

Southland Public School District
ISD #500

REQUEST FOR FACILITIES MANAGEMENT SUPPORT

ISSUE DATE: March 22, 2021

Sealed Quotations will be received until 3:00 p.m. on Friday, April 9, 2021 for furnishing the services described herein. All bids must be submitted on the forms provided and the bid opening will be held in private.

Companies will have the opportunity to present their proposals in-person or virtually to the Selection Committee on Wednesday, April 14 at 5:30 p.m.

All inquiries for information regarding Quotation Submission Requirements shall be directed to:

Scott Hall, Superintendent, Southland Public School District

Shall@isd500.k12.mn.us or 507-582-3283 ext. 4374

QUALIFICATIONS MAILED SHALL BE SENT DIRECTLY (OR HAND DELIVERED) TO:

Southland Public School District ISD #500

Attn: Facilities RFQ

200 Water St NW

Adams, MN 55909

All communication and questions regarding the Request for Quotations should also be directed to the above-named individual. No other contact with any district staff is permitted before selection of the finalist or by invitation to do so by Scott Hall.

In compliance with this Request for Quotations and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the signed agreement or as mutually agreed upon by subsequent negotiation. Please include this form with your RFQ response.

Name and Address of Firm

Telephone No.: _____

Date: _____

By: _____

FIN/SSN: _____

PURPOSE: The purpose and intent of this Request for Quotations is to solicit sealed proposals from qualified companies (Company) to provide a custodial/maintenance program for the Southland Public School District (District) for the purpose of providing a safe, clean environment for the staff and students in District facilities.

BACKGROUND: The School District is a medium sized consolidated school district with about 400 students attending the K-12 school building and early childhood building, both located in Adams, MN. District total square footage is approximately 99,205 square feet located on approximately eight acres on two different campuses.

BUILDINGS:

K-12 Building – Adams, MN, 91,845

Early Childhood – Adams, MN, 7,360

CURRENT PERSONNEL: It is intended that all current employees will be offered positions with the successful firm at their current wage or higher. (See attached Labor/Fringe Benefit Worksheet)

INTENT-The selected firm shall furnish all necessary management and resources (including but not limited to personnel, training programs, and support) to develop a plan and implement a program to improve efficiency and effectiveness within the Custodial/Maintenance Department.

GOALS: The management services performed by the selected Company shall be accomplished within the framework of attaining the following goals established by School District.

1. Improvement in the appearance of all schools within the School District. The overall goal is to develop a program that will create and maintain a cleaner and safer environment for students in order to effectively support education in School District.
2. Determine and implement appropriate level of staffing for building maintenance, grounds and custodial operations for School District.
3. Implement a system to improve productivity and encourage an employee philosophy of excellence, teamwork, and personal growth.
4. Enhance personnel development through a program of motivation, in-service education, and training.
5. Improvement of departmental performance through the utilization of state-of-the-art tools, equipment, technologies, and processes.
6. Establishment of a systems approach and quality assurance program to maintain and preserve desired level of service.

7. Improved management of building maintenance and custodial services in a cost effective manner.
8. Implement a proven balanced Preventive Maintenance, Corrective Maintenance and Capital Preservation Program including an established Risk Management Program.
 - a. Implementation of an energy management system.
 - b. Development of a capitalization plan for equipment.
 - c. Assistance with and coordination of construction projects.
 - d. Implementation of a technology maintenance management plan.

NOTE: These goals are provided for informational purposes only in an effort to support an understanding of established District objectives, they are not provided as an indication of the actual work to be performed by the firm providing management services.

III. PREPARATION AND SUBMISSION REQUIREMENTS

- A. GENERAL REQUIREMENTS:** In order to be considered for selection, Companies must submit a complete response to this RFQ on the forms provided. One (1) original and five (5) copies of each quotation must be submitted to School District as indicated. No other distribution of the qualifications shall be made by the firm.
- B. SPECIFIC REQUIREMENTS:** Quotations should be as thorough and detailed as possible so that School District may properly evaluate the firm's capabilities to provide the required services.

Companies are required to submit the following items:

1. The return of a complete RFQ, fully responsive as requested.
2. A minimum of five (5) educational customers for whom the company is currently providing supportive management services of custodial, maintenance and grounds. Include the date(s) when service is performed, the business name, address, and the name and telephone of the Contract Administrator.
3. Evidence of experience in providing supportive facilities management services of the size and scope as described herein; including but not limited to experience in school employee/educational management, training, and research and development.
4. Names, qualifications, education and experience of personnel to be assigned to support the Management Services program along with a description of the

training and development program for on-site management and staff to provide assurance of capability.

