



Bricolage Academy
Request for Proposal – Custodial Services

RFP Announcement: May 11, 2017

Mandatory Pre-Bid Meeting: Wednesday, May 17, 2017
at 1 p.m.

Bricolage Academy
3368 Esplanade Ave.
New Orleans, LA 70119

Facility Walkthrough to directly follow the Mandatory Pre-Bid Meeting.

RFP Questions Due: Wednesday, May 24, 2017, at 2 p.m.
Questions directed to Andy Lewis, alewis@bricolagenola.org

Proposal Submittal Deadline: Wednesday, May 31, 2017 at 10 a.m.

Bricolage Academy
3368 Esplanade Ave.
New Orleans, LA 70119

Bricolage Academy
Request for Proposal = Custodial Services
Administrative and General Information

Background: Bricolage Academy’s mission is to advance educational equity by preparing students from diverse backgrounds to be innovators who change the world.

Bricolage Academy (hereafter “Bricolage”) operates one charter school, which will serve 425 students and 50 staff members in the 2017-2018 school year. Under this RFP, the awarded bidder(s) will be responsible for providing custodial services at Bricolage Academy’s current leased facility, Our Lady of the Rosary school, 3368 Esplanade Ave. New Orleans, LA 70119, starting on July 1, 2017.

The awarded bidder(s) will also be expected to provide custodial services at Bricolage’s future permanent site (John McDonogh High School, 2426 Esplanade Ave. New Orleans, LA 70119), beginning in August 2018, provided that the awarded bidder(s)’ contract is renewed for its/their second term in 2018.

Purpose: Bricolage seeks proposals from qualified respondents interested in providing custodial services as described in this RFP.

Bricolage will require the Proposer to provide comprehensive services, management, superior workforce and service supervision, such that Bricolage is not burdened with facilitating the day-to-day operations and customer service requirements. The Proposer will supply and pay for all labor, materials, supplies (consumable and non-consumable), and plant equipment necessary to deliver their proposed service. The cleanliness, tidiness, safety, and sanitary standards of the facility are to be maintained at all times.

While the Proposer’s cost is of great importance, proposing the lowest price will not assure award of the service. Bricolage demands comprehensive, reliable, and efficient service. Failure to address Bricolage requirements or concerns with any matter will disqualify the Proposer from consideration.

Bricolage reserves the right to award service to a single provider or multiple providers based on the quality of the proposals.

Contract Period: This RFP addresses the Contract Period July 1, 2017, through June 30, 2018. The contract will be renewable by mutual agreement with one-year extensions through June 30, 2020.

Bricolage Academy
Request for Proposal = Custodial Services

Proposal Authorities, Restrictions & Clauses

Bricolage Authorities and Options

- Bricolage reserves the right to reject any and all proposals for any reason.
- Bricolage reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of Bricolage to do so.
- Bricolage reserves the right to negotiate any and all proposals for any reason.
- Bricolage reserves the right to award to more than one Proposer.
- Bricolage has 90 days to accept a submitted Proposal; the Proposer cannot withdraw a Proposal within that 90 day period without mutual consent with Bricolage.
- Bricolage reserves the right to require a performance bond; if such is required, the cost of that bond will be reimbursed to the Contractor by Bricolage.
- Final prices will be negotiated between the Proposer and Bricolage. Bricolage reserves the right to cancel the contract award if Proposer cannot commit to a contract that has prices within 5% of what is initially quoted.

Negative Assurances

- Bricolage cannot assure that the services will be awarded to any Proposer at any time.

Prohibitions

- Bricolage shall assess, negotiate and decide on this Proposal without influence from the Proposer's employees, the Proposer's representatives or agents, the Proposer's vendors, or any other parties with a business, financial or family relationship to the Proposer.
- The Proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon Bricolage, its Board(s) and its agents; violators will be prosecuted to the extent of the laws pertinent to Bricolage.
- Proposers must submit a firm bid. A Proposer shall not stipulate in its proposal any conditions not contained in the contract documents. Any qualifying statements or conditions may be declared irregular and as not being responsive to the advertisement for bids.

