



**PARRISH CHARTER ACADEMY**  
*SOARING BEYOND EXPECTATIONS!*

**Request For Proposals**

**Night-Time Cleaning Service**

**Parrish Charter Academy**

***8605 Erie Road***

***Parrish, FL 34219***

## **SECTION 1:INSTRUCTIONS**

### 1. Notice of Proposal

This Request For Proposal (“RFP”) is for the purpose of obtaining estimates/proposals from vendors to provide night time cleaning services to Parrish Charter Academy. Parrish Charter Academy requires experienced and reputable contractors/vendors to provide comprehensive night-time janitorial/cleaning services to its school campus located at 8605 Erie Road, Parrish, FL 34219

Services shall include all operations in connection with janitorial/cleaning services in the building and on campus as described in this RFP. Services shall include furnishing all labor, materials (including cleaning supplies), equipment, tools, and transportation necessary to perform the work, except as specified in the Scope of Work. Parrish Charter Academy reserves the right to add or delete areas as required by notifying contractor and negotiating a change order for contract pricing.

### 2. Proposal Submission

Responses should address each of the requirements set forth in this RFP. Please provide the requested information no later than 5 p.m. on November 5, 2021 to the address below. Responses will be evaluated per the criteria specified in subsection 1.4, below. Proposals can be mailed or emailed.

**FORZA Education Management**  
**PO Box 830**  
**Parrish, FL 34219**  
**727-642-9319**  
**[Info@FORZAedu.com](mailto:Info@FORZAedu.com)**

### 3. Timeline

- October 25-29, 2021 - Site visits scheduled and questions submitted (Please email [Info@FORZAedu.com](mailto:Info@FORZAedu.com) to schedule a day and time for the site visit.)
- November 1, 2021 - Questions answered.
- November 5, 2021 - Proposal submissions due by 5:00 p.m. EST
- November 5-9, 2021 - Review of proposals
- November 10, 2021 - Contract awarded
- December 1, 2021 - Vendor begins service

### 4. **Evaluation Criteria**

Proposals shall provide all information required by this RFP, which is deemed necessary by Parrish Charter Academy to evaluate the qualifications, experience, and expertise of the proposed contractor to provide night time cleaning services. Proposals received will be reviewed to ensure all materials have been submitted as specified in this RFP. Contract award decisions will be made based on the vendor(s) that provides the lowest, most responsive, responsible proposal in accordance with the Proposal Evaluation, Exhibit D.

**5. Proposal Attachments**

1. Campus Information List & Floor Plans – Exhibit A
2. School Calendar – Exhibit B
3. Vendor Questionnaire – Exhibit C (Required with Proposal Submission)
4. Proposal Evaluation – Exhibit D
5. Cleaning Checklists – Exhibit E
6. Janitorial RFP Pricing Sheet – Exhibit F (Required with Proposal Submission)
7. Drug-Free Workplace Program Bidder Certification (Required with Proposal Submission, if applicable)

**6. Questions and Site Visits**

Questions concerning this RFP may be submitted in writing via email to: [Info@FORZAedu.com](mailto:Info@FORZAedu.com) on or before October 29, 2021. A non-mandatory pre-proposal site visit will be accommodated from October 25-29 from 10:00 a.m. – 2:00 p.m. It is the responsibility of each vendor to be content as to the location of the work, worksite conditions, and the quality and quantity of the materials which will be required to perform the service. The awarded vendor shall not at any time after selection and award make any claims whatsoever alleging insufficient data or incorrectly assumed conditions, nor shall the awarded vendor claim any misunderstanding as to the nature, conditions or character of the work to be performed.

Revisions which modify the RFP documents, by addition, deletions, clarifications or corrections will be issued in writing prior to the opening of Proposals.

**SECTION 2: GENERAL CONDITIONS**

**1. Rejection of Proposal**

Proposals that do not conform to the requirements of this RFP shall be rejected. Proposals may be rejected for reasons that include, but are not limited to, the following:

- a. The proposal was received after the submission deadline;
- b. The proposal was not signed by an authorized representative of the vendor;
- c. The proposal contained unauthorized or unacceptable amendments, deletions, or contingencies to the requirements of the RFP;
- d. The proposal was incomplete or contained significant inconsistencies or inaccuracies.

**2. Errors or Omissions**

If Parrish Charter Academy determines that a proposal contains a minor irregularity or an error, such as a transposition, extension or footing error in figures that are presented, Parrish Charter Academy may allow the vendor an opportunity to correct the error. Information that is required

to be included in the proposal and is inadvertently omitted shall not be accepted under this error correction provision. All information required to be included in a proposal must be received by the date and time that proposals are due. Parrish Charter Academy reserves the right to seek clarification of any information contained in a vendor's proposal.

