



KIPP Kansas City Public Charter Schools

Proposal: School Wide Custodial Services (All Campuses)

DEADLINE DATE: February 17, 2023, at 4:00pm CST

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Introduction

KIPP Kansas City Public Charter Schools is soliciting proposals for custodial services at KIPP Legacy High School and KIPP Endeavor Academy for SY 2023-2024 and subsequent years. KIPP KC will award a single contract for all KIPP Kansas City's custodial needs for all campuses (will only have one custodial company to represent both campuses as well as extracurricular events).

KIPP KC is a public, charter school serving approximately 850 students in grades PreK through 10th. We are in the process of growing our high school to serve 12th graders. KIPP KC was founded in 2007 with 5th grade, our elementary school started in 2017 and our high school opened in 2019. The mission of KIPP KC is to work with families and communities to create joyful, academically excellent schools that prepare students with the skills and confidence to pursue the paths they choose- college, career, and beyond- so they can lead fulfilling lives and build a more just world.

Term, Renewal, Early Termination

Initial Term - The initial term of the parties' agreement will be for one school year. The contract will start July 1, 2023 and terminate June 30, 2024.

Renewal- The parties will have the option to renew the agreement, each year for a maximum of 5 years.

Early Termination - Either party may terminate the agreement prior to the term for any reason upon the provision of sixty (60) days' written notice. If KIPP KC determines the Contractor's services are unsatisfactory, then KIPP KC may terminate the agreement upon the provision of thirty (30) days' written notice.

Submission of Proposal, Deadline and Process

Please Submit full proposal through email attachment to Scorpio Horn at (shorn@kippendeavor.org)
There also needs to be a hard copy sent to

KIPP KC
2700 E 18th Street
Kansas City, MO 64127
ATTN: Scorpio Horn- Custodial Proposal

Proposal Deadline: February 17th, 2023 at 4pm local time. Proposals received after the deadline will not be considered or accepted.

Proposal Format

Any proposal deemed non-conforming by the Selection committee regarding format will be considered non-responsive and require mandatory disqualification of the proposal.

1. Proposal organization -For each proposal all pages must be numbered and each section clearly identified. The proposal should not exceed the page limits where clarified.
2. Submittal Letter - Each proposal must be accompanied by a submittal letter. The submittal letter must should include
 - a. identifies the submitting business.
 - b. be signed by a person authorized to contractually obligate the Offeror.
 - c. include introduction stating organizational history, core values, mission statement, and experience. (Two page maximum)

- d. include description of how agency will meet Scope of Work and Requirements section as stated below
- f. At least 3 reference letters with contact information included

Proposal Evaluation Process

Proposals will be evaluated by a Selection Committee of District staff and perhaps a community member, facilitated by the site administrator and Director of Facilities. The Selection Committee may interview the top three rated written proposals. The interview will allow the committee time to ask questions and clarify written materials, as well as to allow the proponent the opportunity to reinforce its suitability and interest in the offer. The contents of any proposal shall not be disclosed to competing contractor(s) during the negotiation process.

Each proposal will be evaluated by the Selection Committee as indicated in the above paragraph for a possible 100 points using the rating criteria listed in this proposal. The Selection Committee will evaluate the proposals and may conduct interviews with contractor(s) applying for selection.

Interviews

Should interviews be conducted, the Contractor(s) is encouraged to fully address each question completely, as points will be assigned for response. Question(s) will be given to the Contractor(s) prior to the scheduled interview. KIPP KC may interview any contractor(s) that submits an acceptable proposal or the highest ranked Contractor(s). However, the proposal may be awarded without such interviews.

If interviews are conducted only to obtain clarifying information and/or to promote a better understanding in the RFP, there will not be other questions asked for the interview, therefore, no points will be scored.

Award

Proposal will be awarded to possibly one contractor selected to perform the work.

Contract Approval

Upon award and Board approval, the awarded contractor will be notified in writing by a KIPP Administrator. The contract will be negotiated and upon agreement by both parties (KIPP KC and awarded contractor, a contract will be issued to the awarding Contractor and approved as to form, legal sufficiency, and budget requirements by KIPP KC. A contract will not be effective until completed with authorized signatures, approved purchase order issued and signed by the KIPP KC Executive Director.

Scope of Work

We are looking for a company to respond to this RFP to include the frequency, schedule and plan for each component listed below.

