



*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 7, 2022 through June 15, 2022 – published on the Esperanza Elementary website – [www.esperanzaelementary.org](http://www.esperanzaelementary.org)
- Submission Deadline:** June 15, 2022 by 5:00 pm to Eulogio Alejandre at [eulogio.alejandre@esperanzaelementary.org](mailto:eulogio.alejandre@esperanzaelementary.org): Proposals must be submitted in compliance with Section IV of this RFP.
- Award Date:** June 17, 2022

## SECTION II

### INTRODUCTION

- A. Esperanza Elementary (the “School” or “Esperanza”) is requesting proposals for summer cleaning, repairing, and painting 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](mailto:eulogioalejandre@esperanzaelementary.org) on or before June 15, 2022 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

#### First Priority

TASKS	TASKS	TASKS
Arrange for woodchips in both playgrounds to be filled.	Clean all carpets in all rooms.	Arrange for parking lot to be cleaned & painted, if needed
Paint exterior walls that are now <b>ORANGE</b> .	Remove all the gum throughout the building floors & desks	Sealing of cracks around the building (wall/sidewalks) will be done.
Repaint the entrance concrete floor (epoxy with sand-gray)	ALL stairs will be deep cleaned.	Clean &/or paint every room in the school from the floor up to 5 ft. high.
Paint all curbing in front of the building - yellow	The cafeteria will be deep cleaned.	Prepare the building for school in 2021-2022
Replace all ceiling lights that are not currently working.	All windows will be deep cleaned	Paint all pod and halls from the floor to the ceiling.

#### Second Priority

TASKS	TASKS	TASKS
Check all bathrooms to be sure they are working	The gymnasium/cafeteria will be deep cleaned.	All wood pieces in beds and playground areas will be picked up and filled.
Change filters.	Kitchen vents will be cleaned	Repair or schedule building repairs, Esperanza Elementary School will pay for services, materials, and parts as necessary.
Staircases will be deep cleaned.	Clean venetian blinds, cents, grills, and interior of the windows	The refrigerator will be "EMPTIED" and "CLEANED" and all perishable foods will be thrown away.
All first floor windows will be cleaned.	All inspection(able) areas must be ready at all times for inspections.	Replace the faucets in bathroom sinks – old faucets getting stuck- first floor.
Remove staples from all walls.		

#### 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.
6. Offeror will provide a minimum of three fulltime handyworkers who can clean, repair, and/or paint walls, clean carpets, clean windows move furniture, and other cleaning, repairing, or painting needs. The three workers will work for 32 work days, eight hours each day starting on or about June 21<sup>st</sup>, 2022 and ending on or about July 31<sup>st</sup>, 2022.

## **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.