Proposer Responsibilities

- It is the Proposer's duty to inspect all submitted documents to assure completeness, legibility, etc.
- It is the Proposer's duty to understand the RFP; any misunderstanding is the responsibility of the Proposer; Bricolage has no obligation to correct, reject or question any portion of the proposal.
- Proposer must abide by all RFP requirements; the proposal may be rejected by Bricolage regardless of the type or significance of noncompliance.

Termination of the Contract: The contract will naturally expire at the end of the contract term. Bricolage reserves the right to terminate the Contract with thirty (30) days advance written notice as a result of inferior quality of materials, product, workmanship, and/or reductions/termination of funding. Bricolage reserves the right to terminate the Contract immediately if there are unresolved safety or liability concerns. Bricolage further reserves the right to terminate the Contract with thirty (30) days advance written notice prior to the expiration of each Contract term.

Bricolage Academy
Request for Proposal = Custodial Services
Proposer Requirements

Staffing: The Proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin or sexual orientation. The Proposer will ensure that all employees involved in their services pass a drug screening and background check prior to employment and will submit those tests to Bricolage upon request. Please see Attachment B for detailed information on background check requirements. The Proposer will ensure that all staff is supplied with uniforms and ID badges, and these are to be worn at all times. The Proposer will, at the request of the School Operations Manager, Director of Administration, or Executive Director, immediately remove from the Work Site any person employed on the Work Site who, in the opinion of Bricolage, is incompetent or who has been conducting him- or herself improperly. The Proposer will not permit a person so removed to remain on or return to the Work Site.

Bricolage considers its present custodial staff members to be essential members of the school community. As such, Bricolage requests that the Proposer interviews all currently employed custodians and offers the roles at Bricolage to the existing staff members first, provided that these staff members meet all other employment eligibility requirements.

Appointment of Supervision: The Proposer will appoint an experienced Supervisor to be responsible for all work required under the contract. The Supervisor must be acceptable to Bricolage and receive on behalf of the Proposer any order or communication relating to the work on this contract. The Supervisor will be readily accessible to Bricolage personnel at all times and will have communication equipment (cell phone and email).

Security Clearance and Bonding: The Proposer will submit to Bricolage upon request, names and addresses of all individuals who will be performing the Work. Bricolage requires background checks clearance and insist that personnel who are not approved for clearance be replaced. The Proposer will provide evidence that all employees engaged in performing the Work are bonded.

Safety: The Proposer and its employees must wear adequate safety equipment for the tasks involved, and train their employees on the safe use of hazardous materials in the workplace. All containers of such materials must be clearly identified, labeled and stored safely at all times. All materials on school premises must be permissible per law. Any health and safety issues should be reported immediately to the Director of Administration.

Asbestos Containing Building Materials: The Holy Rosary school site contains assumed Asbestos-Containing Building Materials (ACBM). All resilient 9"x9" floor tiles are assumed to be ACBM. The Proposer must take particular caution to avoid using abrasive cleaning methods with these surfaces. Bricolage's Asbestos Designated Person conducts periodic surveillance and coordinates floor repair. The Proposer must immediately report any damage to resilient floor tiles to the Asbestos Designated Person. Upon the start of the agreement the Proposer must submit copies of each employee's certificate of completion of an Asbestos Awareness Training that meets current OSHA requirements, on an annual basis. The facility's Asbestos Management Plan is available for public inspection in the main office during normal business hours.

Security/Keys: The Proposer will ensure that the serviced facilities are secure at all times by ensuring

Bricolage Academy
Request for Proposal = Custodial Services

that windows are closed and locked, and that doors and gates required to be locked are locked. All keys/security codes entrusted to the Proposer for the fulfillment of this Contract must be fully protected at all times. In the event of lost keys/security codes, it will be the responsibility of the Proposer to notify the Director of Administration and have any safety-compromised locks re-keyed, which may include the entire facility.

Confidentiality: Confidentiality is required from the Proposer and its employees at all times.

Assignments: The Proposer will not make any assignments or subcontract for the Work without written permission from Bricolage.

Legal: The Proposer must fulfill all obligations in compliance with all applicable laws and regulations, including the Occupational Health and Safety Act. The Proposer must notify Bricolage concerning any litigation involving the Proposer or its parent or subsidiary companies.

Responsibility and Control of Work: The Proposer will be responsible for all damage caused by its employees, its equipment or its supplies, the School's property, equipment, buildings and building contents. The Proposer will also be responsible for all injuries to persons caused by its staff, equipment or supplies. The Proposer must be knowledgeable about and abide by all provisions of legislative enactments, State statute and local regulations in regard to safety.

