



REQUEST FOR PROPOSALS

Building Custodial and Maintenance Services for

**Benjamin Franklin
Elementary:**

1116 Jefferson Avenue
New Orleans LA 70115

**Benjamin Franklin
Elementary:**

3649 Laurel Street
New Orleans LA
70115

RFP ANNOUNCEMENT: February 10, 2025
PROPOSAL DUE DATE/TIME: April 11, 2025 5:00 pm

SUBMIT

One copy via email to
Jennifer Grimes at jgrimes@4thsectorsolutions.com
and one original hard to:

Jennifer Grimes at
4th Sector Solutions
8550 United Plaza Blvd
Baton Rouge, LA 70809
225-447-8313

1. Request for Proposals

Benjamin Franklin Elementary is seeking to engage a qualified firm to provide building custodial and maintenance services for multiple campuses located in New Orleans, LA. Custodial and maintenance services will commence on July 1, 2025.

Questions: Any inquiries regarding this submission should be directed in writing to:

Jennifer Grimes – Director of Operations of 4th Sector Solutions
Email: jgrimes@4thsectorsolutions.com

Addenda: All questions will be answered to all respondents via addenda. Addenda to this document, if any, will be e-mailed to interested parties.

Pre-Bid Walk Through: A pre-bid walk through of the site is required for all vendors. If a representative is not able to be present on this date alternate arrangements may be possible but are not guaranteed.

Submission Deadline: Proposals will be reviewed as they are received. One electronic copy and one paper copy must be submitted. Submit the electronic copy via email (jgrimes@4thsectorsolutions.com). The paper submission must be dropped off or mailed to 8550 United Plaza Blvd, Ste. 601 Baton Rouge, LA 70809 within 72 hours of the email submission.

Orals/Interview: Benjamin Franklin Elementary may request bidders to make oral presentations of their proposals at a time and location to be determined.

Contract Award Date: Benjamin Franklin Elementary expects to award the contract not later than May 31, 2025.

2. Project Background, Description and Scope of Services

Benjamin Franklin Elementary mission is to educate children to excel academically and individually. With the vision of accelerating the learning of all students through data driven inquiry, reflective teaching and powerful learning.

Bidding project support for Benjamin Franklin Elementary shall be provided locally by 4th Sector (hereafter 4SS). 4SS has been providing specialized charter school support in Louisiana since 2006 in finance, accounting, operations, and human resources. All service providers will work closely with the operations manager onsite at Benjamin Franklin Elementary to ensure timely, compliant work and efficient accounts payable.

Schedule of Events

<u>Event</u>	<u>Date</u>
RFP advertised and distributed to vendors	February 10, 2025
Pre-proposal walk-thru/conference	March 11, 2025 at 9:00 AM
Deadline for receipt of written inquiries	March 21, 2025 at 5:00 PM
Deadline to answer written inquiries	March 28, 2025 at 5:00 PM
Deadline for receipt of proposals	April 11, 2025 at 5:00 PM
Notice of Intent to award announcement, and 14-day protest period begins, on or about	No later than May 30, 2025

Description of Building Components

The following is a basic summary of key building components that will require facilities maintenance functions:

- **Gymnasium** – This space contains a basketball court. Adjacent spaces include changing rooms, exercise room, and physical education office. The gym area also includes a stage and serves as a public assembly space. *(This varies at schools)*
- **Dining Area**– This space is where students dine for breakfast and lunch.
- **Library/Media Center** – Will serve mainly as a library and reading space for students.
- **Teacher’s Workroom** – This space includes a restroom, microwave and vending machine.
- **Classrooms** – These spaces contain carpeting and/or tile, rugs, student and staff desks and chairs and installed and portable technology.
- **Administrative Offices** –These spaces contain carpeting and/or tile, rugs, student and staff desks and chairs and installed and portable technology.

Benjamin Franklin Elementary anticipates that the winning firm will start working upon award to hire required custodial and maintenance personnel, train on building systems, accept turnover of building and establish building maintenance goals and objectives for the 2025-2026 school year.

