

April 24, 2024

**REQUEST FOR PROPOSAL FOR  
JANITORIAL AND CLEANING SERVICES,  
CONSUMABLE SUPPLIES, AND  
FACILITY SUPERVISION & MAINTENANCE SERVICES**

**NORTHWEST CLASSICAL ACADEMY  
COBB COUNTY, GEORGIA**

**Northwest Classical Academy (NCA)**, a Georgia public K-12 school located at 3010 Cobb Parkway Northwest, Kennesaw, GA 30152, is soliciting proposals from interested firms for daily cleaning services and products, as well as facility supervision and maintenance services. For further details, please visit [nwclassical.org/rfp](http://nwclassical.org/rfp).

**Summary**

NCA seeks a single vendor to provide all requested services. NCA seeks regular cleaning services for school property, including daytime and early evening coverage, consumable services to provide all necessary items, and facility supervision and facility maintenance services.

Interior space is currently approximately 117,652 sq. ft., with an additional 16,500 sq. ft. addition becoming available in the fall of 2024. In addition to classrooms, office spaces, and conference rooms, this includes a cafeteria, multi-purpose space, and gymnasium. Vendor pricing should address current square footage with a quoted increase that would go into effect once the addition is complete. The addition includes only classrooms and offices.

**JANITORIAL AND CLEANING SERVICES**

**Project Description**

- TOTAL SQ FT: 134,152 SQ FT (includes ~16,500 SQ FT addition to open Fall 2024)
- VCT: 101,033 SQ FT
- CARPET: 8,107 SQ FT
- CERAMIC TILE: 10,292 SQ FT
- LVT: 4,000 SQ FT
- TERAFLEX (Gym Flooring): 9,720 SQ FT

**Regular Cleaning** services will be provided 5 days a week when school is in session. A detailed schedule will be provided by the cleaning service outlining daily, weekly, quarterly, and other regular cleaning tasks. Examples of daily items include maintenance and disinfection of bathrooms and common areas, stocking supplies, vacuuming, or mopping all carpets/floors. Examples of weekly items include disinfection of all desks, cleaning whiteboards, and dusting. A lighter, regular cleaning schedule is permitted when school is not in session that maintains, at a minimum, all bathrooms and common areas on a weekly basis, and other areas twice per

month. The provider will document its schedule, staffing, and approach to regular cleaning (e.g., separate night crew, additional day porter(s), etc.).

**Daytime duties** include maintaining the facility during daily use, particularly the common areas and bathrooms. Examples are disinfecting common areas throughout the day, responding to cleaning requests throughout the day, acting as a liaison to other members of the cleaning crew, helping in the cafeteria with table cleaning and trash removal, and setup/breakdown for events.

**Evening duties** will include preparing spaces for after-school events, cleaning offices, and ensuring the campus is clean and ready for the next day.

**Deep Cleaning** services will be provided twice a year during winter and summer break, including shampoo & extraction of all carpets, cleaning of restroom and kitchen tile, and strip/wax or scrub/topcoat of all VCT flooring.

**Event Cleaning** services will be provided on an as-requested basis and will include after-hours and weekend coverage. For example, there may be approximately 25 events over the course of a school year that may require this service. Event cleaning should be factored into the regular monthly billing invoicing.

**Disinfection Protocol:** in the event of an infectious outbreak, the cleaning service will immediately assist in the disinfection of impacted areas. Extraordinary costs for equipment, materials, and chemicals related to disinfection will be negotiated between NCA and the cleaning service.

**Equipment** and chemicals for regular cleaning will be furnished and maintained by the cleaning service. This includes a carpet extraction machine on-site for use as needed, at least three upright vacuums for daily use, at least two dry mops for gym flooring, and all other materials necessary for cleaning service (e.g., common cleaning chemicals, mops, backpack vacuums, brooms, cloths, etc.).

