



**CEDAR TREE PUBLIC CHARTER SCHOOL  
REQUEST FOR PROPOSAL  
TO PROVIDE COMPREHENSIVE CUSTODIAL SERVICES**

**Proposal Due Date: May 31, 2024**

**Proposal Due Time: 4:00 PM**

## INFORMATION AND INSTRUCTIONS TO CONTRACTOR

### Request for Proposal

1. Email a PDF copy of proposals for Custodial Services for Cedar Tree Academy Public Charter School (CTA) to [Bidsubmission@Cedartree-dc.org](mailto:Bidsubmission@Cedartree-dc.org) Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to:  
[Bidsubmission@Cedartree-dc.org](mailto:Bidsubmission@Cedartree-dc.org)
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

### General Conditions

1. The purpose of these specifications is to provide school custodial services for a contract period of twelve months, with the ability to renew for **two** more consecutive years. If either party decides to break the contract, two weeks' notice must be given.
2. It is the intention of Cedar Tree Academy that no one shall be awarded this contract who does not have a satisfactory experience record in the performance of the work as described herein. Each bidder shall provide a "**Statement of Qualifications**" as part of the proposal, which describes the company, management, years in operation, similar contracts, Three (3) references, and training. Cedar Tree Academy reserves the right to investigate the financial responsibility and qualifications of any bidder to determine with reasonable assurance the ability of the bidder to furnish uninterrupted custodial services for the duration of the contract.
3. CTA shares the District of Columbia's commitment to CBE certified companies and Companies with a commitment to local hires. **(See Attachment B)**
4. Proposals shall be firm and shall not be withdrawn for a period of thirty days after the opening of the bids.

5. Cedar Tree Academy Public Charter School will take action on the award of bids within thirty days after the date set for the opening thereof.

### Employees

1. The District of Columbia Code requires that all applicants for school employment, including those of independent contractors but excluding employees who do not have direct contact with students, both D.C. residents and non-residents, MUST obtain a criminal background check. All must also obtain a Child Abuse History Clearance. Clearances and checks must be provided before the start of the contract.

### Proposal Instructions

1. The contract period shall begin August 1, 2024 and terminate June 31, 2025. With an option for renewal for up to three years
2. Bidders must bid on daily cleaning and light maintenance of the 35,000 square foot facility which comprises 25 class rooms, 8 offices, staff room, kitchen, nurse station, multipurpose room, 12 student restrooms, windows and door cleaning, 2 stairways, and hallways, as well as the entry ways, the external walkways, parking lot, playground, and surrounding landscaped areas. Bidder shall supply all the supplies including cleaning supplies, paper towels, tissues, soap, trash bags etc.. Floors must be buffed three times a week. The preschool, pre kindergarten and kindergarten classes have area rugs which need occasional deep cleaning. Light maintenance (light bulb replacement, rest room maintenance, etc.) is expected.
3. Custodial rates should be based on the following:
  - a. Regular Custodial rate: the rate per Custodial Services per week for cleaning and light maintenance of the facility which should include the Supplies Charge, the cost per week of cleaning supplies, towels, tissues, soap, and garbage bags.
  - b. Additional trip rate: the rate per occurrence, based on the needs of the Charter School. ( Hourly Overtime Rate ).
  - c. Cleaning of Carpets: Per occurrence, 1 time (normally twice per year)
  - d. Stripping and Rewaxing VCT flooring: quoted per occurrence, 1 time (normally performed once a quarter)
  - e. Complete Glass Cleaning: once a year
  - f. Painting / Paint touchups: once a year
  - g. Seasonal Landscape Maintenance: total charge for the period of the contract
  - h. Facility Maintenance Personnel: per hour cost of skilled and non-skilled maintenance.

4. All bids shall be made on the bid form enclosed (**Attachment A**), in the terms indicated and in the spaces provided.
5. This contract will be binding on heirs, successors or assigns in the event of a change in management, through sale or by other means. This contract shall not be sub-let, assigned or transferred without written approval of Cedar Tree Academy.
6. In the case of failure on the part of the Contractor to execute the work as per agreement, Cedar Tree Academy reserves the right to terminate the contract, satisfying its wants through another contractor, and Cedar Tree Academy shall collect from the Contractor, any difference in price as a result of such failure on the part of the Contractor.

