

**Request for Proposals (RFP)
Janitorial and Maintenance**

Schools: Voyageur Academy/Voyageur College Prep
4366 Military Street, Detroit, MI 48210
4321 Military Street, Detroit, MI 48210

Services: Janitorial and Maintenance

Term of Services: April 1, 2017 to June 30, 2018 with option to renew for up to four additional one year terms.

Questions: Submit questions to APS Facilities Manager Terry Kochis at tkochis@americanpromiseschools.org by February 13, 2017. Vendors will receive written responses to all questions posted by February 15, 2017.

Optional School Walk-Throughs: Vendors who wish to visit the APS school campuses to inform their proposals should contact Terry Kochis at tkochis@americanpromiseschools.org for further details. School Walk throughs will be scheduled for February 10, 2017 at 10AM.

Submit Proposal To: Liz Ruiz
Director of Operations, American Promise Schools
4366 Military Street, Detroit, MI 48210
Please provide three hard copies of your proposal.

Proposals Due: February 24, 2017 by 4PM

About American Promise Schools and Voyageur Academy

American Promise Schools (APS) was formed in April 2013 with a focus on the turnaround and support of existing urban schools in Michigan. During the 2013-14 school year, APS supported its first network school, the Jalen Rose Leadership Academy. APS added Voyageur Academy to the network in the 2014-15 school year and Voyageur Academy Preparatory Academy in the 2016-17 school year.

Voyageur Academy is a K-12 district serving approximately 1170 students. Voyageur Academy is an open enrollment, public charter school in the Chadsey/Condon neighborhood in Detroit founded in 1998. Both schools share the same campus, occupying both a smaller leased facility for grades K-2 located at 4321 Military Street and a newly constructed, Board-owned facility for grades 3-12 located at 4366 Military. For more information, please visit www.voyageurcollegeprep.com and www.voyageuracademy.com.

Scope of Services

This Request for Proposal (RFP) is seeking a contractor who is capable of performing custodial maintenance services.

The Contractor shall:

- Provide full time custodian(s) to the school building including a day porter (7AM – 4PM year round).
- Provide temporary staff to cover sick/vacation time of year round employees.
- Provide all paper products, trash liners, hand soap, cleaning supplies and equipment required.
- Provide year-round (12 month) services to meet the scope of services noted below.

Daily Tasks:

Building Area	Task
Entrance, Front Lobby, Offices	<ul style="list-style-type: none">• Clean and disinfect all drinking fountains.• Clean exterior surfaces of waste containers.• Empty all waste containers and removal trash to disposal site.• Replace soiled liners in waste containers.• Sweep, damp mop floors.

	<ul style="list-style-type: none"> • Vacuum carpet. • Dust tables, office desks, conference tables. • Spot clean carpet.
Resource Room, Library, Staff Lunchrooms	<ul style="list-style-type: none"> • Empty all waste containers and remove trash. • Replace soiled or damaged trash liners. • Wash tables. • Wash floors. • Dust other hard surfaces. • Wipe and disinfect any sinks/microwaves that are in the rooms. • Make sure all windows are closed and locked. • Clean, disinfect all light switches and door levers. • Check and shut off any coffee makers. • Spot clean carpets. • Vacuum carpets.
Classrooms	<ul style="list-style-type: none"> • Empty all waste containers and remove trash. • Replace soiled or damaged trash liners. • Wash tables. • Wash floors. • Wash blackboards. • Dust other hard surfaces. • Wipe and disinfect any sinks that are in the rooms. • Make sure all windows are closed and locked. • Clean, disinfect all light switches and door levers. • Clean fingerprints on inside of windows. • Spot clean carpet. • Vacuum carpets.
Restrooms	<ul style="list-style-type: none"> • Refill toilet tissue and paper towel dispensers. • Refill all soap dispensers. • Empty trash and reline if needed. • Empty sanitary napkin receptacles and reline. • Spray and wipe all fixtures with disinfectant. • Spot wash walls and partitions with cleaner and disinfectant. • Light damp dust all vertical and horizontal surfaces. • Damp wash soap dispensers and clean mirrors. • Mop all restroom floors with disinfectant/cleaner. • Clean and disinfect all trash containers, light switches, door levers and handles on partitions and paper towel levers. • Clean/disinfect all toilets and urinals.
Lunchroom	<ul style="list-style-type: none"> • Empty all waste containers and remove trash to dumpster. • Replace liners.

