

**Frontier Schools Inc.**

**REQUEST FOR SEALED PROPOSALS 048922-201802**

**FOR JANITORIAL SERVICES**

**LEGAL NOTICE**

Notice is hereby given that Frontier Schools, Inc., open enrollment charter schools intend to examine methods to receive janitorial services for its Kansas City, MO area schools.

No offer of intent to enter into a contract with any party for janitorial service should be construed from this legal notice. Frontier Schools Inc. will enter into a contract for services only if, in the sole opinion of the school district, it is in the School district's best interest to do so.

All costs involved in submitting proposals to the School district or alternatives to any janitorial service shall be borne in full by the interested party and should be included in a total price. A copy of the Request for Proposal can be obtained by contacting:

Huseyin Gencay

Frontier Schools Inc.

30 West Pershing Suite 402,

Kansas City, MO 64108

Phone: (816) 241-6200

Email: [hgencay@frontierschools.org](mailto:hgencay@frontierschools.org)

Frontier Schools Inc. reserves the right to accept any proposal or a part of any proposal that it deems most favorable to the interest of the School District. Frontier Schools Inc. further reserves the right to reject any or all proposals or any portion of any proposal submitted for any reason or no reason and/or that Frontier Schools Inc. determines not to be in the best interest of the School district.

Frontier Schools Inc.

By: Huseyin Gencay

**Submittal Deadline: June 8, 2018 at 1 PM**

## INSTRUCTIONS TO VENDORS

### 1. BID SCHEDULE

<u>Newspaper Ads</u>	<u>5/13/2018-05/20/2018</u>
<u>Mandatory Walk through</u>	<u>5/24/2018</u>
<u>Proposal submission date</u>	<u>6/08/2018</u>
<u>Proposal evaluation date</u>	<u>6/15/2018 – 6/22/2018</u>
<u>Board approval date (tentative)</u>	<u>6/23/2018</u>
<u>Agreement date</u>	<u>7/1/2018-06/30/2019</u>

2. At any time prior to the specified time and date set for proposal opening as set forth above, a vendor (Note: or a designated representative) may withdraw a submitted proposal by submitting a request in writing.
3. The company representative must sign the Request for Proposal Signature Page and return it in the proposal package.
4. All responsive proposals shall include the forms provided in this proposal invitation package. It is permissible to copy these forms if required.
5. Sealed proposals are to arrive no later than 1 pm on June 8<sup>th</sup>, 2018 and shall be addressed to:

Huseyin Gencay

Frontier Schools Inc.

30 West Pershing Road, Suite 402, Kansas City, MO 64108

Phone: (816) 241-6200 Email: hgencay@frontierschools.org

**Your response must include the following on the front of your package: “Janitorial Services RFP # 048922-201802”**

**Please submit one original and an electronic copy of the proposal.**

**Electronic copies must be submitted in a flash drive. We do not accept proposals via email.**

6. Late proposals will not be considered under any circumstances. All late proposals shall be returned to the appropriate company unopened.
7. No proposal shall be altered, amended, or withdrawn after the specified time for opening proposals.
8. Periods of time, stated as number of days, are calendar days.
9. It is the responsibility of all vendors to examine the entire proposal package, seek clarification of any item or requirement that may not be clear to them, and check all information for accuracy before submitting a response.
10. Awards, if any, shall be made with reasonable promptness to the vendor(s) whose proposal(s) in accordance with the Criteria Evaluation Worksheet best conforms to the invitation and will be the most advantageous to Frontier Schools Inc. (“School” or “FSI”). The award(s) may be made on the basis of factors other than the lowest price proposal.
11. Unless otherwise specified, this contract shall be valid from July 1<sup>st</sup>, 2018 through June 30<sup>th</sup>, 2019. This contract may be renewed for up to five additional one-year terms if mutually agreeable to all concerned parties.

