



**REQUEST FOR PROPOSAL**

**SPECIFICATIONS FOR  
JANITORIAL & MAINTENANCE SERVICES**

**FOR**

**MacDowell Preparatory Academy  
4201 West Outer Drive  
Detroit, MI 48221**

**DUE BY:**

**Contact Info for Questions  
[NThomas@MacDowellPrep.com](mailto:NThomas@MacDowellPrep.com)  
Dean of Operations**

# **Request for Proposals (RFP)**

## **Janitorial and Maintenance**

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## I. INTRODUCTION

### General

MacDowell Preparatory Academy is currently seeking Janitorial cleaning services inclusive of all the required labor, cleaning equipment, tools, and materials as outlined in the more detailed Scope of Work section of this Request for Quotation. It is the bidder's responsibility to assess the necessary labor required based on the Scope of Work.

The bid shall be quoted based on as all inclusive lump sum, per month, cost for the agreed scope of work including an additional hourly rate for any ad-hoc work requested that is outside the regular scope of work.

### About MPA

MacDowell Preparatory Academy (MPA) is an open enrollment, public charter school located on the northwest side of Detroit servicing grades K-8. MPA is self-managed by its' Board of Directors. For more information on MPA, please visit [www.MacDowellPrep.com](http://www.MacDowellPrep.com).

### Background

MacDowell Preparatory Academy main building consists of 27 classrooms, a gymnasium, a library, 5 offices, and 7 restrooms with parking and grounds for recreational activities.

### Bid Schedule

Projected Timetable (subject to change)

- **Walk-Through:** Walk-Throughs will be conducted on Wednesday June 1, 2022 from 2pm-3pm. (Bidders should report to the front office and ask for Ms. Thomas – Dean of Operations).
- **Proposals Due:** June 8, 2022
- **Contract Approved:** June 14, 2022
- **Notification to winning bidder:** June 15, 2022

### Bid Questions, Clarifications, Omissions, Addendums

No interpretations of the meaning of the request for proposals will be made to any bidder verbally. Every request for such interpretation shall be in writing (e-mail) and sent to: [NThomas@MacDowellPrep.com](mailto:NThomas@MacDowellPrep.com) with the subject line "MACDOWELL PREPARATORY ACADEMY RFP Questions"

### MacDowell Preparatory Academy Deadline for written questions: June 4, 2022.

These questions will be compiled after the MacDowell Preparatory Academy deadline. A response will be issued in the form of an addendum from an authorized school official by June 6, 2022. Proposers are responsible for clarifying any ambiguity, conflict, discrepancy, omissions or other error in the bid request prior to submitting the proposal, or it shall be deemed waived.

Services that are not specifically addressed in the Scope of Services, but which are necessary to provide functional capability proposed by the bidder, must be included in the proposal.

## **II. GENERAL RULES/REGULATIONS**

Ownership of all data, materials, and documentation originated and prepared for MACDOWELL PREPARATORY ACADEMY pursuant to this bid shall belong exclusively to the MACDOWELL PREPARATORY ACADEMY and be subject to public inspection in accordance with the State Law. Trade secrets or proprietary information submitted by a bidder shall not be publicly disclosed under the State Law. However, if the bidder shall invoke the protection of this section prior to or upon submission of the data or other materials, the bidder must identify the data or other materials to be protected and state the reasons why protection is necessary. Desired disposition of material after award is made should be stated by the bidder.

### **Presentation Costs**

MACDOWELL PREPARATORY ACADEMY will not be liable in any way for any costs incurred by the bidders in the preparation of their proposals in response to the bid request nor for the presentation of their proposals and/or participation in any discussions or negotiations.

### **Rejection of Proposals**

The right is reserved by MACDOWELL PREPARATORY ACADEMY at its discretion to reject any or all proposals or parts thereof. MACDOWELL PREPARATORY ACADEMY reserves the right to waive defects or informalities, to negotiate with bidders and to accept the proposal deemed to be in the best interest of MACDOWELL PREPARATORY ACADEMY.

### **Withdrawal of Proposals**

Proposals may be withdrawn upon written request from the bidder at the address shown in the solicitation prior to the time of acceptance. Negligence on the part of the bidder in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of proposals.

### **Validity of Proposals**

Bidders agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

### III. SCOPE OF WORK

The table below details the work to be completed on a daily (D), weekly (W), and monthly (M), basis. \*Kitchen means kitchen and common areas.