**3. Deviations or Exceptions**

Deviations or exceptions to the specifications provided in this RFP will **not** be considered.

**4. Specifications and Conditions**

By submitting a response to this RFP, vendors are acknowledging that they have read the specifications and conditions provided in the RFP and that their proposal is made in accordance with the provisions of such specifications, unless specifically provided otherwise by the vendor. Vendors further agree to deliver services that meet or exceed specifications provided in the RFP should they be awarded a contract for services. If a vendor fails to submit any certification requested as part of this RFP with its proposal, Parrish Charter Academy will assume the vendor does not meet the requirements of the certification.

**5. Withdrawal of Proposal**

Requests for withdrawal of a proposal may be considered if such request is received in writing within 48 hours after the proposal opening time and date. Requests received in accordance with this provision may be granted upon proof of the impossibility to perform based upon an obvious error on the part of the vendor.

If a request for withdrawal is not received, a vendor shall be legally responsible for fulfilling all requirements of its proposal if it is accepted.

**6. Proposal Modifications**

Requests for modifications of a proposal may be considered if such request is received in writing within 48 hours after the proposal opening time and date. Requests received in accordance with this provision may be granted upon proof of the impossibility to perform based upon an obvious error on the part of the vendor. If a request for modification is not received, a vendor shall be legally responsible for fulfilling all requirements of its proposal if it is accepted.

**7. Prohibition of Gratuities**

By submission of a proposal, a vendor certifies that no employee of Parrish Charter Academy has or shall benefit financially or materially from such proposal or subsequent contract. Any contract issued as a result of this RFP may be terminated at such time as it is determined that gratuities of any kind were either offered or received by any of the aforementioned persons.

**8. Vendor Research**

Parrish Charter Academy reserves the right to research any vendor submitting a proposal in response to this RFP to ensure the vendor's ability to perform the services as specified.

**9. Conditions for Acceptance**

Vendors must submit a proposal meeting the requirements of the RFP to include the required attachments and certifications signed by the authorized official. Proposals must be received by the time and date specified in subsection 1.2, Proposal Submission, above.

**10. Copyrights**

Parrish Charter Academy reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Parrish Charter Academy's purposes: (a) the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and (b) any rights of copyright to which a grantee, sub grantee or contractor purchases ownership with grant support.

**11. Patents**

Parrish Charter Academy reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize other to use, for Parrish Charter Academy's purposes patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

**12. Confidentiality**

The awarded vendor shall maintain confidentially to the extent allowable and required by applicable laws that it becomes privy to in the course of its duties.

**13. Federal Debarment Certification**

The awarded vendor will comply with the Federal Debarment Certification regarding debarment suspension, ineligibility and voluntary exclusion, as required by Executive Order 12549, Debarment and Suspension and implemented at 2 C.F.R. 417.

- (1) The prospective lower tier (\$25,000) participant certifies, by submission and of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

**14. Public Entity Crimes Certification**

Pursuant to Section 287.133(2)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to public entities; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount

provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

**15. Drug Free Workplace Certification**

In accordance with Section 287.087, Florida Statutes, whenever two or more proposals, or replies that are equal with respect to price, quality, and service are received for the procurement of contractual services, a reply received from a business which certifies that it has implemented a Drug Free Workplace Program by signing the enclosed Drug Free Workplace Certification Form, shall be given preference in the award process.

**SECTION 3: SCOPE OF WORK**

**1. Cleaning Services**

The awarded vendor will provide night-time janitorial services to Parrish Charter Academy campus specified in Exhibit A. The awarded vendor shall at all times maintain and care for Parrish Charter Academy campus in accordance with all manufacturer specifications. Parrish Charter Academy will provide disposable paper products such as paper towels, toilet tissue and paper and hand towels. The awarded vendor shall provide, at its sole cost and expense, the “working tools” and cleaning chemicals required to perform the janitorial services described in this RFP, and shall maintain same in good working order and conditions. “Working tools” shall be based upon manufacturer’s recommended specifications, if available, and may include, but may not be limited to the following: buckets, dust pans, rubber gloves, squeegees, dust mops, wet mops, mop presses, sweepers, dust cloths, floor dressings, chamois, wiping cloths, sponges, wall brushes, vacuum cleaners, unless a more particular working tools is specifically identified for use in this RFP or required by manufacturer’s recommended specifications. The awarded vendor shall be responsible for all costs associated with damage to Parrish Charter Academy property caused by its failure to follow manufacturer’s recommended specifications.