Insurance: Proposer must provide insurance coverage that will minimize Bricolage's risk exposure:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents in the amount of not less than \$500,000 per accident
- Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations and completed operations in an amount of not less than \$1,000,000 combined unit
- Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles
- Employees must be bonded

Equipment: The Proposer will ensure that all applicable equipment is serviced regularly to meet the manufacturer's recommendations for cleaning and maintenance. This includes proper care of wood flooring, laminate furniture, etc., as well as proper care of vacuum cleaners, floor buffers, etc.

Critical Operating Hours: The Proposer will plan the Work to keep disturbances to the students, staff and site visitors to a minimum. Standard hours at each facility are given in Attachment A.

Vandalism: The employees of the Proposer will report to the School Operations Manager/Director of Administration any vandalism and/or damages to equipment and buildings discovered during the course of their work. They will also notify the above of any required repairs.

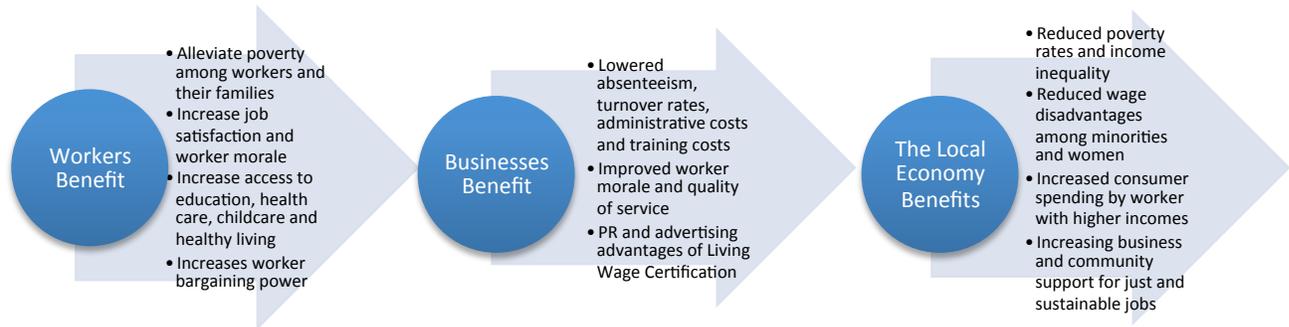
Procurement of Materials and Use of Equipment: Should Bricolage supply certain equipment to enable the Proposer to complete work, such equipment must not be removed from the premises without written consent from Bricolage.

Inspection and Supervision: The School Operations Manager/Director of Administration will inspect the facilities on a regular basis and call upon the Proposer when it is determined the Work is not adequate or

Bricolage Academy
Request for Proposal = Custodial Services

complete. The Proposer will address all safety-related concerns immediately. All non-safety-related concerns shall be addressed within 24 hours. Additionally, the Proposer will meet with the School Operations Manager/Director of Administration on a regular basis in order to ensure open, regular feedback and communication. The Supervisor of the Bricolage account will meet with the Director of Administration on a monthly basis.

Living Wage: The Proposer agrees to carefully monitor and enforce salaries and benefits that permit their employees to live comfortably. Today, working people struggle to cover the cost of housing, food, health care, childcare and other basic necessities for themselves and their families. A worker who is paid the minimum wage of \$7.25/hour, or any wage below a living wage, cannot possibly afford necessities without assistance. This creates problems not only for workers, but for businesses and the local economy. Paying a living wage leads to increased worker morale, worker health and quality of service. Paying a living wage also lowers absenteeism, turnover rates, and recruiting and training costs. Living wages stimulate the economy through increased consumer spending and the money multiplier effect outlined below:



Because of the benefits to both community and individual, Bricolage mandates the following wages:

Occupation (SOC Code)	Max # of Staff Under Supervision (If applicable)	Hourly Wage (Level 4, New Orleans-Metairie MSA)	Maximum # of hours/day	Minimum Paid Days Off	Benefits Description
Janitors and Cleaners (37-2011) New Orleans-Metairie MSA	n/a	\$12.41	8	10	Paid Days Off
Custodial Supervisor/Lead Custodian (37-1011) New Orleans-Metairie MSA	8	\$18.89	8	10	Paid Days Off

SOC Code: Standard Occupational Classification code-see www.bls.gov/soc/home.htm

<http://www.flcdcenter.com/OesQuickResults.aspx?code=37-2011&area=35380&year=17&source=1>

Bricolage Academy
Request for Proposal = Custodial Services

School Day Count / School Calendar: Please see the Bricolage website for a copy of the 2017-2018 school calendar. The table below indicates the number of regular school days and reduced-staffing days in each month.