	<ul style="list-style-type: none"> • Wipe exterior of all waste containers with disinfectant. • Wash floors. • Wash tables. • Clean and polish drinking fountains.
Hallways	<ul style="list-style-type: none"> • Clean walls. • Clean and disinfect water fountains. • Clean/vacuum floors/stairwells. • Spot clean carpet.
Elevators	<ul style="list-style-type: none"> • Vacuum floor of elevators. • Damp wipe floor selection panel. • Wipe other hard surfaces to remove fingerprints.
Janitorial Closets/Maintenance Rooms	<ul style="list-style-type: none"> • Empty all trash containers. • Ensure that maintenance and janitor rooms look professional when door is opened. • Ensure janitorial carts have all the tools in an organized manner. • Ensure that doors to room will be locked at all times. • Ensure that all MSDS sheets will be in a binder in the room for safety in case of accidents.

Additional Tasks:

Task	Frequency
Clean inside windows	Twice per year
Professionally truck mount clean carpets	Twice per year
Strip and wax tile floors	Once per year
High dusting above six feet	During summer and winter breaks
Clean grout tile in bathrooms	During summer and winter breaks
Clean windows inside	During summer and winter breaks
Shampoo carpets	During summer and winter breaks

Specialized Services for the School Building

1. Regularly inspect all buildings, providing and maintaining a safe, secure, clean and functional environment.
2. Be registered with the school's alarm company/Detroit Police Department and be available to respond to related calls on a 24-hour basis for consultation.
3. Determine needs, prioritize and accomplish tasks including but not limited to:
 - a. General maintenance, custodial care, and light repairs to all buildings under the contract.

- b. Electrical maintenance and minor repairs – bulbs, switches, fuses, ballasts etc.
- c. Plumbing maintenance and minor repairs – leaks, drains, toilets, etc.
- d. Mechanical maintenance and minor repairs – heating equipment, etc.

Daily School Schedule – Day Porter:

- 1. Open building
- 2. Prepare walk for students
- 3. Remove snow from all school exits as needed
- 4. Clear sidewalks around school as needed
- 5. Assist during lunch hours
- 6. Maintain grounds
- 7. Secure buildings and set alarms daily

Instructions for Contractor Proposals

In your proposal, please answer the following questions:

- 1. Experience: What experience does your firm bring to this work?
 - a. Please specifically describe your firm’s history, leadership, organization structure, and experience with charter schools in Michigan.
 - b. Please provide three references that we might contact to further evaluate your services. If possible, we would prefer to contact charter schools in the Detroit area.
- 2. Services: Please outline your approach for providing the services noted in the scope of services above.
 - a. How will you plan to ramp up and begin the work effective April 1, 2017?
 - b. Are there any services outlined in the scope that your firm is not prepared to offer at this time?

In your proposal, please include the following documentation:

- 1. Signature Page (attached)
- 2. Bid Submission Sheet (attached)
- 3. Conflict of Interest Affidavit (attached)
- 4. Assurances and Certification Page (attached)

Indemnity, Release, Insurance and Security

Insurance

- 1. Evidence of Contractor Insurance Coverage
 - a. The Contractor shall provide Voyageur Academy at the time the Bid Proposal is submitted, Certificates of Insurance and/or policies, acceptable as listed below:

- i. Certificate of Liability Insurance properly executed. Individual certificates of insurance and/or policies may be required prior to work commencing.
 - b. Insurance Requirements
 - i. During the performance and up to the date of final acceptance of the work, the Contractor must effect and maintain insurance hereafter listed below:
 - 1. The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers Liability Coverage at limits of \$100,000 per person, \$500,000 aggregate, in accordance with all applicable statutes of the State of Michigan.
 - 2. The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.
 - ii. The following shall be Additional Insureds on Commercial General Liability Insurance: Voyageur Academy, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.
 - iii. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.
- 2. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to Voyageur Academy at least ten (10) days prior to the expiration date.

Indemnification and Hold Harmless

- 1. The Contractor shall indemnify and hold harmless APS, Voyageur Academy, its officers, agents, and employees from:
 - a. Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of the Contractor, its officers, employees and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
 - b. Any claims, damages, penalties, costs and attorney fees arising from any failure of the Contractor, its officers, employees and/or agents, including its sub or independent contractors, to observe applicable

laws, including, but not limited to, labor laws and minimum wage laws.