**2. Cleaning Checklist**

Parrish Charter Academy campus has a cleaning checklist, indicating the cleaning services to be provided and the frequency with which each service must be performed. The awarded vendor shall perform janitorial services set forth on the cleaning checklist. Cleaning Checklist is attached as Exhibit E.

**3. Cleaning Crew and Supervision**

The awarded vendor shall provide a supervisor who will oversee services provided under this Contract. The awarded vendor will hire, supervise, train and pay for sufficient qualified personnel as necessary to perform the night-time janitorial services specified in this RFP. Vendors shall submit pricing for service at a monthly rate.

- 3.1. Night Crew. An adequately staffed night crew must be present beginning each evening at 6:00 p.m., and shall remain on the campus until each and every required daily janitorial service has been completed. A supervisor shall be present during each night shift to ensure the RFP requirements are met satisfactorily. The awarded vendor shall instruct its night crew to timely report to campus, and to begin their shift by performing services around school grounds to maximize daylight visibility

to effectively perform services and ensure completion of tasks.

#### **4. Additional Services outside the Scope of this RFP**

Parrish Charter Academy, from time to time, requires additional services beyond the scope of this RFP, that if provided by the awarded vendor, shall entitle such vendor to additional compensation. The additional services are described below, and each bidding vendor shall provide pricing for such additional services on the basis described below.

- 4.1. Event Set-up, Breakdown and Additional Event Cleaning – Vendors should provide pricing at an hourly rate for additional services required by Parrish Charter Academy during the term of this Contract, including but not limited to additional assistance before and after schools events. (This is typically the responsibility of the day time maintenance staff, however, there may be times when additional assistance may be needed.)
- 4.2. Floor Care Program – the floor care program is set forth in further detail on its Cleaning Checklist. Vendors should provide pricing for floor care. (This is typically the responsibility of the day time maintenance staff, however, there may be times when additional assistance may be needed.)

#### **5. Work Schedule**

Services will be performed Monday through Friday, except for those holidays set forth in Parrish Charter Academy's school calendar. Parrish Charter Academy reserves the right to modify the cleaning duties required of the awarded vendor during non-school days.

### **SECTION 4: INVOICE/PAYMENT**

1. The awarded vendor shall submit invoices to Parrish Charter Academy on or before the 15<sup>th</sup> of each month.
2. Invoices shall be submitted electronically or by mail.
3. Invoices shall provide a breakdown of additional services performed, as needed, as a separate line item. The invoice amount shall include rates which match the proposal submitted by an awarded vendor.
4. Payment of invoices shall be net 30 days,
5. Invoices shall be free of all state and local tax.
6. The awarded vendor shall provide Parrish Charter Academy with a copy of its most recent W-9 and evidence of insurance prior to the commencement of services.
7. The awarded vendor shall incur a flat rate penalty of \$150 for the occurrences listed below, to be deducted by Parrish Charter Academy from subsequent contract monthly billing:
  1. Repeated failure to perform contract, neglect or oversight, any of which occurs more than twice during the preceding month.

2. Delay of more than three working days in completing services. The flat rate penalty shall accrue for every day beyond the three working day grace period.
8. The awarded vendor shall be responsible for any lost keys provided by Parrish Charter Academy, including the costs of replacement. Additionally, a charge of twenty-five dollars (\$25.00) shall be assessed against the awarded vendor for each lost key. In the event a lost key jeopardizes the security of Parrish Charter Academy campus, the awarded vendor shall be responsible for all costs associated with re-keying or re-programming the campus security. Costs associated with lost keys and security shall be deducted by Parrish Charter Academy from subsequent month's billing.
9. The awarded vendor shall be responsible for false alarm fines incurred by Parrish Charter Academy due to false alarms caused by employees of the awarded vendor. False alarm fines that are the responsibility of the awarded vendor shall be deducted by Parrish Charter Academy from subsequent month's billing.
10. The awarded vendor shall use the following delinquent payment notification procedures in order to exercise its right to demand payment from Parrish Charter Academy.
11. The awarded vendor may suspend service with Parrish Charter Academy as to delinquent payment of any invoice sixty (60) or more calendar days after the invoice was received. The awarded vendor's failure to suspend service shall not waive its right to seek payment under appropriate Florida Law and procedures.
12. Adjustments to the monthly amount due to the awarded vendor may be made if: (i) the total amount of space to be cleaned decreases because space currently used is vacated or is under extensive repair or alteration during the term of this RFP, or (ii) the total amount of space to be cleaned increases because space currently used is expanded.