#### Regular Custodial Services

1. Cedar Tree Academy's Main campus has 450 students.
2. School is in session through June. Summer school will be held in July.
3. Bidders will supply per week cost for the contract period on the bid form based on regular and customary cleaning of the facility. Short weeks will be billed on a prorated basis. Weeks that the school is not open and does not require services will not be billed.
4. Cedar Tree Academy opening time is 6:00 a.m.; Closing time is 10:00 p.m. School working hours are from 8 am to 3:30 pm but CTA Campus has before and after care till 6 pm. Arrival times may vary due to evening school functions. Two-shift coverage will typically be required, with staff starting at 6, 7, and 8 am, then 2, 3, and 4 pm. The Contractor will not interfere with school activities.
5. Additional Contractor responsibilities concerning security: when in the facility, doors will be locked to prevent any unauthorized persons from entering, lights should always be turned off when exiting, unless instructed to do otherwise.
6. The contractor shall immediately report to the Site Coordinator upon the discovery of a hazardous situation that it cannot fix itself
7. The contractor shall clean or fix any hazardous situation it is qualified to.
8. The Contractor's manager shall work with the school's Executive Director officer in planning the times and otherwise performing this agreement. All times must be approved by the school's chief administrative officer and may be revised to adapt to changing conditions and/or for more efficient operation.

- A. The Contractor will meet with the Charter School Head of Schools once monthly for the purpose of a walk-through, inspection and evaluation of the general cleanliness of the facility and adherence to the specifications contained in the contract.
- B. The Contractor will report immediately to the Head of Schools if any problems arise regarding Contractor service or employees that will affect the ability of the Contractor to perform their duties under the contract.

Employee Dress Codes, Standards and Conduct:

1. The contractor shall ensure the following:

- That all employees are easily identifiable through uniforms and/or identification badges, with photograph, while on campus.
- That employees shall be prohibited from disturbing papers on desks, opening desk drawers, opening cabinets, using the telephones or office equipment provided for school use, nor shall any candy, cookies or other food be contained in the space be consumed.
- That workers shall not unnecessarily converse with students, and shall refrain from catcalls, whistles, profanity or other inappropriate behavior.
- That workers shall arrive at work sober and be advised that the consumption of alcoholic beverages is forbidden during working hours, whether consumed on or off school property and shall not have the odor of an alcoholic beverage on or about their person.
- That all workers who violate HRA codes of conduct and/or dress codes shall be immediately removed from school property and shall not be allowed to report back to work in the futures.

Equipment

1. The Contractor shall furnish all necessary equipment and cleaning supplies that conform in all aspects to state laws, the rules and regulations of the EPA or other regulatory agency with jurisdiction over the cleaning of public schools.
2. The Contractor further agrees to furnish Custodial Services that are satisfactory to Cedar Tree Academy and to make necessary modifications as requested.
3. The Contractor shall maintain the equipment at all times in a condition of cleanliness satisfactory to Cedar Tree Academy.

4. In the event of inclement weather or impassability of roads or whenever school is cancelled, delayed or is dismissed early, the site coordinator or chief administrative officer shall notify the Contractor not later than 10:00 a.m. on the day of such cancellation or delay or not later than one (1) hour before early dismissal.
5. The Contractor shall report to the school at a time agreed upon by the Executive Director officer, or supply an explanation or circumstances, which cause unavoidable delay or in any way interfere with the strict performance of the agreement.
6. The Contractor shall also provide its own cleaning supplies. The Contractor will also provide consumables (hand soaps, paper toweling, garbage bags, etc.).
7. The contractor will maintain an up-to-date inventory of all product, materials and equipment used and have **any hazardous materials properly marked.**

#### Custodial Service

1. All Custodial Service Employees will be employees of the Contractor, subject to the approval of Cedar Tree Academy.
2. The Contractor shall be construed as being an independent contractor employed to provide custodial services only.
3. The Contractor shall file with the school's chief administrative officer the names, addresses and telephone numbers of all Custodial Service Employees who will be assigned to the facility before the start of the contract. If a new employee is added, the same information shall be filed for this person within a 1 week time period.
4. Every Custodial Service Employee shall possess a current Identification card. The Contractor shall ensure that all custodial service employees are properly trained, to meet all statutes, laws and regulations currently in effect and any that are enacted during the life of this contract.
5. There shall be no smoking or eating by custodial service employees while cleaning the facility. There shall be no smoking on any school property.
6. Custodial service employees shall, at all times, be courteous and exemplary in speech, actions and dress before children.
7. Custodial Service Employees shall not leave cleaning supplies unattended when children are about. In an emergency, the first concern shall be for the safety of the children.