12. Prices shall remain firm for the term of any contract awarded.
13. FSI reserves the right to audit the successful bidders' books. Successful bidder shall establish and maintain a reasonable accounting system that enables FSI to readily verify successful bidders' expenses and costs of goods with regard to work done under this Request for Sealed Proposals. FSI and its authorized representatives shall have the right to audit, to examine, and to make copies of or extracts from all financial and related records (in whatever form they may be kept, whether written, electronic, or other) relating to or pertaining to this Request for Sealed Proposals kept by or under the control of the successful bidder, including, but not limited to those kept by the successful bidder, its employees, agents, assigns, successors, and subcontractors. Such records shall include, but not be limited to, accounting records, written policies and procedures; subcontract files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices; ledgers; cancelled checks; deposit slips; bank statements; journals; original estimates; estimating work sheets; contract amendments and change order files; back-charge logs and supporting documentation; insurance documents; payroll documents; timesheets; memoranda; and correspondence.
14. FSI reserves the right to terminate, without cause and for any reason, the Agreement resulting from this RFP upon thirty (30) calendar days prior written notice, or five (5) days prior written notice for cause.
15. FSI is exempt from local, state and federal taxes. In the event that taxes are imposed on the goods and/or services purchased, FSI will not be responsible for payment of the taxes. The Supplier shall absorb the taxes entirely. FSI will supply tax exemption information upon request.
16. FSI standard payment terms are net 30 days after receipt of invoice. Supplier may offer FSI a cash discount for payment of an invoice(s) with stated discount terms. Supplier's invoices should be sent to the campuses.
17. Supplier's invoices must contain an invoice number on the face of the invoice. Each line item on the invoice should contain the corresponding services for the building billed on the invoice. Invoices for extra services submitted without the correct purchase order number shown may be returned to the Supplier for correction. Corrected invoices will be subject to the same payment provisions as original invoices.
18. In the event a Supplier presents FSI with invoices, statements, reports, etc. that are incomplete, inaccurate or in need of substantial internal research, such action could result in delay of payment. FSI will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate or incomplete information provided in invoices by Supplier.
19. There is no guaranteed amount of business, expressed or implied, to be purchased, or contracted for by FSI. However, the Supplier shall furnish all required goods and/or services to FSI at the stated price, when and if required.
20. Any agreement resulting from this RFP shall be governed by, construed and enforced in accordance with the laws of the State of Missouri without regard to the conflicts or choice of law principles thereof. The parties irrevocably consent to the jurisdiction of the State of Missouri, and agree that any court of competent jurisdiction sitting in the County of Jackson, State of Missouri, shall be an appropriate and convenient place of venue, and shall be the sole and exclusive place of venue, to resolve any dispute with respect to the Agreement.
21. It is understood and agreed that the Supplier is a separate legal entity from FSI and; neither it or any employees, volunteers, or agents contracted by it shall be deemed for any purposes to be employees or agents of FSI. The Supplier assumes full responsibility for the actions of its personnel and volunteers while performing any services incident to the Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers' compensation, disability benefits and like requirements and obligations.
22. In the performance of the Supplier's services, the Supplier shall not cause any release of Hazardous Substances, including asbestos, or contamination of the environment, including the soil, the atmosphere or any water course

- or ground water. Supplier shall be liable for any claims or damages resulting from such release of or exposures to any such substances as a result of the Supplier's activities
23. Notwithstanding any other provision of this Request for Sealed Proposals (including all attached documents), the School expressly reserves the right to:
- a. Waive any insignificant defect or informality in any proposal procedure.
  - b. Reject any or all proposals.
  - c. Reissue a Request for Sealed Proposal.
24. A proposal, in response to a Request for Sealed Proposal, is an offer to contract with School based upon the instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications and weighted criteria evaluation of this proposal.
25. Each vendor shall guarantee to the School that the proposal submitted and the price offered by the vendor shall remain firm for a period not less than 120 days from the deadline for proposals to be submitted.
26. BY SUBMITTING A PROPOSAL, THE PROPOSER / OFFEROR / VENDOR AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST FRONTIER SCHOOLS INC., AND ITS DIRECTORS, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, BID PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY BID OR ANY PART OF ANY BID; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.