Maintenance

Ben Franklin Elementary is requiring **2 trained maintenance personnel** capable of handling installation and repairs of doors, walls, ceiling systems, and windows, painting, basic plumbing installations and minor repairs, troubleshooting and regulation of air quality, temperature, and humidity of in building interiors. Technicians will also have a basic understanding and experience with electrical components, motor theory and wiring. All facility maintenance personnel dedicated to this account will be qualified and trained to perform proactive maintenance routines for all campus facilities covered under this proposal and will be experienced and qualified to for the following building maintenance tasks:

- Corrective & Preventive Maintenance Plans
- General Contracting
- Light Carpentry
- Handyman services
- Painting
- Minor facility lighting upgrades
- Drywall Repair
- Minor equipment repairs & maintenance
- Minor Plumbing Repairs
- Following Electrical Maintenance Programs
- Replacing Lighting Fixtures
- Replacing HVAC Filters
- Facility Operations Support
- Exterior Services
- Facility Hygiene

Scope of Services

While training, commissioning, startup, and transition services will commence as soon as possible, formal building and facility management services will begin in July 2025. Services are intended to continue for a **one-year term**, with options for additional years. Services are anticipated to include:

- a. *Custodial Services*: Hire adequate custodian staff depending on the location to perform daily and nightly cleaning and regularly scheduled deep cleaning services. This shall include, but is not limited to, the following scope:
 - Open facilities each morning.
 - Pick up trash, debris and litter throughout the buildings and parking lots.
 - Empty waste receptacles and replace liners. Waste shall be disposed of in on-site dumpsters.
 - Sweep and mop floors of occupied space on all days school is in operation and of dormant spaces quarterly.
 - Spot clean the cafeteria dining area floor after breakfast and lunch shifts.
 - Remove garbage from the cafeteria after breakfast and lunch shifts.
 - Remove garbage from classrooms in which food is served after breakfast, lunch, and snack.
 - Clean and disinfect all restroom partitions, tile walls, trash containers, exterior doors, frames and hardware, and hand dryers.
 - Clean all bathroom mirrors and glass.
 - Dust displays, pictures, and windowsills.
 - Clean the inside and outside door and door handle with a disinfectant.
 - Clean and disinfect all toilets, faucets, urinals, sinks and counter tops.
 - Clean the mirror, hand dryer and towel dispenser.
 - Restock paper products.
 - Vacuum all carpeted areas and entrances.
 - Remove all stains from carpet.
 - Check building and outside lighting, replace light bulbs and report deficiencies.
 - Check building ceiling and floor tiles, replace tiles and report deficiencies.
 - Clean building windows with window cleaner. Clean water fountains with stainless steel cleaner.
 - Clean and secure building signage.
 - Spot clean walls to remove stains, dirt, graffiti, etc.
 - Remove gum and graffiti from desks, chairs, tables, etc.
 - Spot pressure wash the sidewalks to remove spills and stains.
 - Strip and wax floors in occupied space at beginning and end of school year. Additional stripping and waxing may be required throughout the school year during Winter/Spring Breaks.
- a. *Deep cleaning*: Propose a daily, weekly, and deep cleaning scope of service to be approved by operations manager.
- b. *Facility Requests*: Receive and respond to all property-related work orders in a quick, professional, and results-oriented manner.
- c. *Building Protocols*: Establish standard operating procedures for all required aspects of custodial and maintenance duties.
- d. *Supply Purchases*: Facility purchases such as materials and supplies are budgeted and necessary to properly maintain the building.
- e. *Safety initiatives*: Make sure all MSDS Sheets are located at each school.
- f. *Fiscal and environmental responsibility*: Make recommendations to manage the building and its systems with maximum fiscal and environmental responsibility.
- g. *Reporting*: Establish and maintain a tracking system to monitor service requests; monthly reports shall be generated to track trends in service requests. The reports should, at a minimum, include the following information with respect to each request: the type of request; the cost to complete the request; the person

responsible for completing the request; and the time taken or that is expected to be taken to complete the request.

- h. *Continuous Improvement:* Make recommendations as to the maintenance and operation of the building and demonstrate continuous effort to improve operations and energy usage, decrease turnaround times, streamline work processes, minimize costs and work cooperatively to provide excellent educational facilities.
- i. *Building Personnel:* Ensure that all facilities management related staff always exemplifies Benjamin Franklin Elementary core values.
- j. *Sustain good relationships through coordination and collaboration:* Help foster good relationships among all users, by providing guidance and closely coordinating all facility-related services with the end users of the building, including regular meetings with the users to ensure that problems are addressed, and objectives are met.
- k. *Other Items.* Other facility related items that arise.

Other Requirements

- 1. Dress code for the staff will be a shirt with the Company's logo and jeans or khaki or dark pants.
- 2. Staff may be required to attend selected school and staff meetings throughout the year to learn culture and be a part of the team.