5. Company organization, background.
6. The experience of the company in providing quality supportive management services. Demonstrate the dedication and commitment of resources to provide supportive management services including, but not limited to, the following areas of emphasis. Provide examples of each of the following
 - a. Evidence of satisfactory performance and operation in other similar institutions.
 - b. Experience in providing facility management services for K-12 schools using District employees.
 - c. Motivational programs and other program support systems.
 - d. Training and in-service development education.
 - e. The development and implementation of Computerized Maintenance Management Systems.
 - g. Written standards, procedures, schedules and records.
 - h. Availability of other programs (e.g., energy management, construction management, grounds management, etc.)
 - i. Technical and support personnel
7. Any other pertinent information which demonstrates the firm's capability to successfully perform management services.

IV. EVALUATION AND AWARD CRITERIA

- A. **EVALUATION CRITERIA:** Qualifications shall be evaluated by School District using the following criteria:

Evaluation Criteria	Assigned Weight
1. Program Quality/Ability to Perform	30%
2. Performance Record	30%
3. Cost	40%

- B. **EVALUATION PROCESS:** (Specific criteria to be considered)

1. Program Quality/Ability to Perform: Criteria such as, but not limited to, the following will be considered: What type of support system does the company provide for its on-site management team? How well does the program provide for a comprehensive employee development/training program; and is it integrated into the program, as opposed to being available "as needed"? How thoroughly does the program provide for written standards, procedures, schedules, and record keeping? To what degree does the program provide for a significant infusion of effort/resources during the start-up phase? How well will the program provide and maintain required work histories and expense accumulation data? How thoroughly does the program provide for quality control of the work performed? Does the company have its own resource and development capabilities? If so, where are they located? Does the program provide for custodial equipment to be upgraded on a planned basis?
2. Performance Record: How many customers does the firm provide supportive management services to? How many are educational customers? What is the retention rate for services provided? How long has the company been providing such services as outlined in this RFQ?
3. Cost: What is the total cost of doing business with the firm

- C. **AWARD OF CONTRACT:** Selection shall be made of one firm deemed to be fully qualified and best suited among those submitting qualifications on the basis of the evaluation factors identified above. School District may cancel this RFQ, reject quotations or any portion thereof at any time prior to an award, and is not required to furnish a statement of the reason why a particular quotation was not deemed to be the most advantageous

V. GENERAL SPECIFICATIONS

The District will supply all custodial equipment and cleaning supplies.

The Contractor, with input from the District Administration, will be responsible for the assignment of schedules and supervision of all employees in the custodial department.

The Contractor will provide access to its purchasing agreements and assist the District to assure the greatest savings possible on any other purchases.

The Contractor will monitor the success of the program through inspections conducted by the on-site Supervisor and his/her supervisor if applicable.

The Contractor and the District Administration shall meet monthly to review progress and to resolve any problems that may occur.

The Contractor shall provide the District with a current certificate of insurance from and insurance provider licensed in the State of Iowa.

The Contractor shall comply with all labor laws in the State of Minnesota and the Federal standards that may apply.

The Contractor's employees shall comply with all policies of the District.

The Contractor agrees to provide any information related to actual labor cost, as may be requested by the District Administration.

VI. BUILDING MAINTENANCE MANAGEMENT SPECIFICATIONS

- A. SCOPE:** The performance of this contract will include, but not be limited to, management and assistance in the following Building Maintenance duties:
- B. PREVENTIVE AND CORRECTIVE MAINTENANCE:** Oversee a sound preventive and corrective maintenance program, on all major electro/mechanical equipment.
- C. ADMINISTRATIVE, FINANCIAL AND MATERIALS MANAGEMENT:**
 - 1. **Budgets:** The District Administration will request the preparation of necessary budgets, the analysis and explanation of variances of actual expenditures as compared with budget and the provision of financial and statistical data as requested.
 - 2. **Purchasing:** In consonance with School District policies, provide consultation and technical advice in preparation of specifications for procurement of parts, supplies and services incidental to operations as requested. Recommend vendors as necessary.

3. Receipt-Storage-Issuance of Materials: Provide consultative and technical advice regarding the receipt, inspection, storage, safeguarding, and issuing of materials or items purchased.
4. Equipment Replacement/Performance: Recommend annually or more often, if necessary, the needs for replacement of capital equipment. Also, make recommendations for changes in existing equipment, or measures to extend its useful life or performance, as appropriate.
5. Regulatory Requirements: Recommend programs to ensure the District complies with local, State of Minnesota and Federal regulations and other regulatory agencies, as they apply to the operation of maintenance and engineering. Assist in an Asbestos Management Program and hazardous Substance Inventory
6. Long Term Facilities Maintenance: Provide assistance to the District's LTFM Planning including management of the Health & Safety Program. "Health, safety, and environmental management" means school district activities necessary for a district's compliance with state law and rules of the Departments of Health, Labor and Industry, Public Safety, and Pollution Control Agency as well as any related federal standards. These activities include hazard assessment, required training, record keeping, and program management.