8. Custodial Service Employees shall not take disciplinary action against any child. Cases that warrant such action should be reported at once to the school director. Nothing herein shall prevent a custodial service employee from reprimanding a child for action that might cause harm to the Custodial Service Employee or other students.
9. Custodial service employees will not use physical discipline of any kind with any child. Any Custodial Service Employee who violates this policy will be immediately terminated.
10. The Contractor shall give reasonable assurance by providing the appropriate paperwork stating that all Custodial Service Employees have undergone a criminal background check and child line clearances, and that their employees are of excellent moral character and are the type of person who should work with children.
11. No person whose character and habits are disapproved by Cedar Tree Academy shall be allowed to provide custodial services for Cedar Tree Academy.
12. The Contractor shall employ a sufficient number of Custodial Service Employees and support personnel to assure the school of continuous and reliable service.

#### Insurance

1. The Contractor must provide liability insurance policy which provides indemnity, protection or security, to the amount of at least \$1,000,000 on account of injury to or death of any one person, and subject to such limits as respects injury to or death of one person, of at least \$5,000,000, on account of any one accident resulting in injury to or death of more than one person. The Contractor also agrees to provide property damage insurance in the amount of \$100,000 for each occurrence.
2. Worker's Compensation insurance of not less than statutory limitations shall be carried by the Contractor on all employees working under the provisions of this contract.
3. The Contractor shall, at the time of executing the contract, furnish Cedar Tree Academy with a certificate indicating the contractor has complied with the insurance requirements as set forth in this specification. The certificate shall contain the provision to notify Cedar Tree Academy must be sent within thirty (30) days prior to the cancellation or termination of the insurance coverage as specified.

4. Each bidder must present evidence with the bid from an acceptable insurance company attesting that insurance as required by the bid specifications will be issued in accordance therewith.
5. Insurance certificates shall show Cedar Tree Academy to be additional insured on all policies pertaining to the work to be performed.
6. The termination of the insurance described herein during the term of this contract shall constitute a breach thereof, and thereupon the contract shall forthwith terminate.

#### Assignments

No assignment, delegation or subletting of the contract, nor any part of the work thereof to be performed there under, and no assignment of money due or to become due, shall be valid without first obtaining the written consent of Cedar Tree Academy PCS.

#### Manager

1. The Contractor shall provide a full time manager to maintain the operation and guarantee the availability of custodial service employees for the duration of the Contract. The Contractor shall provide the name, location and telephone number of the manager.
2. The Contractor's manager shall provide those reports and records, which may be reasonably requested by Cedar Tree Academy and necessary for proper payment of or evaluation of the Contractor's performance hereunder. All such records shall be open to inspection by Cedar Tree Academy or its representative during regular business hours in the Contractor's office.

#### Method of Payment

The financial management for school custodial services is the responsibility of the school's Chief Operating Officer. The Contractor agrees to invoice the school at the end of every month for custodial services. Excess hours and special trips should be invoiced per occurrence and shall include all services provided and an itemized bill.





**Attachment B**

Certification Regarding Local, Small, Disadvantaged, Business Enterprise

Vendor certifies that they are qualified as a Local, Small, Disadvantaged, Business Enterprise according to D.C. Law 12-268, "Equal Opportunity for Local, Small, and Disadvantaged Business Enterprises (LSDBE's) Act of 1998" and are certified by the District of Columbia as such.

**Cedar Tree Academy**

Certified as a Local, Small, and Disadvantaged Business Enterprise?

Yes \_\_\_\_\_

CBE Number

No \_\_\_\_\_

VENDOR: \_\_\_\_\_

Company name

Company address

Name of Authorized Representative \_\_\_\_\_

Signature of Authorized Representative

Date \_\_\_\_\_