3. Submission Requirements

Proposals will be evaluated as they are received prior to April 11, 2025, at 5:00 pm. All information required in the request for proposal must be provided to constitute an acceptable proposal. Firms are required to submit one (1) electronic copy of their proposal to Jennifer Grimes at Jgrimes@4thsectorsolutions.com, and mail one (1) hard copy within 72 hours of submitting electronically to Jennifer Grimes at 8550 United Plaza Blvd, Suite 601 Baton Rouge, LA 70809.

The hard copy of the proposal must include a table of contents. Each section must be clearly identified with a numbered tab divider.

- 1. **Letter of Commitment:** Indicate your firm's commitment to the project and how your firm will meet or exceed all expectations.
- 2. **Qualification Statement:** Include all the information listed below about your firm's qualifications:
 - a. **Firm History:** Firms must have a minimum of two (2) years under the same name. Submit a brief history of the firm including the date of organization and an explanation of the firm's ownership.
 - b. **School Experience:** Firms must have experience managing and operating educational facilities, preferably K-12 schools. List the educational facilities that have been managed by your firm in the last two years (no more than ten schools). List the facility name, size, how long your firm provided service and a brief description of the building management services provided by your firm. Provide the contract information of the specific individuals from the Facility who worked with your team onsite.
 - c. **Firm's Capacity:** Provide information indicating the capacity of the office that will provide the Building and Facility Management Services. Provide the number of professional staff members your office employs in this business line. Demonstrate evidence of your ability to properly support the onsite building management personnel.
 - d. **References:** Include the name, title, and contact information of the specific individuals who worked with your team onsite at each of the facilities referenced in the school experience section.
 - e. **Defaulted Work:** Identify and explain any work that your company has failed to

- complete or an instance in which your company has defaulted on a contract.
- f. **Conflicts of Interest:** Identify and explain any potential conflicts of interest regarding this scope of work.
 - g. **Past Claims or Disputes:** Indicate any claims, disputes, litigation, or arbitration proceedings involving your firm in the last 5 years. Indicate who they were with and give the current status of each.
3. **Project Management:** Describe how you will manage your onsite personnel to ensure the facility is properly maintained and that budget and quality goals are continually met. Indicate how your firm would approach staffing of support personnel and oversight of onsite employee. Identify any risks associated with facility management that you do not control and how you will actively manage the risk as well as what value your firm brings to the facility.
 4. **Insurance:** Provide the name of your insurance company and agents, your insurance coverage including type and limits (with sample certificate of representative coverage).
 5. **Fee Proposal:** Please provide the proposed fee for the services including out years; this should include everything from person hours to reimbursable expenses. The fee shall be broken down in the following sections:
 - a. *Maintenance Hourly Fee:* Provide the fee for preventative and corrective maintenance services. This is the fee associated with all supervision, clerical, support staff, overhead and profit.
 - b. *Custodial Fee:* Provide the annual management fee for custodial services with proposed cost for 3 out years. This is the fee associated with all supervision, clerical, support staff, overhead and profit.
 - c. *Estimated Cost of Building Services:* Given your experience with facilities in a similar geography and of a similar size, please provide an estimated building services budget identifying the building services you would anticipate for this property and estimated costs associated with each service. Examples of services that might be included are outsource maintenance costs. We anticipate negotiating these services with the chosen firm in much greater detail but are looking for a sense of what your estimated building services would include. To the extent you are using unit costs to arrive at budget figures, please provide them so we can understand assumptions you are making.

4. Selection Process

The firm's qualifications will be evaluated based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities
2. Capability of providing both custodial and maintenance services in an excellent manner
3. Past experience with providing services to educational entities
4. Provision of indemnity and insurance consistent with requirements
5. Proposed cost of services

Benjamin Franklin Elementary and their consultants, 4th Sector Solutions expressly reserve the right to: (i) cancel this solicitation and/or reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all proposals submitted determined to be within the competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to its being given any further consideration; (v) reject submissions that contain conditions and/or contingencies that in Benjamin Franklin Elementary sole judgment, make the submission indefinite, incomplete, or otherwise non-responsive or unacceptable for award; (vi) waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to a proposer; (vii) take any other action allowable by applicable law or regulation; (viii) reject the

