

**REQUEST FOR PROPOSALS
FOR CUSTODIAL SERVICES
PUBLIC NOTICE
April 29, 2024**

The Anchor School (“School”) requests Statements of Qualifications (SOQ) and Proposals for Custodial Services (“SFP” and/or “Proposer”) for the 2024-2025 school year at an existing school in DeKalb County, Georgia (“Project”).

The Request for Proposals (RFP) package in electronic (PDF) format shall be sent to Kynea Griffith, Director of School Operations by email at kyneagriffith@anchorschool.org. The School is not responsible for full or partial sets of RFP documents, including addendum, obtained from any other source. Each Proposer having requested the full RFP package will be provided the package in an electronic (PDF) format by email no later than 4:00 p.m. on Monday, May 13th, 2024. Proposers shall submit one (1) electronic file of the complete SOQ and Proposal package in PDF format via email to kyneagriffith@anchorschool.org no later than 5:00 p.m. Eastern Standard Time (EST) on Friday, May 31st, 2024. The Proposer’s name and the project name should be clearly displayed in the submittal file name. It is the sole responsibility of the Proposer to ensure receipt of its Statement of Qualifications and Proposal to the School. Submittals received after the due date and time will not be considered.

Confirmation of receipt by telephone can be made directly to Kynea Griffith at kyneagriffith@anchorschool.org or 678-503-4880. The School reserves the right to negotiate with any and/or all Proposers that submit qualifications. The School further reserves the right to reject all offers or award a contract which, in its judgment, is in the best interest of The School. The School reserves the right to waive any informality.

The School does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, or genetic information in employment or the provision of or contracting for goods or services.

The School is an equal opportunity employer and encourages Small Business Entities, Businesses Operating within the State of Georgia, Women Owned Businesses, and Minority Owned Businesses to submit qualifications.

Project Site

The existing school is located at 2460 Wesley Chapel Road – UNIT 25A, Decatur, GA 30035 at Parcel ID Number 15 130 02 110.

Scope of Work

A. General

The School requests qualifications from SFP teams to provide complete custodial services as required for The School which serves up to 260 students and faculty from Monday through Friday each week, 52 weeks a year with activities scheduled on nights and weekends.

B. Space

To the extent possible, additional detailed information shall be furnished to the Contractor upon request; however, through actual measurement, use of existing drawings and/or other means, it shall be the responsibility of the Contractor to verify measurements as deemed applicable for the submission of a proposal.

Special Requirements For The Submission Of A Proposal

A. Qualifications

Each vendor shall submit evidence of qualifications which would influence the ability to satisfactorily perform the custodial services defined elsewhere in this document (see evaluation criteria for additional pertinent details.)

Vendor must have been in the custodial services business for a minimum of three (3) years.

Vendor must demonstrate ability to manage custodial services within commercial facilities with current references and management expertise.

Anticipated Project Schedule Activity

Request for Qualifications advertisement posted and shared on 4/29/2024

Deadline for submittal of questions 05/13/2024, 5:00 p.m. EST

Statement of Qualifications and Proposals due 5/31/2024, 5:00 p.m. EST

Award expected June of 2024

The School reserves the right to adjust the schedule and add or remove specific activities to meet the unique needs of this Project.

Selection Criteria and Weighting of Qualifications

Statements of Qualifications will be evaluated based on Proposer's responses to the requirements of this RFP. Evaluations will focus on relative strengths, weaknesses, and deficiencies associated with the SOQ and Proposal. Each Proposer will be evaluated and shortlisted based on their SOQ and Proposal score (100 points maximum) as determined through a qualification review process scoring criteria noted below:

Section 1: SFP Team (15 Total Points – detailed breakdown of points shown below)

1.1 Profile of Firm (5 Points)

1.2 Profile of Key Personnel (5 Points)

1.3 Quality Control Program (5 Points)

Section 2: Experience (25 Total Points)

Section 3: Service Delivery Approach (20 Total Points)

Section 4: Completeness: Completeness and Readability of SOQ (10 Total Points)

Section 5: Cost Estimate: Alignment to Need & Reasonableness of Cost (30 Points)

Interviews with the short-listed teams may be held at the option of the evaluation committee. The School reserves the right to obtain clarification or additional information with any proposer regarding its SOQ and Proposal.