### **Standard Terms and Conditions:**

1. **BID/PROPOSAL SUBMISSION:** Bids/Proposals must be submitted utilizing this document only and must reach the Frontier Schools Inc. ("FSI") Purchasing Office on or before the hour on the date specified. Late submittals will be returned unopened. Faxed or emailed proposals will not be accepted.
2. **INTERNET DOWNLOADS:** Vendors who have not obtained this solicitation document directly from FSI, or who may have downloaded the document from the FSI website, shall be responsible for immediately notifying FSI of their interest in order to receive all written addenda on a timely basis. Vendors who do not so notify FSI and submit proposals without receipt of all addenda issued may be deemed to have submitted proposals not responsive to this Request for Sealed Proposals solicitation.
3. **REJECTION/AWARD:** FSI reserves the right to reject any and/or all submittals, to award contracts for individual items as may appear advantageous and to waive all formalities in bidding. Written notice of award mailed or otherwise furnished to the successful bidder results in a binding contract without further action by either party.
4. **DURATION OF SUBMISSION:** Offers must remain open for acceptance for a period of sixty (120) days subsequent to the opening of proposals. No bid may be withdrawn during the period of firm offering.
5. **SUPPLEMENTAL INFORMATION:** All supplemental information required by the proposal documents must be included with the response. Failure to provide complete and accurate information may disqualify vendor from consideration.
6. **PROPOSAL ERRORS:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of proposal is allowed based on proof of mechanical error; however, vendor may be removed from approved vendor list.
7. **UNDUE INFLUENCE:** In order to ensure the integrity of the selection process, vendor's officers, employees, agents or other representatives shall not lobby or attempt to influence a vote or recommendation related to the vendor's response, directly or indirectly, through any contact with school board members or other FSI officials from the date this solicitation is released until the award of a contract by the FSI Board of Directors.
8. **CONTRACTUAL RELATIONSHIP:** Nothing herein shall be construed as creating the relationship of employer or employee between FSI and the Contractor or between FSI and the Contractor's employees. FSI shall not be subject to any obligations or liabilities of the Contractor or his employees, incurred in the performance of the contract

- unless otherwise herein authorized. Neither the Contractor nor his employees shall be entitled to any of the benefits established for FSI employees, nor be covered by the FSI Workers' Compensation Program.
9. INDEMNIFICATION: Contractor shall indemnify, defend and hold harmless FSI, its officers, agents and employees, from and against any and all loss, cost, damage, expense and claims, including attorney's fees and liability of any kind for any acts or omission of Contractor, its officers, agents or employees, in performance of contract, so long as the sole negligence of FSI is not the cause of the loss, claim, damage expense or cost.
  10. GRATUITIES: FSI may, by written notice to the Contractor, cancel this contract without liability to FSI if it is determined by FSI that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of FSI with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is cancelled by FSI pursuant to this provision, FSI shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
  11. ASSIGNMENT-DELEGATION: No right or interest in this contract shall be assigned or delegation of any obligation made by the Contractor without the written permission of FSI. Any attempted assignment or delegation by the Contractor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
  12. WAIVER: No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
  13. MODIFICATIONS: This contract may only be modified by a written agreement signed by both of the parties or their duly authorized agents.
  14. INTERPRETATION OF EVIDENCE: This contract is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this contract. Acceptance or acquiescence in a course of performance rendered under this contract shall not be relevant to determine the meaning of this contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this contract, the definition contained in the Code is to control.
  15. APPLICABLE LAW: This contract shall be governed by the policies of the FSI Board of Directors, laws of the State of Missouri and the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Missouri as effective and in force on the date of this contract. FSI Board Policies will be made available upon request.
  16. ADVERTISING: Contractor shall not advertise or publish, without the prior consent of FSI, the fact that FSI has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
  17. LEGAL VENUE: Both parties agree that venue for any litigation arising from this contract shall lie in Jackson County, Missouri.
  18. SPECIAL TOOLS & TEST EQUIPMENT: If the price stated on the face hereof includes the cost of any special tooling or special test equipment fabricated or required by Contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of FSI and to the extent feasible shall be identified by the Contractor as such.
  19. FUND AVAILABILITY: Any purchase order resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the FSI Board of Directors or otherwise not made available to FSI.