submission of any proposer that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals, (ix) select for negotiation the overall best proposal or alternate submitted, in accordance the selection criteria; (x) negotiate with one or more proposers in any manner Benjamin Franklin Elementary deems fit, (such negotiations may be concurrent or sequential as Benjamin Franklin Elementary determines); (xi) solicit Best and Final Offers (BAFO) utilizing an appropriate procedure following the conclusion of any such negotiations specified in (x); or (xii) reopen negotiations after the BAFO procedure, if it is in Benjamin Franklin Elementary best interest to do so. No proposer shall have any rights against Benjamin Franklin Elementary arising at any stage of the solicitation from any negotiations that take place, or from the fact that Benjamin Franklin Elementary does not select a proposer for negotiations. Proposers are advised that in no event, including, but not limited to, those events described in items (i) through (xii) of the preceding sentence, will Benjamin Franklin Elementary reimburse the proposer for the cost of bid preparation, lost profits or consequential damages of any kind by virtue of Benjamin Franklin Elementary not selecting a proposer to perform the work under this RFP.

5. Terms & Conditions

A prospective custodial and maintenance bidder must be willing to adhere to the terms and conditions of this request, including the following, and in responding to this RFP, the vendor accepts these terms.

1. *Service Provider Payment:* Payment to the service provider will be made only for actual work performed and accepted in accordance with the contract. Any scheduled item of work to be done and materials to be furnished may be increased, decreased or omitted as herein after provided, and no claim for loss, anticipated profits or costs incurred in anticipation of work not ultimately performed will be allowed due to such increase or decrease.
2. *Examination of Plans, Specifications and Site Work:* The respondent is encouraged to carefully examine the site of the proposed work, and special provisions before submitting a proposal. The submission of a proposal shall be considered conclusive evidence that the respondent has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the contract.
3. *Familiarity with Laws:* The respondent is assumed to have made himself or herself familiar with all federal and state laws and all local by-laws, ordinances and regulations which in any manner affect those engaged or employed on the work or affect the materials or equipment used in the work or affect the conduct of the work, and the respondent, if awarded the contract, shall be obligated to perform the work in conformity with said laws, by-laws, ordinances and regulations notwithstanding its ignorance thereof. If the respondent shall discover any provision in the plans or specifications which conflicts with any such law, by-law, ordinance, or regulation the respondent shall forthwith report it to the Operations Manager of Benjamin Franklin Elementary in writing.
4. *Signatory Authority:* The respondent's proposal must be signed with ink by a representative of the company who is authorized to enter into a contract on behalf of the company.
5. *Indemnification and Insurance:* The contractor will be required to sign an indemnification and provide adequate insurance for this project.
6. *Termination of the Contract:* The School may terminate the Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided The School shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar days, begun in good faith to correct said failure and thereafter proceeded

diligently to complete such correction, then The School may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of The School to comply with the terms and conditions of the contract provided that the Contractor shall give The School written notice specifying The School's failure and a reasonable opportunity for The School to cure the defect.

7. *Code of Ethics:* Proposers shall be responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

8. *Contract Modifications:* No amendment or variation of the terms of the contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.

9. *Assignments:* The Proposer will not make any assignments or subcontract for the Work without written permission from The School.

10. *Inspection and Supervision:* The Operations Manager and/or Facility Manager will inspect the facilities on a regular basis and call upon the Proposer when it is determined the Work is not adequate or complete. The Proposer will address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 24 hours. Additionally, the Proposer will meet with the Operations Manager and/or Facility Manager on a regular basis to ensure open, regular feedback and communication.

11. *Living Wage:* The Proposer agrees to carefully monitor and enforce salaries and benefits that permit their employees to live comfortably. Today, working people struggle to cover the cost of housing, food, health care, childcare and other basic necessities for themselves and their families. A worker who is paid the minimum wage of \$7.25/hour, or any wage below a living wage, cannot possibly afford necessities without assistance. This creates problems not only for workers, but for businesses and the local economy. Paying a living wage leads to increased worker morale, worker health and quality of service.

12. *Performance Measurement/Evaluation Monitoring Plan:* Proposer will designate someone to meet with the Operations Manager and/or Facility Manager on a monthly or quarterly basis to discuss quality of work, special projects, school break schedules (for deep cleans) and other contractual deliverables as applicable.

6. Proposal Evaluation

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

Criteria	Maximum Score
Company Background and Experience	25
Approach and Methodology	10
Proposed Staff Qualifications	15
Cost	50
TOTAL SCORE	100

The proposal will be evaluated considering the material and the substantiating evidence presented, not based on what may be inferred.

The scores for the Company Background and Experience, Approach and Methodology, Staff Qualifications and Cost will be combined to determine a proposer's final score. The Proposer with the highest overall score will be **recommended** for award.