All proposers will be notified of the selection results. Final recommendation of any selected proposer(s) is subject to the approval of the Board of Directors at The Anchor School. The School reserves the sole right to select the most qualified proposer(s) deemed to be in the best interest of the School.

Team Selection

A. Personnel

All matters pertaining to recruitment, screening, hiring, training and retention shall be the exclusive responsibility of the contractor. These matters shall be done fully in compliance with existing statutes and regulations pertaining to affirmative action, non-discrimination, wage and hour and other stipulations germane to prudent personnel management.

Only those personnel who have been properly trained shall be assigned duties under this contract. All personnel shall be dressed in a manner authorized by the contractor. The personnel shall be neat and clean in appearance.

The contractor shall provide employee hours based on the size of the building for cleaning. The School should have a daytime porter and the School should be appropriately reset each evening.

B. Safety

The Contractor shall be responsible for the training as necessary in the application of chemicals and the use of equipment to facilitate safe conditions for the employees and the School's students, staff, and faculty.

C. Security

The Contractor shall be responsible for training employees in security requirements of the School, and shall be responsible for the enforcement of the same. The School requires the Contractor to provide a list of all personnel hired by name, social security number, date of birth, sex, race and address. The Contractor shall have, at the Contractor's expense, a background check of all employees through the GBI and FBI, check and provide documentation of an employee's legal status to work prior to employment if the employee is not a U.S. citizen.

Additionally, each employee shall be informed of the following:

1. The Contractor shall be responsible for safeguarding against loss, theft, or damage of all schools' property, materials, equipment, and accessories that might be exposed to the Contractor's personnel.
2. Guns, knives, or other dangerous weapons shall not be allowed on campus.
3. Alcohol and drugs are prohibited on campus.
4. Tobacco use (smoking/chewing/vaping, etc.) is prohibited on campus.
5. Keys and Security Codes, which may be provided, shall be returned to the appropriate supervisor at the end of each work period. Keys which will be required by the Contractor and employees will be approved by the School Director of School Operations and will be controlled by the Contractor's named representative. The Contractor shall be fully responsible for the security and appropriate use of the keys issued at all times. Contractor may not duplicate or share keys or security codes under any circumstances. Contractor shall be responsible for the cost of replacement keys, cost of re-keying locks, or cost of replacing locks when deemed necessary.
6. Contractor's personnel shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by the School.)

D. Damage

The Contractor shall be responsible for the repair/replacement to the satisfaction of the Schools' representative of any damage to the facility caused by any employee of the Contractor. The Contractor will be responsible for any fines assessed by the school system for fire alarm activation due to employee error or the use of equipment producing emissions, etc.

E. Equipment and Supplies/Materials

The procurement and maintenance of all equipment required for the successful execution of this contractual obligation shall be the Contractor's responsibility. The Contractor will provide each school with a list of equipment and supplies available to them. The list of equipment will be provided as part of the proposal and be evaluated before the contract is awarded.

F. Scheduling Custodial

All custodial shall be done with a minimum of disruption to normal school functions. A schedule of current individual employee assignments shall be provided to the Director of School Operations.

G. Contractor's Responsibility

The Contractor shall be responsible for providing and keeping all dispensers full: paper towels, hand soap, toilet tissue and replace trash can liners as needed. The Contractor shall be responsible for clean up after all school activities, i.e. club meetings, after school meetings, school fundraisers, etc. Contractor shall not be responsible for community functions, banquets, or other rentals of school facilities. Contractor shall be available for emergency services. Emergency work will be determined and authorized by the District.

H. Recalling

The Contractor must provide service for recall if proper cleaning has not been performed. If an area is not clean when the representative reports to work, the Contractor must have an employee on the job within thirty (30) minutes to start cleaning. Contractor will provide in their proposal the emergency phone number to be used for these calls. If an employee is going to be absent it is the responsibility of the Contractor to notify the Director of School Operations to make arrangements to meet the terms of the contract. In the event of absent day porter the Contractor will have on site a replacement within two (2) hours and pay the normal contracted deduction per hour for absent time. If the School is left without a day porter for longer than the two (2) hours will pay the normal deduction plus one hundred dollars (\$100.00). If this position is not filled there will be a deduction of two hundred dollars. 10 (\$200.00) a day plus the deduction of the hourly wage until that position is filled. All day porters will report to the school office by 10:00 a.m.