### **Additional Expectations**

While cleaning staff are not employees of NCA, they will be expected to follow the same policies as employees regarding harassment, drug and alcohol, communications, security, conflicts of interest, standards of conduct, dress code, personal appearance, hygiene, and privacy as outlined in the NCA Employee Handbook. Additionally, they are also expected to follow any/all state or federal regulations or policies that apply to public schools in Georgia, such as firearms, tobacco, and the sex offender registry.

The cleaning provider will comply with current OSHA and other applicable regulations related to operation and hiring practices.

The cleaning provider will furnish all forms of insurance including liability, bonding, and worker's compensation.

The cleaning provider will furnish a safety data sheet (SDS) for each chemical used and stored on campus.

The cleaning staff will be instructed on what information is considered confidential that they may be exposed to during the course of their duties, and that they must protect that information.

All cleaning staff are subject to criminal background and sex offender checks.

All cleaning staff must be willing to take a short online "Mandated Reporter" training course as required by applicable Georgia regulations.

## **CONSUMABLE SUPPLIES**

### **Project Description**

Consumables such as paper towels, toilet paper, hand soap, and trash can liners will be purchased and billed to NCA based on actual usage on a monthly basis. The proposal should specify products recommended and costs including any mark-up.

For reference, the following products and volumes reference NCA's use for a recent school year. NCA has invested in dispensers that work with these products; any cost associated with a proposed change of dispenser and/or product should be reflected within your submission.

- Victoria Bay 1150 ft Paper Towel Roll: approximately 75 cases/yr
- Victoria Bay Foaming Hand Soap: approximately 60 cases/yr
- Victoria Bay Toilet Seat Cover: approximately 10 cases/yr
- Tork Opticore Toilet Paper: approximately 75 cases/yr
- 38x58" Trash Can Liners: approximately 60 cases/yr
- 33x40" Trash Can Liners: approximately 30 cases/yr

## **FACILITY SUPERVISION & MAINTENANCE SERVICES**

### **Project Description**

**Facility Supervision** will be provided via a team member who would provide direction and organization to the rest of the cleaning team and would act as a point of escalation if needed. They would also be the main liaison to school staff to obtain and disseminate information on behalf of the cleaning provider. The individual would need to accurately represent the school and its interests to guests and vendors as needed.

**Facility Maintenance** services will be provided at least 2 days a week. This individual will be expected to utilize a work order/ticketing system to complete a wide range of indoor and outdoor duties, including but not limited to general physical labor (setting up/tearing down events, moving furniture), handyman services (small repairs, patching & painting), and exterior

repairs and maintenance (cleaning walkways, patching roadways). NCA's preference would be to have an individual in this role who could safely and competently complete minor electrical and plumbing tasks as well.

As NCA grows into a full K-12 campus, the eventual goal would be to have both of these roles fulfilled by a single individual in a full-time capacity. Pricing information for this future role should be included in your bid.

## **SUBMISSION, GRADING CRITERIA, AND AWARD OF CONTRACT**

### **Submission Instructions**

Please submit a comprehensive response to this RFP as per bid documentation no later than **Friday, May 24th, 2024 at 5:00 pm EST**. Responses to inquiries submitted before the deadline will be consolidated and publicly available to all potential applicants.

Submit your inquiries and final RFP to:

- **Mr. Kent Messini** - [kmessini@nwclassical.org](mailto:kmessini@nwclassical.org). An email reply confirming receipt is required for a submission to be valid.

### **Grading Criteria**

Any contract(s) awarded pursuant to the RFP will be awarded based on the bids or offers that are responsive to the RFP and are most advantageous to NCA with respect to the following factors:

- Projected total annual spend (up to 45 points)
- Anticipated quality & reliability of services (up to 10 points)
- Confidence in the ability to complete services in a timely manner (up to 10 points)
- Related experience/references (up to 10 points)
- Vendor team member qualifications (up to 10 points)
- Financial stability of the firm (up to 10 points)
- Firm history & information (up to 5 points)

### **Award of Contract**

The awarded contract will be for an initial one (1) year term. The contract may then be eligible for up to four (4) annual renewals with allowances for CPI changes.

NCA reserves the right to reject any and all proposals received as a result of this RFP.