



NORTH COW CREEK ELEMENTARY SCHOOL

Board of Trustees
Eileen Travis, President
Cindy Butler, Clerk
Jim Brimble, Member
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Allen Toney, Member

Superintendent/Principal
Kevin Kurtz



DESCRIPTION OF WORK FOR INFORMAL BID PROPOSAL MAT & CUSTODIAL MATERIALS/SUPPLIES FOR THE 2018/2019 SCHOOL YEAR

SCOPE OF WORK:

- 1) Provide doorway mats. Mats replaced monthly with clean mats.
 - a. Company will need to collect mats from their
 - b. 3x4 – 26
 - c. 4x6 – 4
 - d. 3x10 – 1
- 2) Provide paper towel dispenser and soap dispenser in each classroom and bathroom (Total: 27 total)
 - a. School will work with the company to determine locations of dispensers
- 3) Provide toilet roll dispenser in each student and staff bathroom (Total: 11)
- 4) Provide mop heads (12 heads every two weeks)
- 5) Provide dry dust mop heads
 - a. 3 (three) 60" provided every two weeks
 - b. 3 (three) 42" provides every two weeks
- 6) Provide the following towels for cleaning:
 - a. Lint-reduced white cleaning rags (approximately 16 x22); reasonable quantities as required by school
 - b. Micro fiber towels; reasonable quantizes as required by school
- 7) Provide pricing for the following cleaning chemicals:
 - a. All Purpose Cleaner, Food grade disinfectant, hard floor cleaner.
- 8) Provide pricing for paper towels, toilet paper, and hand soap.

PROPOSED BID AND BASIS OF CHARGES

Submit the bid proposal to provide all the tasks/supplies specified in the Scope of Work and the information provided. The proposed bid is to be based on a monthly fee for the scope represented (items 1, 2, 3, 4, 5, and 7). The proposed Lump Sum fee shall include all associated costs including, but not limited to, materials, equipment, travel, labor, employee services, subcontractors, mailing, and profit. Items #7 are for reference only and at the schools discretion as to purchasing these items from the winning bidder or another source. The district may choose not to purchase the items listed in #8 from the winning bidder and recognize that the company may then choose to not provide #2 and #3.

The school requests pricing for a 1 year contract, 2 year contract, and a 3 year contract. For multiple year contract, an opt out clause is required should the company not meet the requirements of the Scope of Work.

An opt out clause is required within the contract if the school is able to document poor performance by the winning bidder or by mutual agreement of the district and winning bidder. The district may provide an amendment to this RFP and will post the amendment on the district's website by the end of the day on July 1,



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2018. Contract must state the company will remove, at the companies expense, any equipment or materials (i.e. paper towel dispensers, toilet dispensers, soap dispensers, etc.) if the contract is cancelled.

NON-MANDATORY INFORMATIONAL MEETING

A non-mandatory meeting with the school principal and/or school custodial staff may be requested and must be held prior to June 1, 2018.

DATE PROPOSALS DUE:

Friday, June 15, 2018 (Proposals can be received via hand, email, or fax)

BID SELECTION CRITERIA

Bids will be rated on the following criteria:

- 1) Total cost of providing services, materials, and supplies as listed in the Scope of Work.
- 2) Prior experience working with schools
- 3) Quality of supplies and materials.

CONTACT

Kevin Kurtz, Superintendent/Principal
(530) 549-4488: Phone
(530) 549-4490: Fax
kkurtz@northcowcreek.org