I. Trash on the Building Campus

The Contractor will be responsible for maintaining the building campuses free of trash.

J. Closure Due to Illness

If the School is closed due to illness, the contractor will provide cleaning services as specified by the Director of School Operations.

K. The Contractor shall assume full responsibility for the custodial service program at the School.

REQUEST FOR QUALIFICATIONS PACKAGE

SECTION I

INTRODUCTION

The Anchor School (TAS) is a State Charter Schools Commission of Georgia public charter school that is currently serving 6th grade scholars in the Metro Atlanta region. The school will serve grades 6-12 in south DeKalb County. In the next year of operation, the school will only serve grades 6 & 7. TAS will grow one grade per year each year thereafter until it becomes a middle and high school campus. The school has a statewide attendance zone, meaning students from anywhere in the state of Georgia can attend the school. The school model leverages community-based partnerships with families and local organizations to deliver holistic adolescent development services and project-based learning experiences to students who are developing the knowledge, skills, and confidence they need to thrive in school and beyond. TAS is requesting emailed proposals from qualified firms to provide Custodial Services for the needs of the school in its second and third year of operation. This RFP is for custodial services for up to 260 students and faculty from Monday through Friday each week, 52 weeks a year with activities scheduled on nights and weekends.

SECTION II

PROPOSAL SUBMITTALS

Each proposal submitted in response to this RFP must conform and be responsive to the requirements and specifications set forth herein. Respondents should email their responses to the email address below no later than May 31st, 2024 by 5:00 PM EST :

Kynea Griffith

The Anchor School

Director of School Operations

kyneagriffith@anchorschool.org

Proposals received after May 31st, 2024 will not be reviewed. All responsible firms are encouraged to submit proposals. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

Custodial Services Questions, Addendum or Proposal Modifications

Interested firms may submit questions to TAS by sending them via email to Kynea Griffith at kyneagriffith@anchorschool.org no later than Monday, May 13th, 2024. Questions will not be permitted after that date.

If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed to all proposers on record as having received the RFP.

All proposals submitted in response to this RFP shall remain firm for ninety (90) days following the date the RFP is due. The contract will be awarded within 30 days after the final deadline of responses.

After the final deadline, an applicant may not change any provision of the proposal in a manner prejudicial to the interests of TAS or fair competition. Minor informalities will be waived, or the applicant will be allowed to correct them.

Format Requirements

Proposals must be signed by the project manager or authorized person of the firm to be accepted. The maximum number of pages that may be submitted is 30. Pages illustrating photos, charts and graphs will be counted toward the maximum number of pages. Front and back covers, table of contents, divider pages and pages that do not contain submittal information will not be counted.

The maximum page limit does not include organizational charts and resumes, which may be submitted as attachments to the proposal. Firms submitting proposals must include the following information:

1. Company name, address, telephone number, and if applicable, website address.
2. Brief resume of the staff to be assigned to the project.

3. List of current contracts that may conflict with this bid, if received.
4. Names and qualifications of personnel involved in supporting The Anchor School.
5. Work plan and schedule for a day and night porter..
6. Form of business organization and general description of the organization.
7. Georgia (or other) professional licenses held by personnel, if necessary in their role.
8. Evidence of financial stability.
9. The names and contact information for three (3) references.
10. A detailed cost estimate of the service delivery per month and annually.
11. A description of the circumstances and outcomes of any of the following which may have occurred within the last 5 years:
 - a. Terminated contract or subcontract held by the firm or its officers.
 - b. Claims arising from a contract which resulted in litigation or arbitration.
 - c. Judgements or liens against the firm.
 - d. Surety and/or bond claims, resolved or unresolved.
 - e. Deficiency orders issued against the firm.
 - f. Filing under the United States Bankruptcy Code, assignments for the benefit of creditors, or other measures taken for the protection against creditors.
 - g. Actions of or leading to suspension, debarment, or otherwise being ineligible to perform work for a federal or other governmental or public institution.

Limitations

All proposals and any other supporting materials submitted in response to this RFP will not be returned and shall become the property of TAS. They will become a matter of public record available for review, subsequent to award notification, under the supervision of TAS.

