

GREEN DOT PUBLIC SCHOOLS CALIFORNIA
RFP TITLE: GREEN DOT PUBLIC SCHOOLS CALIFORNIA SCHOOL JANITORIAL SERVICES
RFP#: FY22-003
DATE OF ISSUANCE: MONDAY, MARCH 14, 2022

Please submit all proposals electronically to:

Nalin Kulasooriya, Contract and Procurement Manager and copying Nathan Humphreys,
Facilities Director, Green Dot Public Schools California

To: purchasing@greendot.org

CC: CA-Facilities@Greendot.org

Subject line: "Proposal – Janitorial Services RFP#: Y23-003"

Bid Due Date: Friday, April 22, 2022, at 5:00 PM, PST

Administrative and General Information

School Information: Green Dot Public Schools California ("GDPSC") is a California nonprofit public benefit organization based in Los Angeles, CA operating a total of 18 public middle schools and high schools in California. GDPSC's mission is to help transform public education so ALL students graduate prepared for college, leadership and life.

CHART A: Schools

<i>School</i>	<i>Approx. Building sf.</i>	<i># of Stories</i>	<i>Year Built</i>	<i>Current Staffing</i>
<i>Animo James B Taylor CMS 820 E. 111th Pl., Los Angeles, CA 90059</i>	<i>27,000</i>	<i>1</i>	<i>1964</i>	<i>2.5</i>
<i>Animo Jefferson CMS 1655 E. 27th St., Los Angeles, CA 90011</i>	<i>32,000</i>	<i>1</i>	<i>1963</i>	<i>2.5</i>
<i>Animo Ralph Bunche 1655 E. 27th St., Los Angeles, CA 90011</i>	<i>39,150</i>	<i>2</i>	<i>1963</i>	<i>3</i>
<i>Animo Mae Jemison CMS 12700 S. Avalon Blvd., Los Angeles, CA 90061</i>	<i>24,500</i>	<i>1</i>	<i>1979</i>	<i>2.5</i>
<i>Animo Legacy 12226 S. Western Ave., Los Angeles, CA 90047</i>	<i>258,000</i>	<i>1</i>	<i>1975</i>	<i>6</i>
<i>Animo Inglewood CHS 3425 W. Manchester Blvd. Inglewood, CA 90305</i>	<i>91,800</i>	<i>5</i>	<i>1967</i>	<i>4</i>
<i>Animo Leadership CHS 11044 S. Freeman Ave., Inglewood, CA 90304</i>	<i>53,000</i>	<i>3</i>	<i>2008</i>	<i>3</i>
<i>Alain LeRoy Locke College Prep Academy 325 E. 111th St., Los Angeles, CA 90061</i>	<i>240,000</i>	<i>3</i>	<i>1963</i>	<i>10</i>

<i>Oscar de la Hoya Animo CHS 1114 S. Lorena St., Los Angeles, CA 90023</i>	<i>51,300</i>	<i>3</i>	<i>2008</i>	<i>3</i>
<i>Animo Pat Brown CHS 8205 Beach St., Los Angeles, CA 90001</i>	<i>36,900</i>	<i>1</i>	<i>1956</i>	<i>3</i>
<i>Animo South Los Angeles CHS 11130 Western Ave., Los Angeles, CA 90047</i>	<i>21,000</i>	<i>1</i>	<i>1961</i>	<i>3</i>
<i>Animo Venice CHS 820 Broadway St., Venice, CA 90291</i>	<i>36,500</i>	<i>2</i>	<i>2009</i>	<i>3</i>
<i>Animo Watts College Prep Academy 12628 S. Avalon Blvd. Los Angeles, CA 90061</i>	<i>34,950</i>	<i>2</i>	<i>2009</i>	<i>2</i>
<i>Animo Compton Charter 13305 S. San Pedro St. Los Angeles, CA 90061</i>	<i>34,950</i>	<i>2</i>	<i>2009</i>	<i>1</i>
<i>Animo Florence-Firestone 8255 Beach St., Los Angeles, CA 90001</i>	<i>34,950</i>	<i>2</i>	<i>2009</i>	<i>3</i>
<i>Animo Ellen Ochoa 4360 Dozier St., Los Angeles, CA 90022</i>	<i>55,000</i>	<i>2</i>	<i>2018</i>	<i>3</i>
<i>Animo City of Champions 9330 S. 8th Ave. Inglewood, CA 90305</i>	<i>18,000</i>	<i>1</i>	<i>1675</i>	<i>2</i>

Purpose: GDPSC seeks proposals from qualified respondents (the “Proposers”) interested in providing janitorial services as described in this RFP.