D. FUNCTIONAL SAFETY AND RISK MANAGEMENT:

1. Assist in the collection of available documentary evidence of structural safety and building safety compliance (such as Statement of Construction and Fire Protection) as needed for accreditation requirements.
2. Maintain on file documents and certification of compliance with the requirements of applicable local, Federal and Fire Marshall laws and regulations.
3. Make recommendations to Administration to facilitate compliance with applicable building codes, fire prevention codes, State of Minnesota and/or Federal Occupational Health and Safety Codes, and Life Safety codes.
4. Maintain good safety practices within the Maintenance and Operations Departments and keep equipment, spaces and shops in tidy condition. Participate in the District's safety programs.
5. As requested, assist the School District in preparation of its external and internal disaster plan for the care of emergency casualties.

E. QUALITY CONTROL OF SERVICES: Provide the following quality/performance reviews:

1. Weekly facility inspections made by the Site Managers. This inspection will be in the company of a representative from the Administration at the Administration's discretion.
2. Records of work accomplished in the Department will be maintained for review by the District upon request.
3. It is agreed that the School District shall retain complete and final jurisdiction in all determinations of the quality of services provided by the company

F. ADDITIONAL REQUESTS:

1. Fully developed training and in-service programs for all employees.
2. Written standards, procedures, schedules, daily journals and other records required by regulating and accrediting agencies and good business management and/or as may be required by the District.
3. Operating instructions for all major mechanical equipment.
4. Individual and preventive maintenance instructions for each preventive maintenance requirement.
5. Line and staff support personnel available on a scheduled and on-call basis, to provide effective quality, technical support and consulting capabilities

VII. CUSTODIAL MANAGEMENT SPECIFICATIONS

A. CUSTODIAL SERVICE: The Company's custodial service for the District will provide service to all buildings currently being cleaned by District personnel in accordance with School Cleaning Specifications (**Attachment A**). Details of the buildings and areas to receive custodial services will be made available upon request.

1. Provide support involving the standardization of the custodial program.
2. Provide all management and technical personnel as may be required to efficiently assist in the cleaning/custodial service.
3. Provide training, management and direction of all custodial personnel in the performance of their respective custodial duties.
4. Provide and maintain daily work schedules, project schedules, and training manuals to be used in the training of custodial personnel.

GROUNDS MANAGEMENT SPECIFICATIONS

- A.** Develop a proposal to implement and manage an effective program of grounds maintenance for School District according to **Attachment B**. The program shall be designed to promote the overall attractiveness of the grounds. All procedures will be in accordance with established environmental protection policies and shall be in line with the School District budget. The levels and frequency of care for each site shall be established by mutual agreement between company and School District and will be based on specific site use, relative impact on overall site appearance and safety factors.

IX. SECONDARY AREAS OF INTEREST

- A.** The District would like to enter into a relationship with a firm who could provide additional resources such as the ones listed below. It is understood that providing management services in Building Maintenance, Grounds and Custodial, along with implementing a Maintenance Management System is the primary purpose of this RFQ. The following areas of interest, along with any others the firm may have expertise in that might be of interest to the District, will be considered enhancements or additional resources. The firm must be providing these services currently to receive consideration in this area.

- B.** Construction and Energy Management: Be able to provide assistance and expertise in the following areas:

Building Alterations: Provide consultation and/or plans for minor rearrangement of School and Administrative spaces, equipment and furniture. Consult in planning of major structural alterations, including supply estimations, etc., as requested by the District.

Projects - School District Employees: As directed and approved by Administration, assist in the planning and supervision of internal projects to be carried out by School District employees. Each year, incorporated in the Facilities budget an estimate of the man-hours to be used on such projects.

Projects - Outside Contractors: Certain major repairs and special maintenance may, at the discretion of the School District, be performed by outside contractors or equipment suppliers. The successful company would be expected to cooperate fully with the outside contractors selected by the School District in such situations. The successful company may be required by the District to:

1. Assist in planning the desired work including technical advice, drawings and specifications.
2. Prepare procurement specifications as desired by the School District

3. Supervise entirely or assist in the supervision (at the School District's discretion) of the outside contractor.

Construction Projects: Provide checks of the work or services provided for School construction and renovation projects by outside contractors as directed by the District Administration.

1. Work cooperatively with any outside contractor as directed by the District Administration.
2. Coordinate operations activities under the supervision of the successful bidder or with the projects undertaken by the outside contractor(s).

The cost of contracts entered into by the School District for projects to be accomplished by outside contractor(s) shall be paid for in full by the School District and shall not be considered part of the financial aspects of the agreement between the School District and the successful facilities management firm unless otherwise agreed upon.

3. Energy Management: Be able to analyze, evaluate and recommend to District measures for the best use of energy resources.