- c. Voyageur Academy will not indemnify, defend or hold harmless in any fashion the Contractor from any claims arising from any failure on the part of the contractor, its employees or suppliers, regardless of any language in any attachment or other document that the Contractor may provide.
- d. The Contractor shall reimburse Voyageur Academy any expenses incurred as a result of the Contractor's failure to fulfill any obligation in a professional and timely manner under the Agreement.

Default and Termination

1. In the event the Contractor shall default in any of the obligations or conditions set forth in the Agreement or their performance does not meet established criteria, Voyageur Academy may notify the Contractor of such default in writing.
2. Written notice referred to in this article shall be deemed delivered upon presentation to any person designated by the Contractor as the manager or, in the case of notice by the Contractor or by mailing the same certified or registered mail to the address for the Contractor in the proposal, or the address for Voyageur Academy in the case of notice by the Contractor.
3. Failure on the part of Voyageur Academy to notify the Contractor of default shall not be deemed a waiver by Voyageur Academy of Voyageur Academy's rights on default of the Contractor and notice at a subsequent time will have the same effect as if promptly made.
4. Upon receipt of notice of default from, the Contractor shall immediately correct such default. In the event the Contractor fails to correct the default to the satisfaction of Voyageur Academy, Voyageur Academy shall have all rights accorded by law, including the right to immediately terminate the Agreement. Such termination shall not relieve the Contractor of any liability to Voyageur Academy for damages sustained by virtue of any default by the Contractor.
5. The Contractor agrees that, in the event either party deems it necessary to take legal action to enforce any provision of the Agreement, and in the event Voyageur Academy prevails, the Contractor shall pay all expenses of such action including Voyageur Academy's attorney fees and costs at all stages of the litigation.
6. The parties may mutually terminate the contract/agreement that results from this proposal at any time. Either party may terminate the contract/agreement with cause given a sixty (30) day notice to the other party.

Integration

1. All RFP documents and addendum, contractor's response to this RFP, subsequent purchase orders, and contract with the successful contractor contains the entire understanding between the parties.

SIGNATURE PAGE

This form must be returned, properly executed. Please use this page as a cover sheet for your bid proposal.

In compliance with the Request for a Proposal made by Voyageur Academy the undersigned proposes to furnish and deliver all services in accordance with the accompanying descriptions and instructions in the RFP. The undersigned also asserts that:

- This proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purchase, and is in all respects fair and without collusion or fraud.
- No member of the APS/Voyageur Academy Board nor any officer, employee or person whose salary is payable in whole or in part by the respective boards is directly or indirectly interested in this proposal or in the services to which it relates, or in any portion of the profits thereof.
- All prices herein are net and exclusive of all federal, state and municipal sales and excise taxes.
- Said bidder clearly understands that APS/Voyageur Academy will be the sole judge in determining the quality of services as being equal to or in compliance with the descriptions set forth in the RFP.

Company: _____

Name: _____

Signature of above: _____

Title: _____

Address: _____

Telephone: _____

Date: _____

Are you a small business? Yes _____ No _____

Are you a minority business? Yes _____ No _____

If yes, list minority: _____

BID SUBMISSION SHEET

Monthly Cost \$ _____

Day Porter \$ _____

Total Bid \$ _____

Name/Title

Company Name

Telephone Number

Address

Approximate Installation Date

City/State/Zip

Exceptions, additions or deviations from specifications

I, _____, a duly authorized representative of the
(please print name)

Bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold Voyageur Academy harmless should any judgment be rendered against our firm for violations(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

Signature Title Date

CONFLICT OF INTEREST AFFIDAVIT

This affidavit is required by state law and complies with the State of Michigan, Act No. 232 of Public Acts of 2004, Enrolled House Bill No. 5376, Sec. 1267, paragraph 3, and sub-paragraph (d), as listed below:

(3) The advertisement for bids (and proposals) shall do all of the following: State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive of the public school academy. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

CHECK ONE OF THE TWO BOXES BELOW:

List and describe all existing Conflicts of Interest. (Attach an additional page if necessary.)

To the best of my knowledge, no conflict of interest exists.

Print name of bidder: _____

Signature: _____

Name of Company: _____

City: _____

State/Zip: _____

NOTARY: State of

County of

Sworn to and subscribed before me, a notary public in and for the above state and county, on this _____ Day of _____, 20__ .

Notary Public: _____

My commission expires: _____

ASSURANCES AND CERTIFICATIONS

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Voyageur Academy as a Michigan public entity is required to follow Public Act 517 of 2012.

Signature

Date