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## CAMDEN COUNTY BOARD OF EDUCATION

*Dr. Joe Ferrell, Superintendent*

### Custodial Services Contract RFP

**Basic Information** – Camden County Schools is a small school system located in Camden North Carolina consisting of five (5) schools on three (3) campuses. Camden County High School and Camden Early College High School are on one campus along with Grandy Primary School and Camden Intermediate School on another campus. Camden Middle School is the third campus within the school system.

**Purpose** – Camden County Schools is soliciting Proposals from interested and qualified Proposers to provide custodial services at the five (5) locations.

#### Schedule

RFP Release.....	March 10, 2020
Mandatory pre-bid meeting and walk through.....	Scheduled with C.O.O.
Deadline for Receipt of Proposals.....	12:00 p.m., April 23, 2020
Closed Proposal Opening.....	12:00 p.m. April 24, 2020
Interview top three candidates.....	May 4, 2020
Board approval.....	May 14, 2020

**Proposer Requirements** - Should the Camden County Board of Education (CCBOE) elect to proceed with this project, the successful Proposer will be required to enter into an Agreement with the school district for implementation and operation of the Proposed System offered in the successful Proposer’s submittal in response to this request for proposal (RFP).

**Terms of Agreement** - Any Agreement developed as a result of this RFP will commence and take effect on a date mutually agreed upon by the successful Proposer and the CCBOE and will be set forth in the Agreement. The contract shall begin on July 1, 2020 and end on June 30, 2021. Furthermore, “the contract may provide for renewal options as agreed upon by the Superintendent/or designee”

During the contract period, the Board or the successful bidder may terminate the agreement if a breach occurs which is not resolved within thirty days after written notice.

**Option to Reject All Bids** – The superintendent may at his/her discretion, reject any or all bids. The CCBOE shall not be liable for any costs incurred concerning the preparation and submittal of any bid.

#### MISSION STATEMENT

*Camden County Schools will equip all learners with knowledge, skills, and values to reach their maximum potential and encompass characteristics of our Profile of a Graduate.*

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**Contracts and Obligations** - Contracts and obligations are contingent upon the CCBOE having sufficient local funding at the time the contract is secured. Contracts and obligations will commence upon approval by the CCBOE.

**Contract Sum** – A responding party must submit a specific bid for each of the five (5) facilities based upon the costs of providing the required services as noted in this request for proposal (RFP).

**Payment** – Payment to the contractor will be made on a monthly basis. Invoice for payment of services must be submitted on the last workday of the calendar month to the Chief Operations Officer/or Designee (C.O.O.), at his/her option, may withhold a portion of the monthly payment from the contractor for work not performed. The work not performed and the amount withheld or deducted from payment will be forwarded to contractor by the Camden County Board of Education. Such notice will describe the reason(s) for deduction(s).

If the C.O.O./ or designee determines that there are deficiencies in the performance of the Agreement and he/she deems they are correctable by contractor over a certain time span, the C.O.O. will provide written notice to the contractor to correct deficiency with a specified time frame. Upon giving the contractor five (5) days notice to correct deficiencies, the C.O.O. may correct any and all deficiencies and the total costs incurred by completion of the work by an alternate source, whether, it to be CCBOE personnel or separate private contractor, will be deducted and forfeited from the payment to the contractor by the CCBOE as determined by the C.O.O.

The above action shall not be construed as a penalty but as an adjustment of payment to contractor to recover CCBOE costs due to failure of the contractor to complete or comply with provisions of the Agreement.

**Insurance Requirement** – Proposer shall provide the insurance coverage with limits not less than those set forth below. Contractor shall deliver, to the Superintendent of Schools certificates of insurance prior to execution of Agreement:

A. Comprehensive Liability

1. Bodily injury for which contractor is responsible: \$1,000,000 per Person  
\$1,000,000 per occurrence.
2. Property damage for which the contractor is responsible - \$1,000,000 per occurrence  
\$2,000,000 per aggregate
3. Worker's Compensation Coverage is \$1,000,000 or as required by State/Province

**Responsiveness** – A proposal must be submitted correctly to be responsive. Examples of this would be as follows:

1. If a proposal contains errors so extensive that a clearly intended offer is not obvious, proposal is not responsive.
2. If a proposer makes substitutions, the proposal is not responsive.
3. If a proposer submits a proposal for anything less than the designated site in its entirety, the proposal is not responsive.