If the offeror believes that its proposal contains trade secrets or confidential information that should be withheld from public inspection, a statement advising TAS of this fact shall accompany the proposal, and the information shall be clearly identified wherever it appears. TAS shall review the statement and shall determine in writing whether the information shall be withheld. If TAS determines to disclose the information, TAS shall inform the offeror in writing of such determination. TAS will not consider pricing to be confidential or proprietary.

This RFP shall not commit TAS to enter into any agreement or to procure or contract for any supplies, goods, or services. TAS makes no representation that participation in this RFP process will lead to an award of contract or any consideration whatsoever. TAS shall in no event be responsible for the cost of preparing a response to this RFP. TAS reserves the right to cancel this RFP at any time.

SECTION III

PROJECT DESCRIPTION

TAS is seeking a qualified SFP to provide complete custodial services as required for The School which serves up to 260 students and faculty from Monday through Friday each week, 52 weeks a year with activities scheduled on nights and weekends.

The approximate timeline of services is as follows:

Issue RFQ - April 29th, 2024

OPTIONAL Site walk - May 9th, 2024 @ 10:00 AM

Responses Due - May 13th, 2024

Interview SFPs - May 29th, 2024

Select Preferred Vendor by - June 10th, 2024

Contract Starts: July 1, 2024

SECTION IV

SCOPE OF SERVICES

JOB DESCRIPTION

DAY PORTER

GENERAL DUTIES

JOB GOAL: To contribute to the efficient operation of the school by performing custodial duties.

PERFORMANCE RESPONSIBILITIES:

1. Dust mop halls and clean entrance mats after children are in the classroom.
2. Pick up paper and other debris from inside building, parking areas, and school grounds.
3. Sweep entranceways.
4. Report minor damages for repairs, loose screws, and light bulbs that need replacement.
5. Keep janitorial rooms clean.
6. Clean up after sick children.
7. Assist in setting up furniture for special events.
8. Assist in receiving deliveries of storeroom materials.
9. Know where all fuse boxes, breaker boxes, and light switches are located, so circuits can be cut off immediately in the event of fires.
10. Be familiar with all the emergency fire alarms.
11. Take care of emergencies and any other work as directed by the Director of School Operations.
12. Restrooms throughout the day.
13. Move furniture as needed and requested by Administration.

Cleaning Schedule

CLASSROOMS

Daily (five days per week)

- Empty wastebaskets
- Spot Clean desk tops (removal of graffiti)
- Clean and sanitize counters, sinks and door handles
- Dust mop all floors
- Spot mop floors with all-purpose cleaner
- Vacuum all carpet
- Spot clean carpet as needed

- Vacuum walk-off mats
- Secure any exterior doors and windows and turn off lights before leaving room

Weekly

- Replace all plastic trash liners in waste receptacles or more frequently if needed
- Low dust all horizontal surfaces to hand height (60") including desks, chairs and tables
- Damp clean baseboards
- Sweep baseboards
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings
- Spot clean all door glass
- Vacuum chalk/whiteboard rails and/or damp wipe
- Mop floors

Monthly

- High dust above hand height (60") horizontal surfaces, including shelves, pipes, moldings, etc.
- Remove dust and cobwebs from ceiling areas
- Dust blinds
- Dust vents

Semi-Annually

- Clean entire surface of student's desks and chairs
- Clean carpet to remove all stains, spills and soiled spots

Annually

- Refinish all floors

OFFICES (ADMINISTRATION)

Daily (five days per week)

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Spot clean desk tops
- Dust mop all floors (with chemically treated dust mop)
- Spot mop floors with all purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switched, kick plates, handles and railings

Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards
- Damp clean window ledges

Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas
- Dust blinds

Annually

- Refinish all floors

TEACHER NEST

Daily (five days per week)

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Dust interior window ledges
- Dust telephones
- Spot clean all windows and glass partitions to hand height
- Damp clean counter tops
- Dust mop all floors (with chemically treated dust mop)
- Spot mop floors with all purpose cleaners
- Vacuum carpet
- Spot clean carpet to remove all stains, spills, and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles and railings