## **SECTION 5: DISCLOSURES**

1. A prospective vendor must disclose if its business is a cleaning franchise or associated with a cleaning franchise.
2. All cleaning supplies, including cleaning products and chemicals, liners are supplied by the awarded vendor.
- 5.3 Parrish Charter Academy will assign a limited amount of space on campus to the awarded vendor to be used as a storage closet for cleaning supplies and vendor equipment. An awarded vendor will maintain its janitorial closets in a clean, safe and sanitary condition at all times, and maintain inventories of supplies, cleaning materials and tools neatly and in an organized fashion. All cleaning materials must be labeled in accordance with OSHA and accepted industry practices, including the maintenance of MSDS/SDS for all chemicals and materials used on campus. **No gas or bleach shall be stored on campus or used to perform cleaning services.**
4. An awarded vendor shall coordinate with Parrish Charter Academy to activate and deactivate its security system to gain access to perform services under this RFP. Employees of an



awarded vendor shall use best efforts not to set off the campus alarm system, and the night crew shall at all times maintain the security of the facility by arming the system prior to completing their shift and securing all doors and access points on campus. **Employees of an awarded vendor shall refrain from propping doors open**, and shall work behind locked and secured doors at all times. An awarded vendor shall maintain a safety program which will include the training of its employees on all necessary safety precautions in the performance of their duties, including but not limited to the management and use of hazardous chemicals/materials and cleaning supplies and the operation of all tools and equipment related thereto.

5. An awarded vendor shall ensure, at its own expense, that each and every employee assigned to perform services at Parrish Charter Academy campus has completed and provided the following clearances as required by applicable school district and applicable laws, including but not limited to fingerprinting, drug screening, and criminal background checks.
6. A bidding vendor shall support and participate in any recycling program instituted by Parrish Charter Academy. An awarded vendor shall provide, prior the commencement of services under this Contract, a complete list of all employees assigned to perform services at any Parrish Charter Academy campus. An awarded vendor shall notify Parrish Charter Academy immediately in writing of all changes in personnel, and shall certify that all clearances have been completed prior to the new employee reporting to a Parrish Charter Academy campus to work.
7. Parrish Charter Academy reserves the right, in its sole discretion, to require an awarded vendor to replace any employee assigned by the awarded vendor that if Parrish Charter Academy determines that: (i) the employee engaged in conduct that material breaches this Contract; (ii) the employee engaged in inappropriate or illegal conduct while providing services under this Contract; or (iii) the employee is disruptive to Parrish Charter Academy's operations.
8. All employees of an awarded vendor shall be bonded and carry proper visible identification on their person at all times while on a Parrish Charter Academy campus. Employees of the awarded vendor must wear appropriate attire including a work shirt bearing company logo and identification badge bearing photo.
9. An awarded vendor shall be solely responsible for any employment-related dispute or claim between it and any of its employees assigned to a Parrish Charter Academy campus, and such awarded vendor agrees to indemnify, defend and hold Parrish Charter Academy harmless from any and all claims brought against them by any employee related to such employment-related dispute or claim.
10. No employee of an awarded vendor shall use telephones or other electronic devices that are the property of Parrish Charter Academy without the express consent of an authorized school official.
11. An awarded vendor shall be an independent contractor and not an employee of Parrish Charter Academy. The employees of an awarded vendor shall be considered solely employees of such awarded vendor and shall not be considered employees or agents of the Parrish Charter Academy in any fashion.

12. It is the responsibility of the vendor to staff sufficiently to meet its requirements under this RFP. An awarded vendor's supervisory staff shall be on-site every evening and shall maintain inspection reports and make them available to Parrish Charter Academy upon request.
13. An awarded vendor shall promptly notify Parrish Charter Academy of any defective or inoperable building equipment it observes during the performance its duties, including but not limited to leakage or plumbing problems, defective lights, and any unusual circumstances that might affect the security, maintenance or effectiveness of a Parrish Charter Academy campus.
14. Vendor shall secure and maintain, at its own expense, and keep in effect during the full period of the contract a policy or policies of insurance, which must include but not limited to the following: (i) Worker's Compensation, (ii) Comprehensive General Liability Insurance \$1MM/\$2MM, (iii) Automobile Insurance \$1MM, and (iv) any other requirements of Federal, State and Local laws. All liability insurance policies shall specifically provide name Parrish Charter Academy as an additional named insured or additional insured with respect to the required coverage's and the operations of the vendor under the Contract. Insurance shall be procured and maintained during the term of this Contract with companies having an A.M.Best rating of B+ or better and licensed to do business in the State of Florida.
15. Employees of an awarded vendor shall not be accompanied by acquaintances, family members or any other person while performing services at a Parrish Charter Academy campus.
16. Parrish Charter Academy shall evaluate an awarded vendor on a daily basis and report any failures to perform within 48 hours of failure to an awarded vendor. An awarded vendor must quickly and efficiently handle service requests made by Parrish Charter Academy. Parrish Charter Academy will notify the personnel designated by an awarded vendor with any complaint or service request via email and telephone. Urgent requests will be acted upon immediately.
17. Employees of an awarded vendor are responsible for turning off all lights and locking the school each night.