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**Description of Needs of Service** - To provide janitorial services, supplies and supervision to the following locations:

Camden County High School 103 HWY 158 West, Camden NC  
Camden Early College High School 103A HWY 158 West, Camden NC  
Grandy Primary School 175 HWY 343 South, Camden NC  
Camden Intermediate School 123 Noblett Dr. Camden NC  
Camden Middle School 243 Scotland Rd. Camden NC

Additionally, qualified proposer will provide the following:

- All cleaning equipment, supplies, and labor. (CCBOE will supply Toilet paper for dispensers, paper towels for dispensers, and trash bags) it will be the responsibility of the contractor to dispense CCBOE supplied consumables.
- Provide a Director of Custodial Services to manage the employees assigned to our facilities, and provide that director with a cell phone so that Camden County Schools administrators can contact that Director.
- Provide vehicles to move equipment and supplies from location to location.
- Preferred rates for special conditions and events
- Photo ID badges for all janitorial personnel
- The successful bidder must comply with all statutes of the Equal Opportunity Employer Act and be a Drug-Free Employer in the State of North Carolina. Criminal background checks on all employees must be maintained on file by the successful bidder and made available upon request..

## **Specifications for Custodial Services**

### **I. Services to be Performed Inside Buildings**

- a. Facility maps are attached for areas of responsibility.
  - b. All restrooms (where applicable) will be cleaned daily.
  - c. All restrooms, offices, classrooms, locker rooms, weight rooms, gymnasiums, laboratories, cafeteria dining rooms, and common areas must be cleaned daily, Monday thru Friday and after special events. Daily clean and mop all tile and vacuum carpeted floors. No cleaning in the kitchen will be required. Proposals should include details of this cleaning and should be specific as to exactly what will be included.
  - d. Provide “Team Cleaning” plans for holidays and summer breaks.
  - e. Proposal should include a plan for stripping and waxing tile floors annually, scrubbing and/or recoating of all common area VCT two times per year, and professionally cleaning all carpets twice a year, summer and Christmas break.
- II. Proposals must describe a plan for continuous supervision of custodial staff.  
III. Proposals must describe a plan for continuous training of custodial staff.  
IV. Proposals must describe a plan for the technical support of cleaning products, equipment, And cleaning methods.

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- V. Proposals must describe company's experience in institutional cleaning, particularly in School systems. References must be provided by proposers who are not currently under contract with Camden County Board of Education.
- VI. Proposals must detail the minimum number of employees that will be provided at each facility during the school/work day and the minimum number of employees provided after the school/work day. Number of hours per employee should also be detailed.
- VII. Proposals must include a general description of how the company will cover for employees who are absent.
- VIII. Walls must be cleaned. Proposals must describe any limits on cleaning walls, ceilings, and windows above 10 feet high.
- IX. Proposals must include a provision for an administrator in the company to conduct a walk thru of selected facilities at least once per calendar quarter.
- X. Proposals should include a plan for providing background checks for all employees allowed on premises.
- XII. Proposals must include a procedure for keys and access control to the CCBOE facilities.

## **Use of Chemicals**

- a. All work involving the use of chemicals shall comply with all federal, state, and local laws.
- b. A list of all chemicals used onsite will be given to and required to be approved by the C.O.O. before any chemicals are stored or used on any site.

## **Proposal Delivery Instructions –**

Submit proposals in a sealed envelope to:

Larry Lawrence  
Chief Operations Officer  
Camden County Board of Education  
174 N 343 HWY  
Camden NC 27921

Proposals will be received until 12:00 p.m. on April 23, 2020 (No Proposals will be accepted after this time).

To be accepted, all proposals are to be submitted, in sealed packages marked "Response to Custodial RFP".

Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. NO proposals will be accepted via fax transmission regardless of time of delivery.

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## Proposal Sheet

**Contract price for Custodial Services**

**Proposal Deadline is April 23, 2020**

Site	Contract Price Per Month	Contract Price Per Year July 1 – June 30
Camden County High School 103 HWY 158 West Camden NC 27921		
Camden Early College HS 103A HWY 158 West Camden NC 27921		
Grandy Primary School 175 HWY 343 South Camden NC 27921		
Camden Intermediate School 123 Noblett Dr. Camden NC 27921		
Camden Middle School 243 Scotland Rd Camden NC 27921		
<b>Total Contract Bids</b>		

### VENDOR INFORMATION

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

Address/City/State/Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

**Printed name and title of Authorized Company Representative:**

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Title*

Signature of Authorized Company Representative:

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

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