Category	Frequency	Description of Work
All Areas	D	Dust and clean using disinfecting spray and glass cleaner on all office furniture
All Areas	D	Clean and disinfect desk and countertops (dust around items on desk)
All Areas	D	Clean and sanitize all phones
All Areas	W	Clean and sanitize doors, door frames, and light switches
All Areas	D	Detail clean and disinfect main office area
All Areas	W	Wipe down student desk w/ disinfecting cleaner
All Areas	D	Disinfect student desk top and seat w/a spray sanitizer
All Areas	W	Dust filing cabinets, bookcases, high and low vertical and horizontal surfaces in classroom
All Areas	W	Dust top of lockers & exposed piping in hallways
All Areas	D	Replace waste receptacles with new liners as needed
All Areas	D	Dust-mop and machine scrub non-carpet areas w/ neutral cleaner
All Areas	D	Vacuum and spot clean all carpet areas
All Areas	M	Dust, Clean, remove cobwebs in sky lights, solar tubes, and interior windows
All Areas	D	Empty all waste receptacles and trash cans
All Areas	M	Dust and wipe clean all wall and ceiling ventilation grills
Conference Rm 107	W	Clean and disinfect conference room table
*Kitchen/Lounges	D	Clean and disinfect all counter tops and services
*Kitchen/Lounges	D	Sanitize and clean sink
*Kitchen/Lounges	D	Wipe Interior and exterior of both microwaves
*Kitchen/Lounges	D	Clean and sanitize refrigerator exterior
*Kitchen/Lounges	D	Dust mop tile floor
*Kitchen/Lounges	D	Mop tile and ceramic floor w/ neutral disinfecting cleaner
Restrooms	W	Remove spots, stains, and splashes from walls and toilet partitions w/ disinfecting all purpose
Restrooms	D	Clean all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls, urinals, and counter tops using disinfecting restroom cleaner
Restrooms	D	Mop all hard surface floor areas using disinfecting floor cleaner
Restrooms	D	Clean mirrors using glass cleaner
Restrooms	D	Empty all trash receptacles
Restrooms	D	Replace new trash receptacle liners

### Scope of Services

This Request for Proposal (RFP) is seeking a contractor who is capable of performing custodial and maintenance services.

The Contractor shall:

- Provide full time custodian(s) to the school building including a day porter (7AM – 4PM)

year-round).

- Provide part-time custodian(s) to the school building to overlap lunch periods and end of the day after dismissal.
- Provide temporary staff to cover sick/vacation time of year-round employees.
- Provide all paper products, trash liners, hand soap, cleaning supplies and equipment required.
- Provide year-round (12 month) services to meet the scope of services noted below.
- Provide light maintenance duties including but not limited to plumbing, electrical, and minor repairs.

#### **IV. DURATION OF SERVICES**

MACDOWELL PREPARATORY ACADEMY is seeking services commencing August 1, 2015 through July 31, 2016. Either party may cancel the contract with a 30 day written notice.

Contractor shall perform the regular services 5 days per week (preferably Monday-Friday) after MACDOWELL PREPARATORY ACADEMY office hours.

#### **V. QUALIFICATIONS STATEMENT/REFERENCES**

Bidder shall include the full name and address of the firm and its parent company if a subsidiary or branch location. MACDOWELL PREPARATORY ACADEMY will determine the bidder's qualifications based on the overall responsiveness of the bid and the following required information:

- Consultant Experience (Low = 0-2 years, Medium = 2-5 years, and High = 5+ years)
- Cost ( Low to High)
- Equipment Supplied
- References - Name a minimum of three (3) references for which the firm has provided similar services in the last five (5) years and provide a current contact name, e-mail address and phone number for each.

#### **VI. INSURANCE (If Applicable)**

- Contractor shall possess commercial general liability insurance with minimum general aggregate limits of \$1,000,000 per occurrence.
- Contractor shall carry automobile liability insurance with minimum limits of \$500,000 per occurrence.
- Contractor shall carry worker compensation insurance for all employees at the statutory limits.
- Contractor shall provide a certificate of insurance to the Association upon execution of contract and upon each renewal of insurance coverage during the term of contract.
- All insurance required under the terms of this section must be obtained through an insurance company authorized to business in the State of Michigan.

## **VII. PRICE QUOTE**

- Proposals should include an outline of the total cost for professional services, including any related charges. Show monthly rates, anticipated professional fees, estimated expenses and projected total cost including a not-to-exceed cost that is clear and concise. Include how fees will be invoiced, terms, etc. Optional work should be identified separately by category and include task and cost.
- The consultant shall be remunerated solely on a fee basis. The consultant shall not receive income with respect to this agreement, directly or indirectly, from any insurer, administrator or other source of services to be provided in a recommended program.

## **VIII. PROPOSAL FORMAT**

Consultant proposal must include the following:

- Background information about the company
- An outline of work to be completed addressing the scope of work
- An outline of equipment, materials, and supplies the contractor will provide
- Project bid quoted all-inclusive lump sum, per month, cost for the scope of work
- References

## **IX. SUBMITTING THE BID**

Each consultant shall mail or hand deliver three (3) sealed copies of the quotation no later than 1:30 p.m. on June 8, 2022 to the mailing address listed below.