## **SECTION 6: ADDITIONAL PROVISIONS REGARDING VENDOR EMPLOYEES**

1. Employees of an awarded vendor shall be required to document arrival and departure times for each campus where services are provided to Parrish Charter Academy.
2. An awarded vendor shall comply with all wage and hours of employment regulations of federal and state law.
3. An awarded vendor shall pay all its employees in accordance with the Fair Labor Standards Act and any other applicable statutes.
4. The parties recognize that one of the most important elements of a successful cleaning

program is the staff employed to administer the services. An awarded vendor shall be responsible for the employment of all staff necessary to timely and effectively meet the duties and responsibilities described in this RFP.

5. An awarded vendor shall instruct its employees to abide by the policies, rules, and regulations, with respect to use of Parrish Charter Academy campus as established by Parrish Charter Academy and furnished in writing to awarded vendor(s).
6. An awarded vendor shall ensure, at its own expense, required fingerprint-based criminal history record checks are conducted on all awarded vendor employees assigned to Parrish Charter Academy campuses and results are provided to such Parrish Charter Academy campus per the Jessica Lunsford Act, section 1012.32, Florida Statutes.
7. In the event of the removal or suspension of any employee, an awarded vendor shall immediately restructure its staff without disruption in service.

## **SECTION 7: TERMS AND TERMINATION**

1. This Contract is effective period, commencing December 1, 2021 - June 30, 2021. This contract will be renewable on an annual basis, upon mutual agreement of the parties.
2. This Contract/RFP may terminated by Parrish Charter Academy upon thirty (30) days written notice to the awarded vendor as provided in this Section. Termination shall not relieve the awarded vendor of its obligation to deliver and perform the services required under the terms of this RFP until the effective date of the termination, which shall be 30 days following the date of the written notice.
3. Parrish Charter Academy shall have the right to cancel and terminate this Contract with or without cause at any time upon at least sixty (60) days prior written notice to an awarded vendor.
4. Either party shall have the right to cancel and terminate this Contract in the event of a breach of this Contract, which remains uncured by the other party for at least fifteen (15) days after written notice of such breach. The foregoing shall not apply to delinquent payment provisions elsewhere addressed in this RFP.
5. Following any termination, an awarded vendor shall be entitled to compensation for services completed upon submission of invoices and proof of claim for services provided under this Contract up to and including the effective date of termination. Parrish Charter Academy shall have the right to receive services from the Contractor through the effective date of the notice of termination, and may, at its election, procure such work from other contractors as may be necessary to complete the services.
6. Notwithstanding the notice provisions required by this Section, Parrish Charter Academy may immediately terminate the Contract, in whole or in part, upon notice to an awarded vendor if Parrish Charter Academy determines that the actions, or failure to act, of an awarded vendor, its agents, employees or subcontractors have caused, or reasonably could cause jeopardy to health, safety, or property; or if Parrish Charter Academy determines that an awarded vendor lacks the financial resources to perform under the Contract.

7. Neither party shall be responsible for any losses resulting if the fulfillment of the terms of the Contract is delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or any other acts which could not have been prevented by the exercise of due diligence (“Act of God”). Parrish Charter Academy may cancel the Contract without penalty if an awarded vendor’s performance does not resume within thirty (30) days of its interruption of services due to an Act of God.