## Campus Square Footages

Campus Name	Address	City	Zip	Phone	Building Size (Square Feet)
Frontier School of Excellence & GYM	5605 Troost Ave.	Kansas City	64110	816-822-1331	34,414
Frontier School of Innovation- Middle School Building & GYM	1575 Universal Ave	Kansas City	64120	816-241-6202	48,741
Frontier School of Innovation- Elementary School Building	6700 Corporate Drive	Kansas City	64120	816-363-1907	39,491
Frontier Stem High School & Gymnasium	6455 Commerce Ave	Kansas City	64120	816-541-8200	48,024
Frontier Student Engagement Center	1142 E 47 <sup>th</sup> Terrace	Kansas City	64110	816-931-4809	2,720

**There is a mandatory facility meeting and tour on May 24, 2018 @ 9:00 AM.**

**Location: 6700 Corporate Drive Kansas City, MO 64120**

**Contact info for Huseyin Gencay**

**Phone: 816-241-6200 Email: [hgencay@frontierschools.org](mailto:hgencay@frontierschools.org)**

Sealed proposals are to arrive no later than 1:00 PM on June 8, 2018 and shall be addressed to:

Huseyin Gencay

Frontier Schools Inc.-Central Office

30 West Pershing Suite 402, Kansas City, Missouri 64108

Phone: (816) 241-6200

Your response must include the following on the front of your package:

**“Janitorial Services RFP # 048922-201802”**

**Janitorial Services to be opened June 8, 2018 at 1:15 PM**

Please submit one original and an electronic copy of the proposal in a sealed envelope.

Electronic copies must be submitted in a flash drive. We do not accept proposals via email.

# Scope of Work for All School Buildings

## I. DAY PORTER SERVICES - all buildings except Student Engagement Center

8 hours of service (not including at least ½ hour of employee lunch time) daily (Monday through Friday excluding school holidays)

Working hours will be finalized by local administrators. Tentative work hours: 7:30 am – 4:00 pm

### A. Clean Cafeteria after breakfast and lunch.

1. Wipe down all tables and seats with a disinfectant
2. Fold tables sweeping and moping entire floor
3. Take trash to dumpster

### B. Restrooms-ALL

1. Sanitize toilets inside and out including seats and urinals periodically during the day
2. Restock paper supplies as needed
3. Refill soap dispensers as needed
4. Empty trash

### C. Halls

1. Sweep halls periodically
2. Mop spills as necessary

### D. Entrances, Lobbies, and other Public Areas

1. Sweep outside steps or nearby sidewalk (up to 15 feet from entrance) to keep soil away from door.
2. Keep matting and runners clean and dry at entrance. Use vacuum, if necessary.
3. Spot mop these areas to remove tracked-in water or soil.
4. Keep waste receptacles emptied as required.
5. Pick up any items that have been dropped on floors.
6. Clean any spillage or soiled spots on floors with a mop. Spot-clean spills on carpets.
7. Clean glass on inside doors and office window as needed
8. Clean exterior windows of immediate entrance area

### E. Other duties as assigned by Office Staff or Principal

## II. NIGHTLY CLEANING SERVICES

This service will be provided Monday through Friday

### A. All Areas

1. All trash receptacles are to be emptied and trash removed to a collection point.
2. Clean and sanitize drinking fountains.
3. Thoroughly dust all horizontal surfaces such as desktops, chairs, tables, pictures, window sills, handrails and all other furnishing.
4. Damp wipe all horizontal surfaces to remove coffee rings and spillage of liquids
5. Completely vacuum all carpeting