Mailing Address:

Dr. Brian Banks, J.D.

MACDOWELL PREPARATORY ACADEMY

4201 West Outer Drive

Detroit, MI 48221

## **X. EVALUATION AND AWARD**

Quotes will be reviewed by a selection team comprised of MACDOWELL PREPARATORY ACADEMY management and administrative staff. Quotes will be evaluated according to the following criteria:

- Evidence of ability to perform the work described herein.
- Capability and availability of professional staff to serve the MACDOWELL PREPARATORY ACADEMY in a competent and timely manner.
- Bidder's past performance in terms of quality of service, compliance with contractual requirements and performance schedules, and cost reduction and control.
- Reasonableness of cost in relationship to the services provided.
- Responsiveness of proposal to this bid request.

**Notification of Award**

Services are not to begin until receipt of Notification of Award or other notification by MACDOWELL PREPARATORY ACADEMY. Performance time and dates will be determined solely by the contract and any modification thereto. It is required that the consultant be able to begin work immediately upon execution of the contract.

**Agreement Development**

MACDOWELL PREPARATORY ACADEMY reserves the right to negotiate any and all elements of a contract resulting from this request for proposals. A contractual agreement will be negotiated with the successful bidder for the scope of services. In the event that a mutually agreeable contract cannot be negotiated with said firm, the staff will then enter into contract negotiations with the next highest rated firm, and so on until a mutually agreeable contract can be negotiated.

The contents of this bid proposal and successful bidder's proposal will become an integral part of this agreement. MACDOWELL PREPARATORY ACADEMY and consultant shall negotiate a timetable for completion of the various elements noted in the proposal.

Changes to the contract will be approved in accordance with the MACDOWELL PREPARATORY ACADEMY's purchasing policy.

The successful bidder is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by MACDOWELL PREPARATORY ACADEMY.

**XI. TERMS AND CONDITIONS**

This section will be addressed through direct negotiations between MACDOWELL PREPARATORY ACADEMY and the bid finalist.



**SIGNATURE PAGE**

This form must be returned, properly executed. Please use this page as a cover sheet for your bid proposal.

In compliance with the Request for a Proposal made by MacDowell Preparatory Academy the undersigned proposes to furnish and deliver all services in accordance with the accompanying descriptions and instructions in the RFP. The undersigned also asserts that:

- This proposal is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purchase, and is in all respects fair and without collusion or fraud.
- No member of the MacDowell Preparatory Academy Board nor any officer, employee or person whose salary is payable in whole or in part by the respective boards is directly or indirectly interested in this proposal or in the services to which it relates, or in any portion of the profits thereof.
- All prices herein are net and exclusive of all federal, state and municipal sales and excise taxes.
- Said bidder clearly understands that MacDowell Preparatory Academy Will be the sole judge in determining the quality of services as being equal to or in compliance with the descriptions set forth in the RFP.

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

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

Signature of above: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_ Are

you a small business? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a minority business? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list minority: \_\_\_\_\_

**BID SUBMISSION SHEET**

Monthly Cost \$ \_\_\_\_\_ Day Porter \$ \_\_\_\_\_ Total Bid  
\$ \_\_\_\_\_

\_\_\_\_\_  
Name Name/Title Company

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
Installation Date City/State/Zip Approximate

Exceptions, additions or deviations from specifications

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, a duly authorized representative of the  
(please print name)

Bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances and, further, to hold MacDowell Preparatory Academy harmless should any judgment be rendered against our firm for violations(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands and will comply with all requirements and conditions of the specifications.

\_\_\_\_\_  
Signature, Title, & Date

**CONFLICT OF INTEREST AFFIDAVIT**

This affidavit is required by state law and complies with the State of Michigan, Act No. 232 of Public Acts of 2004, Enrolled House Bill No. 5376, Sec. 1267, paragraph 3, and subparagraph (d), as listed below:

(3) The advertisement for bids (and proposals) shall do all of the following: State that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive of the public-school academy. A board, intermediate school board, or board of directors shall not accept a bid that does not include this sworn and notarized disclosure statement.

CHECK ONE OF THE TWO BOXES BELOW:

List and describe all existing Conflicts of Interest. (Attach an additional page if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, no conflict of interest exists.

Print name of bidder: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name of Company: \_\_\_\_\_  
City: \_\_\_\_\_  
State/Zip: \_\_\_\_\_

\*\*\*\*\* NOTARY: State of County of

Sworn to and subscribed before me, a notary public in and for the above state and county, on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

## ASSURANCES AND CERTIFICATIONS

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

### Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

### Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. MacDowell Preparatory Academy is a Michigan public entity is required to follow Public Act 517 of 2012.

Signature

\_\_\_\_\_ Date