## **SECTION 8: CONTRACT TERMS**

1. No provision of this RFP/Contract shall be assigned or subcontracted without prior written consent of Parrish Charter Academy.
2. This RFP/Contract, exhibits, and attachments constitute the entire agreement between Parrish Charter Academy and the awarded vendor, and may not be changed, extended orally, or altered by course of conduct. No other contracts will be signed by Parrish Charter Academy.
3. Each party to this Contract represents and warrants to the other that: (a) it has the right, power and authority to enter into and perform its obligations under this Contract and (b) it has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Contract, and (c) this Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.
4. Any silence, absence, or omission from the Contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and all materials, workmanship, and services rendered shall be of a quality that would normally be specified by Parrish Charter Academy.
5. No course of dealing or failure of Parrish Charter Academy to enforce strictly any term, right, or condition of this Contract shall be construed as a waiver of such term, right, or condition. No express waiver of any term, right, or condition of this Contract shall operate as a waiver of any other term, right, or condition.
6. Throughout the Term of the Contract and each renewal Term, if applicable, an awarded vendor shall obtain and maintain all applicable licenses, permits, and certifications required by federal, state, and local law.
7. It is further agreed between Parrish Charter Academy and the awarded vendor that the exhibits, attachments, and clauses attached and designated are hereby in all respects made a part of this Contract.
8. An awarded vendor agrees to at all times during the term of the Contract comply with all laws, rules and regulations, both federal, state and local, as well as any additions or amendments to such laws and regulations (collectively referred to as the “Laws”).
9. To the fullest extent permitted by law, an awarded vendor agrees to indemnify, defend, and hold harmless Parrish Charter Academy and its respective agents, officers and employees from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages, or penalties, including,

without limitation, reasonable defense costs, and reasonable legal fees, arising or resulting from, or occasioned by or in connection with

(i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by the awarded vendor, its subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the awarded vendor or its employees, agents or subcontractors to comply with any Laws applicable to the performance of the Services; (iii) any breach of this Contract, including, without limitation, any representation or warranty provided by the awarded vendor herein; (iv) any employment actions of any nature or kind including but not limited to, workers compensation, or labor action brought by any employee of the awarded vendor; or (v) any identity breach or infringement of any copyright, trademark, patent, or other intellectual property right.

10. Indemnification. The awarded vendor shall defend and indemnify Parrish Charter Academy, its directors, officers, and employees from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs, and expenses (including without limitation attorneys' fees and costs) which arise out of, relate to or result from any act or omission of the awarded vendor.
11. Should any litigation arise from this Contract, the prevailing party shall be entitled to recover reasonable attorneys' fees, collection costs and any additional expenses incurred. Florida law shall apply, and the venue for any controversy shall be Manatee County, Florida.
12. All and any notice to the parties, as herein required, shall be given in writing, by overnight mail, at the addresses referenced in this RFP and the Vendor Questionnaire.
13. During the term of this Contract, and for a period of one (1) following the termination of this Contract, Parrish Charter Academy shall not hire or employ any employee of an awarded vendor. If Parrish Charter Academy breaches this non-solicitation provision, the parties agree that injunctive relief would be appropriate remedy for such breach.

**PROPOSAL SUMMARY: Request for Proposals Night Time Cleaning**

This document contains a proposal solicitation for the furnishing of janitorial/night time cleaning services for the period beginning December 1, 2021 and ending June 30, 2022 and sets forth the terms and conditions applicable to the procurement. Upon acceptance, this document shall constitute the Contract between the awarded vendor and Parrish Charter Academy. An awarded vendor shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the proposal solicitation/Contract.

Pricing for Cleaning Services described in this RFP are quoted on the Cleaning RFP Pricing Sheet submitted with an awarded vendor’s proposal, which is incorporated herein by reference.

Vendor Name		
Street Address		
City	State	Zip Code

Authorized Vendor Name	Title
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Authorized Vendor Signature	Date
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**ACCEPTANCE OF CONTRACT**