Month	Full Service Days (Scope of Work 1-A, 1-B, 1-C, 2, and 3)	Reduced-Service Days (Scope of Work 2 and 3 only)	Holiday / Empty (Scope of Work 3, 4, 5 and 6)
July 2017	0	11	10
August 2017	23	0	0
September 2017	20	1	1
October 2017	19	0	3
November 2017	16	1	5
December 2017	14	0	7
January 2018	19	1	4
February 2018	13	1	6
March 2018	21	1	0
April 2018	14	0	6
May 2018	16	4	3
June 2018	10	0	10
TOTAL	185	20	55

July 2017 Start-Up Schedule: The school’s existing custodial vendor will provide partial Semi-Annual cleaning of the facility’s first floor through June 30. Bricolage expects the Awarded Bidder to conduct Semi-Annual services for the following areas:

- **All Second Floor classrooms (10 classrooms)** – completed by no later than July 17
- **Second Floor Hallways, Boys Restroom and Stairwells** – completed by no later than July 20
- **Foyer and Foyer Girls Restroom** – completed by no later than July 24
- **Cafeteria and Kitchen-** completed by no later than July 28
- **Limited porter service** – A summer program serving approximately sixty(60) students will occur through July 14. Students will eat breakfast and lunch in the cafeteria. A total of six (6) classrooms and two (2) restrooms will require nightly service.

Pricing: Pages 1-2 of Attachment C must be filled out IN FULL. Any level of service that the Proposer does not wish to bid on must be indicated with **N/A**. For any service that the proposer will include in a price on another line, please indicate such with **INC** and reference the applicable line. Provide details as requested in all boxes, and additional information as necessary.

Bricolage Academy
Request for Proposal = Custodial Services
Scope of Work

A detailed list of **minimum** services to be provided is outlined below.

Service Areas: All areas in each facility are to be serviced per the schedule of services below. This includes all classrooms, restrooms, offices, libraries, auditoriums, gymnasiums, hallways, stairwells, as well as parking lots, grounds, entrance ways, play areas, fields and any other area within each facility’s campus.

The Proposer should be aware that each school has different flooring. In general, floors are as follows:

- Holy Rosary: Terrazzo cafeteria & kitchen; resilient 9”x9” floor tiles in upstairs hallway; VCT in downstairs hallway; mixture of VCT, 9”x9” floor tiles, wood and carpet in downstairs classrooms. The gym floor is not maintained by the school and only requires a once-daily dust mopping.
 - Note: most resilient floors within Holy Rosary are assumed to be Asbestos-containing. Appropriate cleaning measures (such as hand-stripping of suspected ACBM floors) is essential. All employees working at Holy Rosary must obtain an annual certificate of completion from an Asbestos Awareness course that meets current OSHA requirements.
- John McDonogh (subject to change): VCT and wood in classrooms, tile in restrooms, VCT and wood in hallways, carpet in library, carpet in main office, wood in auditorium, sealed concrete first floor hallways.

Utilization of John McDonogh facility: Bricolage does not anticipate utilizing the entire John McDonogh High School facility during the 2018-19 school year. Pricing for the 2018-2019 school year should reflect demand. Unused areas of the third floor should be inspected and wet-mopped twice monthly. The activities stated in Section 4 (Monthly Service) should also be conducted in unused areas of the third floor during this period.

Bricolage reserves the right to modify the utilization estimates below as its needs dictate in the 2018-2019 and 2019-2020 school years.

The following assumptions should be made for utilization for 2018-2019 (year 2 of the agreement) and 2019-2020 (year 3 of the agreement).