6. Spot cleaning carpet for occasional accidental spillage of liquids.
7. Dust mop hard surface floors with a treated dust mop
8. Damp mop hard surface floors to remove any spillage or soiled
9. Damp mop all hard surface floors – Weekly
10. Damp mop and buff all hard surface floors - Monthly
11. Damp wipe entrance metal and finger marks on entrance glass
12. Spot clean partition glass
13. Use an industry standard disinfectant for sanitizing
14. Remove graffiti within 24 hours.
15. Remove dust and cobwebs from ceiling areas
16. Clean telephone receivers with sanitizer and disinfectant cloth-weekly.
17. Dust removal of mini/Venetian blinds – monthly
18. Monthly Wiping and cleaning of Gym Floors and bleachers (must follow the guidelines of the Gym floor userbook)

#### **B. Restrooms**

1. Stock toilet tissue
2. Wipe paper towel cabinet and refill
3. Refill soap dispensers
4. Empty trash receptacles and wipe as needed
5. Clean mirrors
6. Toilets, including seats and urinals, to be cleaned and sanitized inside and outside
7. Scour and sanitize all basins
8. Remove fingerprints and marks from stall doors and partitions
9. Remove splash marks from walls around basins
10. Mop and rinse restroom floor with disinfectant
11. Remove graffiti within 24 hours.
12. Check to be sure plumbing is operational; that there are no stoppages, or leaks.

#### **C. Entrances, Lobbies, Halls, and Other Public Areas**

1. Sweep outside steps or nearby sidewalk (up to 15 feet from entrance) to keep soil away from door.
2. Keep matting and runners clean and dry at entrance. Use vacuum, if necessary.
3. Spot mop these areas to remove tracked-in water or soil.
4. Keep waste receptacles emptied as required.
5. Pick up any items that have been dropped on floors.
6. Clean any spillage or soiled spots on floors with a mop. Spot-clean spills on carpets.
7. Wipe baseboards.
8. Dust mop handrails.

#### **D. Outside Policing**

1. Empty waste receptacles and replace plastic liners.
2. Keep walkways clear of debris.
3. Remove obvious debris, from grounds, athletic areas, and parking areas.

Note: Night Shift employees will be responsible for to arm the alarm system and closing/lucking up the building.



#### **IV. OTHER SERVICES**

It is to be understood that, in each school, the Custodians (particularly on the day shift) are there to support the school principal and staff. As such, unscheduled needs will arise from time to time, and need to be met by the Custodial Staff. There will be a day custodian (day porter) available to support the normally recurring miscellaneous duties that include:

- A. Flag raising and lowering
- B. Furniture moving
- C. Light bulb changing
- D. Set-ups for meetings
- E. Post class schedule activity cleanups
- F. Assisting in receiving of supplies
- G. Incidental graffiti removal - interior
- H. Reporting observed safety hazards
- I. Other duties as assigned by principal
- J. Defective building or inoperable building equipment shall be brought to the attention of the CLIENT such as:
  - 1. Leakage or plumbing problems
  - 2. Defective lights or lighting
  - 3. Doors and/ or gates not properly secured
  - 4. Other unusual circumstances such that might affect the security maintenance, or effectiveness of the facility
  - 5. Janitor closet(s) equipment and material shall be kept in a neat and orderly condition at all times

#### **V. STUDENT ENGAGEMENT CENTER- At least once weekly**

- A. Vacuuming
- B. Spot cleaning carpet stains
- C. Sweeping & mopping hard floors
- D. Dusting
- E. Cleaning kitchen appliances and wash dishes
- F. Wiping all hard surfaces with disinfectant
- G. Taking out trash
- H. Cleaning and disinfecting sinks and toilets in restrooms
- I. Restocking consumable supplies

#### **VI. SERVICES THAT WILL BE PROVIDED WITH ADDITIONAL FEE**

- A. Shampoo/Deep clean carpeted area
- B. Interior/Exterior window cleaning.
- C. Strip, Wax, and Buff hard floors
- D. Day Porter Service on weekend (Hourly Fee)