Weekly

- Low dust all horizontal surfaces to hand height (70")
- Damp clean baseboards

Monthly

- High dust above hand height horizontal surfaces, including shelves, moldings, pipes, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas

Annually

- Damp clean all washable furniture
- Clean carpet to remove all stains, spills and soiled spots
- Refinish all floors

LIBRARY/STUDENT LOUNGE

Daily (five days per week)

- Empty wastebaskets and replace liners
- Dust furniture, including desks, chairs, tables, lamps, etc.
- Spot clean all window glass and glass partitions to hand height
- Spot clean desk tops
- Vacuum carpet
- Dust mop all floors (with chemically treated dust mop)

- Spot mop floors with all purpose cleaners
- Spot clean carpet to remove all stains, spills and soiled spots
- Vacuum walk-off mats
- Remove fingerprints from doors, frames, light switches, kick plates, handles, and railings

Weekly

- Replace all plastic liners in waste receptacles
- Low dust horizontal surfaces to hand height (70")
- Dust all book shelves (books to remain in place)
- Damp clean baseboards

Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas

Annually

- Refinish all floors

STUDENT CENTER

Daily (five days per week)

- Remove trash from cafeteria area
- Clean during lunch periods (wipe down tables, empty trash, and clean up spills)
- Sweep, mop and/or vacuum
- Replenish paper towel, as needed

Weekly

- Wash and sanitize interior of wastebaskets

Semi-Annually

- Refinish all floors
- High dust above hand height horizontal surfaces, including shelves, ceiling, moldings, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceiling areas

Annually

- Refinish floors
- Clean walls thoroughly to a minimum of door height

COMMON AREAS (LOBBIES/CORRIDORS)

Daily (five days per week)

- Spot clean interior and exterior glass partitions and doors
- Clean and sanitize water fountains
- Dust mop floors with chemically treated dust mop
- Spot mop floors with all-purpose cleaner
- Vacuum carpet
- Spot clean carpet to remove all stains, spills and soiled spots

- Vacuum walk-off mats
- Clean under entrance mats daily, inside and out
- Spray and buff all composition floor (or as needed)

Weekly

- Damp clean baseboards
- Dust furniture and fixtures

Monthly

- High dust above hand height horizontal surfaces, including shelves, ceilings, pipes, moldings, ducts, heating outlets, etc
- Remove dust and cobwebs from ceiling areas
- Clean all hall walls (more often if needed)

Semi-Annually

- Refinish all floors
- Clean carpet to remove all stains, spills, and soiled spots

RESTROOMS/SCHOOL CLINICS

Daily (five days per week)

- Check restrooms throughout the school day
- Empty wastebaskets/dispensers and replace liners
- Clean, sanitize, and polish all vitreous fixtures including toilet bowls, urinals and hand basins
- Clean and polish chrome fittings
- Clean and sanitize toilet seats
- Clean and polish glass and mirrors
- Wash and sanitize exterior of containers
- Remove spots, stains and splashes from wall area and counter tops
- Clean metal partitions
- Sweep floors
- Mop floors with germicidal disinfectant at least daily and as often as needed
- Fill expendable supplies in restroom dispensers
- Wash and sanitize metal partitions
- Remove fingerprints from doors, frames, light switches, kick plates, push plates, handles, railings, etc.

Weekly

- Low dust horizontal surfaces to hand height (70") Damp clean baseboards
- Clean wall thoroughly with cleaning and sanitizing solution
- Wash and sanitize interior of wastebaskets

Monthly

- High dust hand height above horizontal surfaces, including shelves, ceilings, moldings, ledges, pipes, ducts, heating outlets, etc.
- Remove dust and cobwebs from ceilings
- Machine scrub floors with germicidal disinfectant

**SPECIAL EVENTS DURING REGULAR CLEANING OPERATION HOURS
(PROGRAMS, CONCERTS, PTA MEETINGS, BOARD MEETINGS, ETC.)**

- Maintain common areas, trash cans and area around concession stands
- Monitor all restrooms - mop floor, spot clean sinks, vanities, countertops, mirrors, floors, and walls, pick up paper, clean commodes, urinals, and take out trash.
- Clean and mop any accident that may occur during the event
- Respond to clean-up request by Representative