John McDonogh High School – Anticipated Utilization

School Year	Utilization of first floor (35,262 gsf)	Utilization of second floor (33,716 gsf)	Utilization of third floor (28,418 gsf)	Utilization of Gym (21,796 gsf)
2018-2019 (year 2 of agreement)	100%	100%	25%	100%
2019 – 2020 (year 3 of agreement)	100%	100%	100%	100%

Consumables and Fixtures: All service levels include restroom fixtures and consumables as well as any other equipment or materials necessary to deliver the service quoted.

Quality of Work: We expect our facilities to be maintained at an APPA Level 2. Care must be exercised during all cleaning service. Baseboards, walls, and furniture must not be splashed, marred, disfigured or damaged during daily, monthly and semi-annual floor-care and dusting operations. If baseboards, walls or furniture are splashed, marred, disfigured or damaged, these areas will be addressed at the Proposer’s expense.

Bricolage Academy
Request for Proposal = Custodial Services

1-A. Daily Service (Porter, Light Maintenance): All areas, as directed by the School Operations Manager, Director of Administration, Executive Director or School Leadership

- Daily sweeping of grounds and removal of litter, clutter, etc.
- Occasional porter tasks, including carrying boxes and moving furniture
- Occasional set-up, break-down, and support for daytime events and activities
- Plunging of toilets as necessary (any auger or other services will be procured separately by Bricolage as needed)
- Any other duties that help in the day-to-day operations at the facility

1-B. Daily Service (Multiple Times per Day): Restrooms, locker rooms, etc.

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and damp wipe with disinfectant
- Empty trash receptacles, wipe down, and re-line
- Clean and polish mirrors
- Wipe towel cabinet covers
- Clean and disinfect all toilets, toilet seats and urinals, inside and out
- Scour and disinfect all basins. Polish bright work
- Dust partitions, tops of mirrors and frames
- Remove splash marks from walls around basins
- Spot clean all instances of graffiti: Report vandalism or non-removable graffiti to School Operations Manager immediately
- Wet mop and rinse restroom floors with disinfectant

1-C. Daily Service (All Meal Times): Cafeteria

- Monitor for spills
- Wipe down tabletops between grade levels using the cafeteria, as well as at the end of service during breakfast, lunch and supper service
- Spot sweep as necessary during breakfast, lunch and supper service
- Empty, wipe out, and re-line all trash receptacles after breakfast, lunch and supper service
- Wet mop entire cafeteria floor after breakfast, lunch and snack service

The following chart provides the location of meals for the 2016-2017 school year. This is subject to change.

Breakfast	Lunch	Snack
Cafeteria	Cafeteria	Classrooms, gym, cafeteria

2. Nightly Service: All areas (all classrooms, offices, shared spaces, as well as gymnasium, library, etc.)

- Wipe down and disinfect all surfaces and tabletops in all areas
 - Vacuum all carpeting (including rugs in classrooms)
 - Sweep or dust mop all non-carpeted areas, including stairwells and hallways
 - Wet mop hard-surface flooring, including hallways and cafeteria
 - Clean entrance glass and interior glass
 - Polish all stainless steel surfaces, including drinking fountains, door push-plates, etc.
 - Pick up trash and debris from parking lot, play areas, grounds, etc.
 - Empty and re-line all trash receptacles; place all trash in dumpsters or designated collection areas
 - Empty and replace all recycling receptacles; place all recycling in proper recycling dumpsters or designated collection areas
 - Empty and re-line exterior trash cans
-

Bricolage Academy
Request for Proposal = Custodial Services

- Straighten furniture, organize stacks, etc., as necessary to ensure a neat, orderly teaching and learning environment
- Clean all restrooms, per Scope of Work item 1-B given above
- Scrub high-use flooring (hallways, lobbies, cafeteria, etc.) with automatic scrubber and buff

3. Weekly Service: All areas

- Dust all vertical surfaces of desks and other furnishings (up to 8 feet)
- High-dust horizontal surfaces (all surfaces up to 8 feet)
- Clean all windows and doors, interior and exterior
 - Both sides of all windows between classroom/hallway and classroom/classroom
 - Both sides of all windows in all doors, interior and exterior
 - Both sides of all glass in entryways and vestibules etc.
 - Classroom windows looking outside
 - Dust classroom blinds and windowsills
- Wet mop and vacuum stairwells and any other areas not mopped daily