**PARRISH CHARTER ACADEMY**

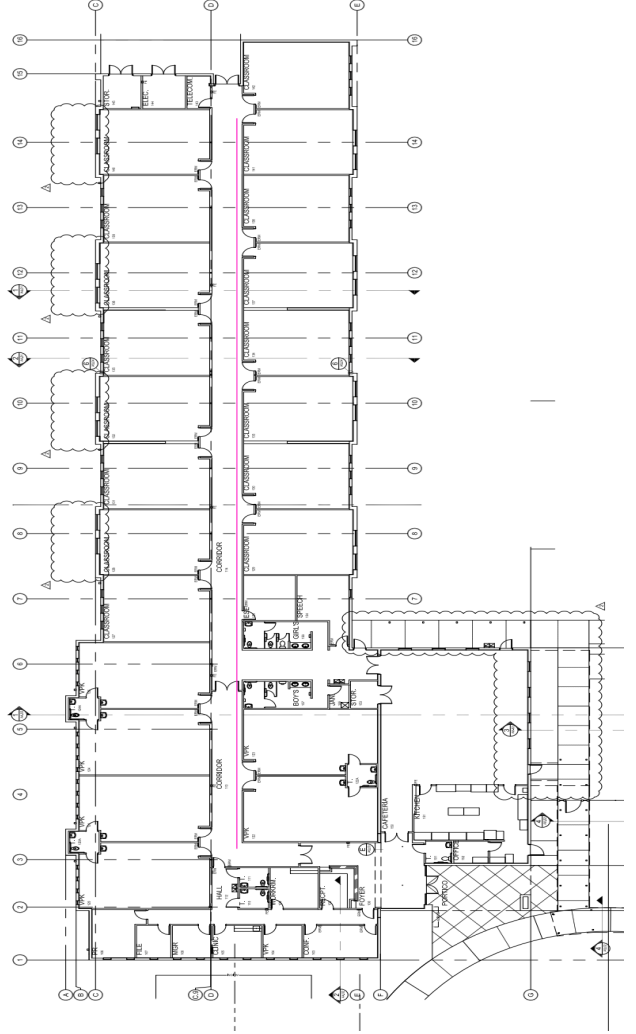
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**Signature of Authorized Representative**

**Title**

**Date**

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**Exhibit B**  
**School Calendar**

**Parrish Charter Academy**

**2021-2022 School Calendar**

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '22						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Exhibit C**  
**Questionnaire**

*Please answer all questions completely. Where necessary, attach additional sheets.*

Full Company Name: \_\_\_\_\_

Address and Phone Number: \_\_\_\_\_

What percentage of your work is performed by subcontractors? \_\_\_\_\_

What percentage of your work is performed by employees? \_\_\_\_\_

How many employees does your company employ in the South Florida area? \_\_\_\_\_

How many subcontractors does your company contract with in the South Florida area? \_\_\_\_\_

Please list any industry organization affiliations and/or certifications? \_\_\_\_\_

Is your company a janitorial franchise, or in any way affiliated with a janitorial franchise? \_\_\_\_\_

What is your retention/turnover rate for employees/subcontractors utilized as night cleaning crew?

\_\_\_\_\_

What is the total square footage of buildings ever cleaned by your company?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where was this cleaning done?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Please provide a minimum of three (3) references, to include name, building square footage, and contact information (name, email and phone number), and length of relationship (including whether current or past affiliation).

Questionnaire Completed by:

\_\_\_\_\_

Name/Title

**Exhibit D**  
**Proposal Evaluation**

Contractor's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

<b>Criteria</b>	<b>Points Available</b>	<b>Points award</b>	<b>Points deduct</b>	<b>Comments</b>
Price (1)	40			
Experience as Janitorial Services	30			
Ability to Satisfactorily (3)	25			
References (4)	15			
<b>Sub-Total points</b>	100			
Points deducted for incomplete				
<b>Total</b>	100			

(1) Price

- a. The lowest price receives 40 points
- b. Second lowest price receives 35 points
- c. Third lowest price receives 30 points
- d. Fourth lowest price receives 25 points
- e. Fifth lowest price receives 20 points
- f. All others, in subsequent price point increase, will receive -5 points in decreasing succession

(2) Experience

- a. Parrish Charter Academy expects and prefers the awarded vendor to have experience in the basic operation of K-12 Charter Schools or other educational institutions.
- b. Vendor with most years with preferred experience receives 30 points
- c. Vendor with second most years preferred experience receives 25 points
- d. Vendor with third most years preferred experience receives 15 points
- e. All other vendors receive 0 points

(3) Ability to Service

- a. This criterion may be used in conjunction with the janitorial services project proposal.
- b. Parrish Charter Academy may use its discretion to project whether proposed vendor's existing size, clients, service locations and staffing indicate a likelihood that the proposed vendor shall be able to satisfactorily service the campuses for which the proposed vendor is bidding.
- c. Vendor that Parrish Charter Academy deems most likely to satisfactorily service its campus shall receive 25 points.
- d. Vendors that Parrish Charter Academy deems unlikely to satisfactorily service the campus will receive no points.

