

Request for Proposal

Custodial Services:

Cole County R-1 School District

Cole County R-1 School District

13600 Route C

Russellville, MO 65074

BIDS DUE:

October 16th, 2024

11:00am

Request for Proposals (RFP)

The purpose of this Request for Proposals is to solicit competitive sealed proposals from qualified and experienced individual(s) or firm(s) to provide custodial services for the Cole County R-1 School District.

Cole County R-1 School District is requesting bids for the general cleaning of all classrooms and bathrooms in the Elementary School.

The successful Contractor will be allowed to use district-provided cleaning supplies and tools. The successful company will provide the labor necessary to perform the required duties herein. **The overall objective is to provide supplemental and deep cleaning of the elementary building and remove dirt and debris, and clean and sanitize facilities.**

Bid Requirements.

Bids must be sealed and submitted on time. Bidders shall provide (1) a sealed copy of the proposal and MUST be labeled on the outside with the words CUSTODIAL SERVICES.

Proposals must be submitted by 11:00am on October 16th, to Cole County R-1 School District attn: Dr. Jeff Jennewein, 13600 Route C Russellville, MO 65074. Any proposal received after that deadline will be deemed non-responsive and will not be considered for evaluation. **Faxed or electronic copies will not be accepted.**

Bids must be submitted on this form and must be typed or written in ink and signed. Bids must be signed by an official of the company. The proposed price shall be good for a period of at least one hundred twenty (120) days from the submittal date. Cole County R-1 School District reserves the right to refuse any and all bids and to waive any technicalities and formalities. Cole County R-1 School District reserves the right to negotiate with all qualified offerors and reserves the right to cancel this solicitation in part or its entirety if it is in the best interest of the District to do so. Any agreement for services is subject to board approval.

SUBMISSION

Those wishing to submit a bid for the project must provide, at a minimum, the following items:

- Completed bid worksheet (Attachment 1). Note the bid form is laid out in a specific manner. Please structure your bids accordingly.
- Proof of Insurance: General Liability, Workers Comp, Automobile (must be current)

This solicitation does not commit Cole County R-I School District to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

Scope of Service

Night Working Hours Only: 3:30 pm to 12 midnight. Typically Monday through Friday. Specific school nights only (Some dates subject to change due to snow days and makeups) :

- October 21, 22, 23, 24, 28, 29, 30, 31
- November 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 18, 19, 20, 21
- December 3, 4, 5, 6, 9, 10, 11, 12, 13, 16, 17, 18, 19
- January 8, 9, 10, 13, 14, 15, 16, 21, 22, 23, 24, 27, 28, 29, 30, 31
- February 3, 4, 10, 11, 12, 13, 18, 19, 20, 21, 24, 25, 26, 27
- March 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 25, 26, 27, 28, 31
- April 1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 23, 24, 25, 28, 29, 30
- May 1, 2, 5, 6, 7, 8, 9, 12, 13

Areas to clean:

Elementary Classrooms

Elementary Bathrooms

Elementary Nurse's Room

Outline of Expectations

Contract Document The District will negotiate a Professional Services Agreement with the winning Contractor.

Insurance Requirements Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives,

Attachment 1: Bid Document Worksheet

Costs Description	Bid price	Notes
Labor Cost		
Rental of Equipment		
Fuel, Supplies		
Other costs (please list below):		
TOTAL BID:		