## PROPOSAL REQUIREMENTS & SPECIFICATIONS

### A. REQUIREMENTS

1. The vendor must supply proof that staff have been through a background check process and evidence of sufficient liability and worker's compensation insurance covering staff
2. The vendor shall provide a brief overview of agency history, philosophy and capacities.
3. The vendor shall provide its current client list.
4. The vendor shall provide three reference letters from its current clients for the similar work. Frontier Schools Inc. reserves the right to review Better Business Bureau ratings and request credit reference checks.
5. The vendor shall comply with all applicable Federal, State and Local laws, statutes and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, the Uniformed Services Employment and Reemployment Rights Act, and all rules and regulations promulgated there under
6. The vendor shall agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability or national origin

### B. SPECIFICATIONS

1. Day porter and nightly janitorial services will be provided on regular school days. There are 174 regular school days on the school calendar.
2. If school decides to provide summer school for students, vendor will be informed. Tentatively, there will be 20 summer school days in May and June
3. There are several Professional Development (PD) days and parent-teacher meeting days on the school calendar. Vendor should contact the school principal to learn if school needs any janitorial services on PD and parent-teacher meeting days or not.
4. If school is closed due to a snow day or for any other reason, school officials will contact the cleaning company and no janitorial services will be provided on those days. No fee will be charged for those days.
5. The vendor shall coordinate all janitorial activities.
6. The vendor will provide labor & all cleaning supplies. The campus will purchase consumable paper and hand soap supplies.
7. The vendor shall supply all equipment necessary for providing janitorial services to FSI.
8. The vendor shall ensure the safety of all students, staff and visitors while performing maintenance and janitorial duties;
9. The vendor shall ensure child safe products are used. Where possible, vendor shall use environmentally friendly products. Please mention in your proposal what products you will be using.
10. The vendor shall ensure the cleanliness; tidiness and sanitary standards of the facility are maintained at all times;
11. The vendor shall provide information for all services and person(s) that will participate (with credentials and experience) in janitorial services.
12. The vendor shall ensure floor areas being worked on will have adequately positioned caution signs;
13. The vendor shall ensure janitorial storage rooms are kept clean and orderly;
14. The vendor shall ensure that all employees involved in maintenance & janitorial services have a drug screening and background check prior to employment;
15. The vendor shall be responsible for all injuries to persons caused by its staff, equipment or supplies;
16. The vendor shall wear adequate safety equipment for the tasks involved (e.g. safety shoes), and train their employees on the safe use of hazardous materials in the workplace;

17. The vendor shall ensure all containers of hazardous materials are clearly identified, labeled and stored at all times.
18. The vendor shall be responsible for all damage caused by its employees, its equipment or its supplies, the School's property, equipment, buildings and building contents.
19. The vendor shall appoint an experienced Supervisor to be responsible for all the work required under the contract.
20. The Supervisor shall be readily accessible to Frontier Schools Inc. personnel at all times and have communication equipment (cell phone or pager).
21. With regards to health and safety issues, report immediately to the security guards if outside of normal working hours. During normal hours, they are to be reported to the Facility Coordinator or Head of School.
22. Criminal Background Check – The vendor must be enrolled in the VECHS program and the vendor's personnel must be background checked through Missouri Automated Criminal History System (MACHS) using Frontier Schools' four-digit registration number - 1034. The vendor must follow the background check requirements as stated in section §168.133, RSMo. Bid awards are contingent upon the satisfactory outcome of the criminal background checks of all the vendor's employees, when required by the Frontier Schools. Frontier Schools has the sole and absolute discretion to determine whether the outcome is satisfactory.

The vendor shall provide the roster of all employees (day or night porter, etc.) containing employee's name, date of birth, date of hire, date of the most current fingerprint criminal record check. All employees contained on the vendor's roster must be background checked to meet all Federal and State of Missouri requirements and those contained within this agreement. This roster shall be presented on the first day of school for each new school year and updated monthly indicating any new hires or employees that are no longer employed with the vendor.