(4) References

- a. Vendors must provide at least 3 references from current or former clients.
- b. Vendors with 3 positive references from current clients will be awarded 10 points
- c. Vendors with 2 positive references will be awarded 5 points
- d. Vendors with 1 or no positive references will be awarded 0 points



**Exhibit E**  
**Cleaning Checklist**

CLASSROOMS	DAILY	WEEKLY	MONTHL	QUARTE	
Sweep, wet mop floors with microfiber flat	√				
Vacuum spot clean carpets/rugs including	√				
Spray clean rag with light amount of disinfectant and wipe tops of desks	√				
Clean and disinfect door handles	√				
Empty waste baskets and trash receptacles, reline and remove to dumpster	√				
Wipe and clean all horizontal surfaces which includes desktops, chairs, pictures, shelves, windowsills, furnishings, etc.	√				
Dust HVAC vents and louvers			√		
Spot clean light switches and door frames		√			
Disinfect telenhones			√		
Spot clean walls, doors, doorframes and light switches for fingerprints	√				
OFFICES/RECEPTION	DAILY	WEEKLY	MONTHL	QUARTE	
Empty waste baskets and trash receptacles, reline and remove to dumpster	√				
Sweep and mop floors	√				
Vacuum all carpeting including under desks, corners and edges	√				
Wipe and clean all horizontal surfaces which includes desktops, chairs, pictures, shelves, windowsills, furnishings, etc.	√				
Clean and disinfect door handles	√				
Dust HVAC vents and louvers			√		
Disinfect telenhones		√			
Dust vertical and/or venetian blinds			√		

Spot clean walls, doorframes and light switches for fingerprints	√				
Spot clean all partition glass	√				
Check for cobwebs, etc. remove as needed	√				
Pick up trash, soda cans, litter, etc., outside of all entrances	√				
JANITORIAL CLOSET		DAILY	WEEKLY	MONTHLY	QUARTER
Sweep, wet mop floors with microfiber flat mop			√		
Organize and maintain all cleaning supplies √	√				
Maintain Hazardous Materials Information					
CAFETERIA/BREAK ROOM(S)		DAILY	WEEKLY	MONTHLY	QUARTER
Clean and disinfect sinks and countertops	√				
Clean and disinfect table tops with clean rag	√				
Sweep, vacuum and damp mop floors with microfiber flat mop	√				
Empty waste baskets and trash receptacles, reline and remove to dumpster	√				
Clean refrigerator				√	
Damp wipe refrigerator and microwave inside	√				
HALLWAYS & SCHOOL GROUNDS		DAILY	WEEKLY	MONTHLY	QUARTER
Pick up trash, soda cans, litter, etc. throughout campus property	√				



Sweep and damp mop stairwells		√			
Spot clean exterior walls and stairwells		√			
Clean and disinfect water fountains	√				
Remove cobwebs		√			
RESTROOMS					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	BI-ANNUALLY
Clean and sanitize inside and outside of toilets and urinals and base of toilet	√				
Scour and disinfect sinks and clean faucets	√				
Clean and polish mirrors	√				
Clean countertops and dispenser fronts	√				
Wipe down and disinfect stall doors	√				
Wet mop floors with bacteriostatic cleaner disinfectant, flushing drains to eliminate odors	√				
Clean and dust light covers				√	
Disinfect and scrub restroom floors, including edges and corners			√		
Empty paper towel and sanitary napkin receptacles	√				
If necessary, pour germicidal down drains and into toilet bowls and urinals (kills germs and strong odors)	√				
Restock toilet paper and towel receptacles, if applicable	√				
Check and fill soap dispensers, if needed	√				
FLOOR CARE					
	DAILY	WEEKLY	MONTHLY	QUARTERLY	BI-ANNUALLY
Spray buff with propane hi-speed burnisher, all vinyl (vct) floors including classrooms			√		

Strip, seal and wax (6 coats – allow to dry between coats) main entrance, all hall ways and multipurpose room				√	
Shampoo all carpeted areas					√
Machine scrub and strip, seal and wax (6 coats – allow to dry between coats), all vinyl floors including classrooms					√

**Exhibit F**  
**PRICE SHEET**

J	P
M	
E	
A	
D	

*By submission of this proposal, the undersigned vendor certifies that, in the event the vendor receives an award under this RFP, the vendor shall operate in accordance with all applicable laws, rules and regulations and the terms and*

*conditions set forth in this RFP, and shall honor the pricing set forth above. This Contract may be renewed by mutual agreement as provided in this RFP.*

Submitted by:

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory/Title

Dated: \_\_\_\_\_

### **DRUG-FREE WORKPLACE PROGRAM BIDDER CERTIFICATION**

**IDENTICAL TIE PROPOSALS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more Proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

- 3) Give each employee engaged in providing the commodities or contractual services that are under Proposal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

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VENDOR'S SIGNATURE