



Esperanza Elementary

REQUEST FOR PROPOSAL

Cleaning

4956 W 3500 S

West Valley, UT 84102

(801) 305-1450

SECTION I

SELECTION SCHEDULE

- Notice of RFP:** June 2, 2020 through June 10, 2020 – published on the Esperanza Elementary website – www.esperanzaelementary.org
- Submission Deadline:** June 10, 2020 by 5:00 pm to Eulogio Alejandre at eulogio.alejandre@esperanzaelementary.org: Proposals must be submitted in compliance with Section IV of this RFP.
- Award Date:** June 12, 2020

SECTION II

INTRODUCTION

- A. Esperanza Elementary (the “School” or “Esperanza”) is requesting proposals for cleaning services for its facility. The specifications for these services are in Section V of this proposal.
- B. Esperanza Elementary provides the environment that fosters what each student needs to become biliterate, multicultural, and to acquire the skills and attributes needed to effectively serve in our local and global community. Esperanza welcomes students of all backgrounds and ethnicities. Esperanza values a diverse school community. Esperanza’s school design helps all students to be academically successful.

- C. AWARD OF CONTRACT. The contract will be awarded to the offeror whose proposal is determined to be the most advantageous to Esperanza, taking into consideration the price and the evaluation factors set forth in this RFP.

SECTION III

PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with Section IV of this RFP.
- B. The services required and offered in a proposal should meet the needs described below. Only one proposal from each offeror may be submitted and considered. Offerors may include any special or unique services they plan to provide.
- C. Proposals will be evaluated by a committee appointed by the Esperanza Governing Board. The school will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. Discussions may be conducted with offerors who submit proposals for the purpose of assuring full understanding of, and responsiveness to, the solicitation requirements.
- D. It is understood that Esperanza's issuance of this RFP does not obligate Esperanza to accept any of the proposals submitted in response to this RFP, nor does it guarantee that Esperanza will in fact accept any of the said proposals. No agreement exists on the part of Esperanza and any offeror until a written contract is approved and executed by the Esperanza governing board.
- E. This RFP does not obligate Esperanza to pay for any costs of any kind whatsoever that may be incurred by an offeror or any third parties in connection with a proposal. All proposals, responses and supporting documentation shall become property of Esperanza
- F. At any time during the evaluation process the evaluation committee may, with appropriate approval, request best and final offers as provided for in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

SECTION IV

PROPOSAL REQUIREMENTS

- A. Proposals must contain a cover letter, which shall include the following:
 - a. A statement of the offeror's intent to provide the services outlined in this proposal
 - b. The legal company name
 - c. Complete company address
 - d. Company contact person's name, phone number and email address
 - e. Company's website address
 - f. Signature and position/title of company's authorized representative
 - g. The date of submission
- B. Proposals must address the Proposal Specifications set forth in Section V below.
- C. Proposals must be emailed to Eulogio Alejandre at eulogioalejandre@esperanzaelementary.org on or before June 10, 2020 at 5:00 p.m. Proposals should be in a PDF format. **All Cost information provided by the offeror must be contained in a separate pdf file and clearly identified as cost information.**
- D. Proposals must be signed by the offeror.

SECTION V

SPECIFICATIONS

Daily	
1	Vacuum or mop all flooring as appropriate all year.
2	Maintain all paper products in all dispensers full. Esperanza Elementary will pay for the product and Offeror will order all products.
3	Empty trash in all rooms in the building all year.
4	Available cleaning person from 7:30am-3:30pm whenever students are in the building to work in the cafeteria and clean commons areas daily.
5	Offeror must provide an hourly rate for additional evening hours
Weekly	
1	All first floor windows will be cleaned.
2	All wood pieces in beds and playground areas will be picked up.
3	The refrigerator will be "EMPTIED" and "CLEANED" and all perishable foods will be thrown away.
Monthly	
1	The gymnasium/cafeteria will be deep cleaned.
2	Staircases will be deep cleaned.
3	Parking lot swept
	Clean venetian blinds, cents, grills, and interior of the windows.
CLEANING & BUILDING MAINTENANCE AS NEEDED	
1	Schedule carpet cleaning.
2	Change filters.
3	Repair or schedule building repairs, Esperanza Elementary School will pay for services and parts as necessary.
4	Help & support staff during drills.
5	Paint and schedule painting of needed areas.
6	Respond to other support regarding cleaning or building maintenance as necessary.

Additional guarantees:

1. All cleaning will be done after hours, unless requested during the day.
2. Offeror will carry all necessary insurance and will pay for all taxes, and fees required by law.
3. Offeror will obey legal requirements such as vehicle insurance, business licenses, workers compensation and employer liability insurance.
4. All accidents and incidents will be reported to the school principal within 48 hours.
5. All employees will go through a background check. Any employee with legal arrests or convictions will submit a report to the principal before starting to work in the building.

SECTION VI

EVALUATION CRITERIA

Criteria Unrelated to Cost

- A. Experience and qualifications of offeror (20 points)
- B. Scope of services (30 points). This is an evaluation of how the proposed scope of services fits the needs of Esperanza.

Criteria Related to Cost*

- C. This criterion is based on the cost proposed in section V(B)(4) above (50 Points).

Total points available based on Evaluation Criteria: 100 points.

*NOTE: Cost is evaluated and scored independently.