Management of Energy Consumption

- Lights should only be turned on in areas where cleaning is taking place and are to be turned off immediately after cleaning each room
- Cleaning personnel are not to change or override established heating and cooling temperatures in schools

Annually for all schools (Note: Annual services are to begin immediately following the end of each school year and be completed no later than August 1 of each year)

- Completely strip or scrub tile and refinish composition floors applying wax on all hallways, cafeterias, and high traffic areas and wax in all classrooms
- Wash all windows and glass partitions on the inside and outside

MISCELLANEOUS

- Annual carpet care on all carpeted areas to include shampooing to remove all stains, spills, and soiled spots including area carpet and walk off mats

Notification of needed repairs

- Cleaning personnel and/or supervisor to advise Representative of all needed repairs at the end of each day or sooner if appropriate

Securing Buildings

- Cleaning supervisor or a designated cleaning employee will secure building(s) at the end of the day

Responsive firms will be evaluated and scored on the basis of their written Qualifications and Cost Estimate Proposal submissions. After the receipt of proposals, a selection committee will evaluate each proposal submitted in response to this RFP and in accordance with the Evaluation Criteria set forth in Section VI. The selection committee will rate all proposals based on the evaluation criteria and rank the top proposals. There will be a single final list of three proposers.

TAS will enter into negotiations with the highest ranked firm(s) and enter into a Custodial Services Contract with such firm(s). If agreement is not reached with the highest ranked firm(s), negotiations will cease and negotiations will open with the next most qualified firm(s) in sequence until agreement is reached.

SECTION VI

EVALUATION CRITERIA

The custodial service provider will be selected through a qualifications-based selection process. Each firm's qualifications and cost estimate proposal will be reviewed to determine responsiveness.

Non-technical proposals shall provide information as indicated below, and each evaluation criteria shall have a maximum score indicated below. The maximum score for all criteria of a Qualifications and Technical proposal is 100. TAS will make an award to the responsible and responsive firm whose proposal is determined in writing to be the most advantageous to the school, taking into consideration the evaluation factors set forth in the request for proposals.

Section 1: SFP Team (15 Total Points – detailed breakdown of points shown below)

1.1 Profile of Firm (5 Points)

1.2 Profile of Key Personnel (5 Points)

1.3 Quality Control Program (5 Points)

Section 2: Experience (25 Total Points)

Section 3: Service Delivery Approach (20 Total Points)

Section 4: Completeness: Completeness and Readability of SOQ (10 Total Points)

Section 5: Cost Estimate: Alignment to Need & Reasonableness of Cost (30 Points)

Section 1: SFP Team (15 Total Points – detailed breakdown of points shown below)

1.1 Profile of Firm (5 Points)

A general statement of the firm's qualifications, services offered, years in business, number of employees, number of registered professionals, etc. Discuss the current market conditions and how they might affect your services.

1.2 Profile of Key Personnel (5 Points)

TAS requests that firms provide a tailored staffing proposal that focuses on efficiency of services, and which avoids waste and excess. Identify a roster of key team members that will be involved in the project and provide copies of their resumes, and the role each is scheduled or expected to play in the project, including the percentage of their time that will be spent on this project. Provide a background history of all personnel assigned to this project, which should include their professional qualifications, experience in this field, professional affiliations or designations, and any other information pertaining to their ability to perform their duties. Provide a chart of the staffing levels through the various stages of the year (if applicable).

1.3 Quality Control Program (5 Points)

TAS requests that the firm provides evidence of a training program used for its employees and corrective action steps to maintain quality services while on contract.

Section 2: Experience (25 points)

A list of at least three (3) representative schools/businesses similar in scope and nature to this request that your company has worked for in the past (or present). For each school, specify the services contracted for, the start and completion of dates, and the name, address, and telephone number of the contact person. Provide information on the name, type, size, cost, and overall scope of the services provided.

Section 3: Project Approach (25 points)

Describe your approach for working with schools in achieving the goals stated in this RFP. Discuss your plan and methodology for providing custodial services.

Section 4: Completeness and Readability of SOQ (10 Total Points)

The extent to which the SOQ submitted completely meets the expectations laid out in this document and the readability of the documents submitted to The School.

Section 5: Cost Estimate: Alignment to Need & Reasonableness of Cost (30 Points)

Provide a detailed budget.