Area of the Building	Cleaning Schedule with frequency	Method for cleaning	Who is clearing? (Specify day or night crew or both)
Student Bathrooms			
Staff Bathrooms			
Entrances/Exits			
Cafeteria			

Gym			
Locker Rooms			
Bleachers			
Floors			
Classrooms			
Offices			
Trash (lunchroom, offices, classrooms, bathrooms)			
Hard to reach spots (Window sills, railings, crevices, corners, behind the toilets, etc.)			
Outdoor perimeter		Please include how you will handle ensuring the large trash dumpster are locked to prevent dumping	
Deep Cleaning Plan (waxing, striping, carpet shampooing)			
Any other spaces you would include but not listed			
Securing the facility and classrooms after night cleanings			

Hours

These are the school hours for each campus. This information should be used to complete the chart above to determine the amount of staffing needed to complete day porter duties and night clearing 5 days per week (Monday-Friday, excluding school holidays)

	School Day Hours	Night Cleaning Restrictions
KIPP Legacy 1522 Winchester KCMO 64126	6:45 - 3:30	Cleaning completed between the hours of 5:30-10:00. The cleaning time should be set

KIPP Endeavor 2700 E. 18th Street KCMO 64127	7:00-8:00 Before Care 8:00-3:30 School Day 3:30-6:00 After Care	hours unless approved by the Director of Facilities.
Special Events at each campus	on average 1-4 per month	Needs to be approved by Director of Facilities
Days when school is not in session	No services needed ~58 days throughout the calendar year.	Unless approved for deep clearing by Director of Facilities
Athletic Events	all home - KIPP hosted athletic games	Needs to be approved by Director of Facilities

Requirements

We are looking for a company to respond with how they will ensure each of the following components are met outside of the day to day operation of cleaning our facilities.

Uniforms

The Contractor will be required to provide its own uniforms.

Professionalism

Custodial staff members are expected to be neatly groomed, dress in the appropriate uniform, and interact with staff and students in a mature, respectful manner that reflects favorably on KIPP Public Schools.

Custodial personnel will avoid spending working time in non-productive activities such as making personal phone calls, congregating with staff for the purpose of socializing, or leaving the school grounds for personal business. At the request of the school administrator and with the concurrence of the Director of Facilities, custodial personnel who are not fulfilling these requirements may be replaced. This also can cause a termination of contract.

Equipment and Supplies

The contractor will provide all necessary equipment to clean the facilities. The contractor should include a scope of supplies needed on a daily basis for 1 month of billing. This would include but not limited to all cleaning supplies, soap refills, hand sanitizer refills, toilet paper, trash bags/liners, etc.

Reporting

Custodial personnel will be required to report building damage, lost items of value or any maintenance concerns. A few examples here would be: a lost ring, a clogged toilet, a hole in a wall, etc.

Staff are required to pick up large items that cannot be vacuumed. Should a classroom or office regularly prevent custodial staff from cleaning the space, the contractor will contact KIPP’s Director of Facilities to resolve the issue.

Misconduct Reports

The Contractor will immediately notify the Director of Facilities and the affected school administrator of all reports of misconduct by custodial personnel. Serious reports of misconduct occurring while the custodial personnel is working for KIPP KC will be jointly investigated by the Contractor and the Director of Facilities. All reports of misconduct by custodial personnel will be thoroughly investigated in a timely manner. The school administrator will be apprised of the progress and findings of the investigation. The Director of Facilities may request the replacement of custodial personnel while a report of a serious nature is being investigated.

Payment and Billing

Invoices shall have complete information such as dates of services, itemized costs, and itemized accounting to hours worked and any other backup information to support the billing. Invoices should be submitted to our online payment system, Anybill. Once the invoice has been submitted in anybill, payment will be issued within 30 business days.

Insurance

Contractor shall provide to KIPP KC proof of General Liability Insurance coverage of at least two million dollars (\$2,000,000.00) per occurrence; proof of Motor Vehicle Insurance coverage of at least one million dollars (\$1,000,000.00) per occurrence; Workers Compensation Insurance coverage in an amount that meets or exceeds statutory minimums; and any other insurance coverage mandated by law or rule or recommended as a best practice for Contractor's industry.

Experience and Knowledge

Demonstrated through historical documentation that the contractor has experience providing custodial services in an educational or similar type environment. Indicate the relationship of the work in this RFP to the contractor's other current programs by providing records of previous contracts indicating experience in this field. Demonstrate the contractor's ability to meet schedules and budgets, as well as program requirements and goals. Include information regarding clients' budgets, bidding estimates, and completed program cost. Provide information regarding the overall success of programs and client satisfaction. Three references of past clients should be included.

Budget Presentation

Demonstrate clearly, in detail, using an itemized format, the projected costs of the services required. Indicate each program requirement, (training, daytime custodial services, after hours patrol, etc.), and provide an itemized summary of the associated costs. Provide a total cost for each program requirement and an overall cost for the entire proposal. Demonstrate ability to meet scope of work expectations within the funding cap allocated for this proposal.