GDPSC will require the Proposer to provide comprehensive services, management, a workforce, and service supervision. The Proposer will supply and pay for all labor, supervision, equipment, supplies and materials, vehicles, maintenance, and insurance necessary to deliver the proposed services. All of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide references, and is to have sound business practices that show fiscal responsibility.

Contract Period: This proposal addresses the contract period **July 1, 2022, through June 30, 2023**, with up to two 1-year extensions. The contract period shall not exceed three years.

Proposal Authorities, Restrictions, and Clauses

GDPSC Authorities and Options

- GDPSC reserves the right to reject any and all proposals for any reason.

- GDPSC reserves the right to negotiate any and all proposals for any reason.
- GDPSC has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from GDPSC.
- Subsequent to GDPSC's acceptance of a submitted proposal, final terms and conditions will be negotiated, and finalized via a formal contract, between the Proposer and GDPSC.

RFP Timeline

- Release date: Monday, March 14, 2022
- Questions from Proposer due: Monday, April 4, 2022
- Questions Answered by: Friday, April 8, 2022
- RFP Closing date: Friday, April 22, 2022
- Evaluation and Accepted by: Mid-May

The GDPSC will hold a Mandatory in-person Tour of the GDPSC facilities as below.

Monday, March 28, 2022, 7:00 am

*Location: Alain Leroy Locke College Preparatory Academy
325 E. 111th St.,
Los Angeles, CA 90061*

Monday, March 28, 2022, 8:30 am

*Location 1: Animo Watts College Preparatory Academy
12628 Avalon Blvd.,
Los Angeles, CA 90061*

*Location 2: Animo Mae Jemison Charter Middle School
12700 S Avalon Blvd.,
Los Angeles, CA 90061*

Attendance at both tours is required

Proposer Requirements/Scope of Services

Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation or preference, gender identity and expression, national origin, ethnicity, age, disability, marital status, military service status, genetic information, or any other protected classification. The Proposer will ensure that all employees involved in their services be fully vaccinated, participate in periodic Covid-19 testing, as required by GDPSC policy, and receive Department of Justice and Tuberculosis clearance prior to commencing with providing services to GDPSC. The successful Proposer will

provide to GDPSC: GDPSC's criminal background check and Tuberculosis Vendor Certification Form, which will list each employee verifying that they have Department of Justice clearance and list their Tuberculosis expiration date, at the Proposer's expense. The Proposer will, at the request of the Chief Executive Officer, Chief Business Officer, and/or Facilities Director, immediately remove from providing services to GDPSC any person who, in the opinion of GDPSC, has engaged in improper conduct. The Proposer will not permit a person so removed to return to any GDPSC location unless prior written consent is provided by GDPSC.

Assignments: The Proposer will not make any assignments or subcontract for the work without prior written permission from GDPSC.

Legal: The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, by the state of California or other legislative bodies of appropriate jurisdiction. The Proposer must promptly notify GDPSC concerning any litigation or claims filed with any federal or California State agency involving the Proposer or its parent or subsidiary companies.

Insurance: Proposer must indemnify and provide insurance coverage that will minimize GDPSC's exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
- Automobile Liability and Physical Damage insurance for an amount of not less than \$5,000,000 minimum for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- Proposer must name Green Dot Public Schools California ("GDPSC") and Green Dot Public Schools National ("GDPSN") as an "additional insured" on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing GDPSC and GDPSN as "additional insured" must be provided to GDPSC prior to commencement of services and kept up-to-date.

Pricing: All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with **N/A**.