Under no circumstances shall any person serve Frontier Schools as a vendor and/or vendor's employee without being cleared for all applicable Federal and State of Missouri background check requirements. Failure to comply with this requirement is a serious breach of this agreement and may be subject to the termination of the agreement between Frontier Schools and JSC.

## WEIGHTED CRITERIA EVALUATION WORKSHEET

The evaluation of proposals will be based on the following criteria and scored in the following manner:

### I. Mandatory Criteria

Proposals will not be considered for further evaluation unless there is compliance with all of the following criteria.

The proposing vendor:

- A. Vendor is properly incorporated or licensed to do business in the State of Missouri : \_\_\_\_\_
- B. Vendor is capable of managing janitorial service operations on a contract basis : \_\_\_\_\_
- C. Vendor doesn't have a record of substandard work : \_\_\_\_\_
- D. Vendor has submitted a proposal, meeting all of the requirements of the RFP : \_\_\_\_\_

### II. Evaluation Criteria

Proposals meeting each of the criteria set forth above will be evaluated on the following factors:

- A. Price for Day Porter Services (0 - 15 pts) : \_\_\_\_\_
- B. Price for Nightly Services (0 - 20 pts) : \_\_\_\_\_
- C. Price for additional fee services (0 – 15 pts) : \_\_\_\_\_
- D. Experience (0 - 10 pts) : \_\_\_\_\_
- E. Size and structure of the company (0 -10 pts) : \_\_\_\_\_
- F. Comprehensiveness of the entire RFP response, particularly as it relates to addressing all points identified and addressed herein under Specifications (0 - 10 pts) : \_\_\_\_\_
- G. General direction and supervision to be exercised by Vendor over employees to meet district/charter school needs (0 - 10 pts) : \_\_\_\_\_
- H. The Vendor's past relationship with Frontier Schools (0 - 10 pts) : \_\_\_\_\_

**Total proposal score** : \_\_\_\_\_

**REFERENCE FORM**

List at least three (3) companies or governmental entities (preferably public or charter school districts) where the same or similar services as contained in this specification package were recently provided by Vendor

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_ E-mail \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Frontier Schools Inc.**

**Janitorial Services for 2018-19 school Year**

**Bidder's Certification:**

The undersigned authorized representative of the proposing organization indicated below hereby acknowledges:

1. That he/she is authorized to enter into contractual relationships on behalf of the proposing organization indicated below, and
2. That he/she has carefully examined this Bid/Proposal Invitation, the accompanying Bid/Proposal Forms, and all Terms and Conditions associated with this Bid/Proposal Invitation, criteria evaluation worksheet, Scope of Work, and
3. That he/she proposes to supply any products or services submitted under this Proposal Invitation at the prices quoted and in strict compliance with the all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
4. That if any part of this Bid/Proposal is accepted, he/she will furnish all products or services awarded under this Proposal at the prices quoted and in strict compliance with all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
5. That the individual, firm and/or any principal of the firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective and compliance with the FCC "Red Light Rule" as of the date of opening of this proposal, and agrees to notify the School of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.
6. That the proposing organization in compliance with all federal, state, and local environmental codes, laws, and statutes.

\_\_\_\_\_  
Name of Proposing Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Telephone Number of Authorized Representative

\_\_\_\_\_  
Position or Title of Authorized Representative

\_\_\_\_\_  
Fax Number of Authorized Representative

Tax ID No. (Only required for vendors not having conducted previous business with FSI). This is required for a vendor to be set up in FSI's vendor database.

**COMPLETED & SIGNED FORM MUST BE RETURNED WITH PROPOSAL**

## SIGNATURE PAGE

Proposals will be received until 1:00 pm on June 8, 2018 for providing Janitorial Services for the 2018-2019 school year with five one-year renewal option.

Sealed proposals, subject to all the instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications, weighted criteria evaluation and exhibits attached hereto, will be received in the central office and shall be marked on the envelope "Proposal for Janitorial Services".