Southland Public School District
ISD #500

CUSTODIAL/MAINTENANCE QUOTATION FORM

Name and Address of Firm _____ _____ _____	Telephone No.: _____ Date: _____ By: _____ FIN/SSN: _____
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The above firm proposes to provide a custodial/maintenance program for the Southland Public School District (District) for the purpose of providing a safe, clean environment for the staff and students in District facilities. All specifications from Attachments should be addressed.

Adams Early Childhood Building

To provide services to meet the attached specifications the above named firm proposes the following:

_____ full time equivalent positions (FTE's) or _____ paid hours per week.

Please indicate number and type of personnel and the proposed daily schedule for each;

Personnel	Schedule
_____	_____
_____	_____
_____	_____
_____	_____

The cost for this service would be \$_____ annually

Adams K-12 School Building

To provide services to meet the attached specifications the above named firm proposes the following:

_____ full time equivalent positions (FTE's) or _____ paid hours per week.

Please indicate number and type of personnel and the proposed daily schedule for each;

Personnel	Schedule
_____	_____
_____	_____
_____	_____
_____	_____

The cost for this service would be \$_____ annually

Attachment A
School Cleaning Specifications

Classrooms, Media Center, Study

- Remove trash and recyclable and clean containers (daily)
- Vacuum carpet (daily)
- Spot clean carpet (daily)
- Wipe horizontal surfaces (weekly)
- Chalkboards and trays (weekly)
- Pencil sharpeners (daily)
- Clean sinks (daily)
- Glass cleaned (daily)
- Wipe desks and cabinets (weekly)
- Tile floors dust mopped and damp mopped (daily)
- Extract carpet (at least annually, or as needed)
- Scrub and re-coat tile floors (annually)

Corridors including commons and entrances

- Dust mop hard surface floors (2x daily) min.
- Spot mop floors (2x daily) min.
- Clean and sanitize drinking fountains (daily) min.
- Auto scrub floors (Daily) min.
- Burnish hard surface floors (weekly) min.
- Vacuum mats (daily)
- Vacuum carpet (daily)
- Wipe smudges (daily)
- Dust horizontal surfaces (weekly)
- Extract entrance matting (at least bi-annually or as needed)
- Strip and re-coat hard surface floors (annually)
- Scrub and re-coat (annually) min.

Restrooms

- Empty trash daily or as needed
- Wipe stainless (daily)
- Wipe smudges from vertical surfaces (daily)
- Clean and sanitize fixtures (daily)
- Sweep and sanitize floors (Daily)
- Stock paper supplies (daily or as needed)

Cafeteria

- Set up for breakfast and lunch
- Set up for other use if required
- Remove trash and clean containers
- Dust mop and auto scrub floors
- Remove any smudges or stains from horizontal surfaces and walls (daily)

Locker rooms

- Empty trash and clean containers (daily)
- Clean smudges etc. from vertical surfaces (daily)
- Clean and sanitize fixtures (daily)
- Sweep and sanitize floors (daily)
- Sanitize shower floors and walls (daily)
- Clean soap scum from walls (at least weekly or as needed)
- Wipe down lockers (weekly)

Offices

- Empty trash and clean container (daily)
- Vacuum carpet (daily)
- Dust mop and damp mop hard floors (daily)
- Wipe smudges (daily)
- Spot clean glass (daily)
- Wipe horizontal surfaces (weekly)
- Extract carpet (annually, min.)

Kitchen and serving area

- Empty trash and clean container (daily)
- Sweep and scrub floor with degreaser (daily)

Mechanical areas

- Sweep floor and mop or auto scrub (monthly)

Attachment B

Outside Maintenance Specifications

The levels and frequency of care for each site shall be established by mutual agreement between company and School District and will be based on specific site use, relative impact on overall site appearance and safety factors.

The following services on lawns and playgrounds adjacent to school buildings will be managed by this company:

1. Turf Fertilization
2. Weed Control
3. Tree Care
4. Care of Shrubs and Groundcovers
5. Care of Shrub Beds
6. Flowers

Sidewalks-Summer

- Sweep (as needed)
- Remove weeds (as needed)

Sidewalks-Winter

- Remove snow (as needed to provide safe walking)
- Apply deicer (as needed)

Current Operations—Labor Worksheet

For Programs and Sites to be Contracted

Pay rates for the year 2019 – 2020

Site or School	Job Title	FTE	Hourly Rate (\$)
Southland School District	Facilities Manager	FT	
Southland School District	Custodial Supervisor	FT	\$ 22.57
Southland School District	Cleaner	PT	\$ 14.50
Southland School District	Cleaner	PT	\$ 14.50
Southland School District	Cleaner	FT	\$ 14.50
Southland School District	Cleaner	FT	\$ 15.00
Southland School District	Cleaner Sub	Sub	\$ 14.00