Invoices and Payments: GDPSC's standard payment terms are **net 30** days after receipt of an accurate invoice. Invoices may be sent no more frequently than once per month. Invoices shall be submitted to GDPSC within the first seven days of each month. Separate invoices shall be generated for each school.

In the event the Proposer presents GDPSC with invoices, statements, reports, etc. that are

incomplete, or inaccurate, GDPSC may be required to perform substantial research which could result in delay of payment. GDPSC 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, incomplete, or inaccurate information provided in invoices or statements by the Proposer.

Contract Type: The preferred contract type to be awarded is a fee per hour contract.

SCOPE OF SERVICES

The purpose of this specification is to define the janitorial service requirements for various schools operated by GDPSC. The work covered in these specifications includes furnishing all labor, equipment, materials, supplies, and supervision necessary to complete janitorial services. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided. GDPSCA will consider innovative solutions and alternatives that will best accomplish the desired outcome.

The Proposer is responsible for the cleanliness, sanitation and quality control of the buildings, the grounds, classrooms, bathrooms, walkways, public area, offices, etc. The description of these services is to be used as a general guideline for the Proposer. The description does not attempt to describe every detail of services or service area(s) that are to be maintained by the Proposer.

The intent of this specification is to define the general janitorial services requirements: Services provided are for five days per week unless otherwise specified. Services shall include, but not be limited to, the following:

Nightly Services

Janitorial Cleaning and/or Day porter Service

- Empty all waste receptacles. Clean, and reline daily. Dispose of trash as needed.
- Vacuum all carpeted main traffic and use areas, including conference rooms, reception areas, interior stairwells, hallways, and corridors with the exception of individual offices (see weekly). Spot vacuum/clean all other areas as needed.
- Wipe all top surfaces and counter tops.
- Wash and sanitize all drinking fountains.
- Damp mop spillage in uncarpeted office and classroom areas.
- Spot clean carpets to remove light spillage. Report large spills and stains to supervisor. Supervisor to report to Facilities Director.
- Mop uncarpeted floors.
- Assure all room lights are turned off and doors are closed and locked after the room has been cleaned.

- Arrange chairs at desks and conference room tables.
- Wipe scuff marks from wall, as needed.
- Clean conference room tables and remove any remaining food items.
- Remove scuff marks on floor as needed.
- Remove any graffiti.
- Dust all fire extinguishers. Report discharged extinguishers to management.
- Notify management of any maintenance issues (burnt out bulbs, broken mechanisms, etc.) or vandalism

Weekly Services

- Vacuum all carpeted areas completely, private offices and cubicle interiors, desk knee area spaces (under desks) and under waste containers.
- Dust and wipe clean with damp or treated cloth all office and classroom furniture, file cabinets, and cubicle partition tops, (DO NOT MOVE PAPERS).
- Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around light switches, private entrance glass, and partitions.
- Damp wipe and polish all glass furniture tops.
- Detail damp mop hard surfaced floors and/or uncarpeted surface floors.
- Sweep uncarpeted floors employing dust control techniques.
- Wipe all window sills.
- Vacuum upholstered chairs

Monthly Services

- Edge vacuum all carpeted and uncarpeted areas.
- Clean all HVAC supply and return vent grills.
- Written Quality Control Inspection provided by Proposer to GDPSC Facilities Management.

Semi-Annual Services

- Strip and wax all floors.

Special Services

- Floor Care (Strip and Wax)
- Floor Care (Carpets)
- Power Wash

RESTROOMS

Nightly services

- Clean and sanitize all mirrors, fixtures, countertops, and enameled surfaces.
- Wash and disinfect all basins, urinals, bowls (cleaning underside of rim) and fixtures.

- Wash both sides of all toilet seats with soap and/or disinfectant.
- Clean flushometers, piping, toilet seat hinges, and other metal.
- Empty, clean, and damp wipe all waste receptacles.
- Sweep, wet mop, and sanitize entire floor, including around toilet seats and under urinals.
- Damp wipe all walls, partitions, doors, and outside surfaces of all dispensers, as needed.
- Fill toilet paper, soap, paper towels, toilet seat cover, and sanitary napkin dispensers (if applicable).
- Replace trash liners.
- Remove any graffiti.
- Notify management of any stoppages, overflows, or vandalism

Weekly Services

- Flush water through P-trap weekly to ensure elimination of odor.