In accepting proposals, Frontier Schools Inc. reserves the right to reject any and all proposals in order to take the action that it deems to be in the best interest of the School.

Additional information required to adequately respond to this Request for Proposal may be obtained from the central office at (816) 241-6200.

Contracts entered into on a basis of submitted proposals are revocable if contrary to law.

The instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications, weighted criteria evaluation and exhibits attached hereto and incorporated by reference for all purposes.

We, as an interested party, agree to the instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications, weighted criteria evaluation and exhibits attached hereto and have submitted our proposal. I/we understand that if selected and a contract is awarded the instructions to vendors, standard terms and conditions, scope of work, proposal requirements and specifications, weighted criteria evaluation and exhibits attached hereto will become a part of the contract between the vendor for janitorial services as indicated below Frontier Schools Inc..

(Note: Failure to sign will disqualify bid)

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

ANTI-COLLUSION AFFIDAVIT

STATE OF )

COUNTY OF )

\_\_\_\_\_, of lawful age, being first sworn on oath say, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

\_\_\_\_\_  
Signed

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public (or Clerk or Judge)

My commission expires \_\_\_\_\_



## Exhibit B

### DEBARMENT AND SUSPENSION CERTIFICATION

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.
5. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Firm: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

**Exhibit C**

**Affidavit of Non-Discriminatory Employment**

This company, Contractor, or Subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, or national origin, and agrees to take affirmative action as required by Federal Statutes and rules and regulations issued pursuant thereto in order to maintain and insure non-discriminatory employment practices.

\_\_\_\_\_ Signature

\_\_\_\_\_ Printed Name & Title

**JANITORIAL SERVICES FOR 2018-2019 SCHOOL YEAR**  
**Proposal Overview**  
**RFP # 048922-201802 - Frontier Schools Inc.**

**Legal Name of Business:** .....

**Type of Business and types of products or services provided:** .....

.....  
.....

**Contact Person:** ..... **Title:** .....

**Address:** ..... **City:** .....

**State/Zip Code:** ..... **E-mail:** .....

**Telephone Number:** ..... **Fax Number:** .....

**Pricing:**

a) Please specify the **hourly cost** for a day porter: \$.....

b) Please specify the **daily cost** of night cleaning services for each school building.

Frontier School of Innovation – Elementary	\$.....
Frontier School of Innovation –Middle & Gym	\$.....
Frontier STEM High School & Gym	\$.....
Frontier School of Excellence & Gym	\$.....

c) Please specify the **hourly cost** of cleaning services for Student Engagement Center: \$.....

**Janitorial Services with Additional Fee**

a) If the campus requests day porter on the weekend, hourly cost: \$.....

b) Shampoo/Deep Clean Carpets (Including equipment and supplies) – Total Price

Frontier School of Innovation – Elementary	\$.....
Frontier School of Innovation –Middle	\$.....
Frontier STEM High School	\$.....
Frontier School of Excellence	\$.....
Student Engagement Center	\$.....

**c) Interior and Exterior Window Cleaning (Including equipment and supplies) – Total Price**

Frontier School of Innovation – Elementary	\$.....
Frontier School of Innovation –Middle & Gym	\$.....
Frontier STEM High School & Gym	\$.....
Frontier School of Excellence & Gym	\$.....
Student Engagement Center	\$.....

**d) Strip, Wax, and Buff (Including equipment and supplies) – Total Price**

Frontier School of Innovation – Elementary	\$.....
Frontier School of Innovation –Middle	\$.....
Frontier STEM High School	\$.....
Frontier School of Excellence	\$.....
Student Engagement Center	\$.....

**Special Conditions/Terms:**

**Any additional services requested, requires a quote from the vendor first. Before any work can start an approved Purchase Order from Frontier Schools, Inc. must be presented to the vendor. Any unauthorized work performed without an approved Purchase Order, may result in non-payment for said work.**

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