIA

Award will be made only to a qualified and responsible offeror whose Proposal is responsive to this solicitation. A responsible offeror is one whose financial, technical, and other resources indicate an ability to perform the services required. All proposals are to be safeguarded by PEACE Academy. Proposals will be evaluated by a committee. Each committee member will score the proposals independently before the committee identifies the most advantageous response. If a committee member is an agent for, employee of, or in any manner associated with an Offeror, that Offeror may not participate in the RFP and subsequent contract.

The offerors will be notified after all responses have been scored as to the status of their proposals. No information is released until after the award is made.

PEACE ACADEMY REQUEST FOR PROPOSAL (RFP)

F. PROPOSAL PROTEST PROCEDURES

Any protest shall be in writing and shall be delivered to PEACE Academy's designated protest official Cindye Crawford at c.crawford@peaceacademycharter.org. A protest of a solicitation shall be received by the named individual before the offer due date. The protest shall be filed within ten (10) days from the award notice and shall include:

1. The name, address, and telephone number of the protestor;
2. The signature of the protestor or an authorized representative of the protestor;
3. Identification of the purchasing agency and the solicitation or contract number;
4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
5. The form of relief requested.

A written response to the protest will be made within 30 days from receipt of the protest and all items indicated above.

The PEACE Academy Board of Directors shall in all instances disclose information regarding protests to the State Agency.

G. FINAL CONTRACT

Final contract will be issued following the proposal award.