Monthly Services

- Machine scrub floors.
- Clean all HVAC supply and return_vent grills.
- 1Written Quality Control Inspection provided by Proposer to GDPSC Facilities Management

CORRIDORS, ELEVATORS, INTERIOR STAIRWAYS (EXCLUDING EMERGENCY EXIT STAIRWAYS) AND ENTRANCE AREAS

Nightly Service

- Sweep and spot mop all stone, vinyl or composition floors and concrete.
- Vacuum and spot clean all carpeted floor and mats.
- Dust and polish all brightwork, including mirrors and elevator call buttons
- Clear dirt and debris from elevator door tracks.
- Dust and polish all metal surfaces in elevators, including tracks, and elevator doors.
- Vacuum and spot clean all carpet in elevators.
- Remove trash from trash receptacles and replace liners.
- Dust all fire extinguisher cabinets and/or units.
- Spot clean all doors.
- All furniture should be cleaned as necessary. Do not remove any papers from desks.
- Spot sweep and/or spot vacuum all interior stairways (excluding emergency exit stairways) and landings (if applicable)
- Wipe all handrails with a disinfectant.
- Remove any graffiti.
- Notify management of any maintenance issues (burnt out bulbs, broken mechanisms, etc.) or vandalism

Weekly Service

- Detail wet mop all stone, vinyl, or composition lobby floors (daily spot mopping may satisfy this need)
- Sweep and/or vacuum all interior stairways (excluding emergency exit stairways) and landings (if applicable).
- Dust all door frames, pipes, bells, and cameras in halls

Monthly Services

- Clean all HAVAC supply and return vents.
- Written Quality Control Inspection provided by Proposer to GDPSC Facilities Management.

DAY PORTER SERVICES

Includes all janitorial services as well as:

- Keep janitorial rooms clean, neat, orderly, and odor free.
- Clean up spills and trash.
- Clean up and disinfect after any student accidents involving bodily fluids.
- Restock bathrooms as needed.
- Empty all trash receptacles as needed.
- Maintain all janitorial carts and equipment in safe and clean condition.
- Remove any graffiti.
- Notify management of any maintenance issues (burnt out bulbs, broken mechanisms, etc.) or vandalism
- Clean building trash enclosures
- Clear flower beds of all trash
- Move desks and chairs as requested
- Clean food areas after lunch and nutrition
- Clean campus common areas as needed
- Clean parking area debris

Proposal Requirements

Carefully read all instructions, requirements, and specifications. Fill out all sections completely.

Please submit the following documents as part of your proposal:

1. Executive Summary detailing qualifications (2 page Maximum)
2. Company Overview/Fiscal Responsibility Summary

- a. Experience in the education industry and in Los Angeles County, CA
 - b. Organization chart
 - c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state)
 - d. Liability Insurance Certificate and W-9
3. General Organization Policies and Procedures
 - a. Employee sourcing, screening, and hiring procedures
 - b. Frequency and type of background checks performed
 - c. Management/supervision structure
 - d. Staff training/professional development program
 - e. Safety and security program
4. Performance History & Preparedness for GDPSC
 - a. Proposer's references (3 minimum from other school districts, where possible)
 - b. Summary of ability to take on the additional workload expected by the Proposer
 - c. How Proposer plans to monitor, measure, and communicate service quality
 - d. Contingency/coverage plan for expected and unexpected absences or staff turnover
 - e. Other methods for ensuring high-quality service
5. Implementation Plan for GDPSC
 - a. Employee recruiting and/or existing staff transition plan
 - b. Training/on-boarding plan
 - c. Proposed implementation timeline
6. Financial Statements Information
 - a. Provide a complete balance sheet or annual report (verified by a certified public accountant, if applicable) for the last three years of operation.
7. Special Services Section
 - a. Provide details of equipment to be used, etc.
8. Cost/Pricing Proposal – Attachment A
9. Contact Information – Attachment B
10. Vaccination Policy Acknowledgement – Attachment C
11. Checklist of Required Elements – Attachment D

Evaluation Criteria

Evaluation: A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- **Price (25%):** Proposer offers the requested services at a competitive price, and all of the necessary factors that contribute to the price are accounted for.
- **Service Capability Plan (25%):** Proposer has the staffing and resources necessary to complete the service required and a plan to deliver high-quality service.
- **Organizational Policies and Procedures (10%):** Proposer provides resumes, operations manuals, and/or other documentation that verifies personnel, policies, and procedures that support staff development and outline expectations for experience, training, safety adherence, and professional conduct.
- **Performance History and Reputation (30%):** Proposer has a demonstrated track record of success in the industry and/or in Los Angeles, CA and provides positive references.
- **Financial Stability (10%):** Proposer provides requested information to show fiscal responsibility and sound business practice.

**Attachment A
Cost/Pricing Proposal**

Proposal Pricing

Proposers must use the chart below to indicate its proposed hourly rates. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, and any other cost necessary to provide janitorial services:

Hourly Cost

Indicate N/A for Services not proposing on:

Standard Hourly Rate		
Janitor	Day Porter	Site Supervisor Locke and Legacy Campuses Only
\$	\$	\$

Special Services		
<i>Please indicate a unit (i.e. per/sqft, per room, etc.)</i>		
Floor Care (Strip and Wax)	Floor Care (Carpets)	Power Wash
\$	\$	\$

Attachment B

CONTACT INFORMATION

Primary Contact Name Primary Contact Phone Number Primary Contact Email Address	
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Company Legal Name Company Address Company Phone Number	
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Company Website

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Year Company Founded

--

Years Operating in California

--

Number of Clients

--

Number of Employees

--

Authorized Representative Name

--

Authorized Representative Signature

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Attachment C

VACCINATION POLICY ACKNOWLEDGEMENT

Dear Potential, Green Dot Public Schools California (“GDPSC”) Vendor:

Green Dot Public Schools California Policy for COVID-19 Vaccinations and Diagnostic Screening Testing of COVID-19, effective as of October 29, 2021, requires all vendor staff to be fully vaccinated and participate in weekly testing.

By signing your name below, you acknowledge and agree to the following:

- i. I will ensure compliance that all vendor employee(s) will be fully vaccinated by start of contract date. Prior to starting work at a school site, a vendor employee must provide proof of vaccination and proof of a negative COVID test from the previous 7 days. Vendor employees serving a single Green Dot school on a regular basis will be able to test at that school site each week.
- ii. Any of my staff may be required to participate in Diagnostic Screening Testing.
- iii. My continued qualification as a GDPSC vendor is contingent on following the COVID-19 Policy.
- iv. Any of my staff that fail to comply with the COVID-19 Policy as it is applicable to them shall be disqualified from providing any services at a GDPSC site, and I will communicate the same to all such staff.
- v. GDPSC may modify, suspend, or cancel, in whole or part, any or all of the COVID-19 Policy, with or without notice, at its sole discretion. GDPSC will use reasonable efforts to communicate any such modification, suspension, or cancelation to me.
- vi. I am an authorized representative of the vendor named below empowered to sign this acknowledgment form and bind such vendor to its terms.

If you have any questions about this policy and/or its applicability to your relationship with GDPSC, please feel free to reach out to your Green Dot point of contact.

Name of Vendor (Printed)

Name and Title of Vendor Representative (Printed)

Signature of Vendor Representative

Attachment D

Checklist of Required Elements

ITEM	INCLUDED (Y/N)	PAGE	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for GDPSC			
Customer Service Proposal			
Implementation Plan			
Financial Statements			
Special Services Section (Floor Care, Carpet Cleaning, Power Washing, Window Washing, Deep Cleaning, Disinfecting, etc.)			
Pricing Proposals – Attachment A			
Company Information/Bid Authorization – Attachment B			
Vaccination Policy Acknowledgement – Attachment C			
Checklist of Required Elements (This Document) – Attachment D			
Electronic Copy		N/A	