4. Monthly Service: All areas

- Accomplish all high dusting (over 8 feet), horizontal and vertical surfaces, floor to ceiling
- Wash all walls and bathroom stalls up to 8 feet
- Clean all glass and windows up to 8 feet
- Scrub all baseboards, door kick plates, and other high-visibility trim

5. Semi-Annual Service: All areas

- Buff and recoat all hard-surface classroom floors
- Machine strip, rinse, and re-seal all tile and terrazzo flooring
- Shampoo all carpets and rugs
- Wash all windows, inside and out.
- Deep clean commercial kitchen, including all surfaces and floor care
 - Daily cleaning of the kitchen will be completed by the food service subcontractor. Food service will conduct a deep cleaning of the inside of ovens, stoves, etc. The Proposer will be responsible for the semi-annual floor care, high dusting/scrubbing, window washing, etc.

6. Special Projects, as proposed and agreed upon in advance by School Operations Manager, Director of Administration, Executive Director, or School Leadership

Bricolage Academy
Request for Proposal = Custodial Services

RFP Bid Process

Walk-Through(s) / Floor Plans: A walk-through of the Holy Rosary facility will be held on Wednesday, May 17 at 1 p.m. in the school cafeteria. Please sign in at the main office and obtain a name badge before proceeding to the cafeteria. The walkthrough is a mandatory component of this RFP process. Floor plans of both facilities are available

John McDonogh High School is actively under renovation and is not available for an inspection or walk-through. Copies of the John McDonogh floor plans are available [online](#) and at the Pre-bid meeting on May 17.

Submission: The Proposer will submit the following by **Wednesday, May 31, at 10 a.m.:**

- Original copy of all proposal documents, including checklist and all attachments, bound, marked ORIGINAL and sealed in an envelope
- One additional hard copy of all documents
- One electronic copy of all documents (via email or USB device)

Submission should be delivered by mail or by hand to:

Andy Lewis, Director of Administration
Bricolage Academy
3368 Esplanade Ave.
New Orleans, LA 70119

Any questions regarding this RFP should be directed to Andy Lewis at alewis@bricolagenola.org. Questions will be answered via a document on the Bricolage [website](#). An email, notifying the document has been posted and/or updated, will be set to all attendees of the mandatory pre-bid meeting.

Evaluation: A variety of weighted criteria, given below, will be considered in evaluating proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during RFP specific presentations or negotiations, client references, and industry references.

Component	Scoring Scale	Evaluation Criteria
Proposal Quality	0-50 points	Award of a purchase order or contract is based on the best value to Bricolage: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose. When a solicitation requires an oral presentation, submission of test samples, or inspection of facilities, these factors are part of the component evaluation.
Price	0-30 points for each (Price, Professional References & Company Financials) The highest score is 30 points; however, applicants failing to address a Component entirely	Lowest bid(s) receive 30 points; Highest bid(s) receive 0 points; all other bids receive between 29 and 1 points. The total cost may include unit price, delivery and installation, and maintenance and cost of operation as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.

Bricolage Academy
Request for Proposal = Custodial Services

Component	Scoring Scale	Evaluation Criteria
Professional References	will receive a score of zero.	Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject.
Company Financials		Three years of most recent audited company financials are requested. The audited financial reports will be reviewed to determine if the company has the financial capacity to perform the work outlined in the contract.
Headquartered in Orleans Parish	0-20 points each	Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise	Applicant has provided verifiable evidence of component described by the Evaluation Criteria	A for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. As a certified DBE, a certificate issued by the City of New Orleans or other certifying agency must be provided with the submission
Executive Resumes	0-10 points for each	Consideration is also given to the applicants' potential ability to perform successfully under the terms and conditions and their past performance record.
Community Involvement	Applicant can successfully demonstrate the Component as described by the Evaluation Criteria	Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans community relationships.
Innovation		Proposal demonstrates innovative means and methods.

Bricolage Academy
Request for Proposal – Custodial Services

Proposal Requirements

1. Executive Summary (2 pages maximum)
2. Company Overview/Fiscal Responsibility Summary
 - a. Experience in the education industry in New Orleans (Pre-K through College)
 - b. Cost-Containment Strategy
 - c. Organization Chart
 - d. Resumes of Key Contributors (bios will not be sufficient)
3. Organization Policies and Procedures
 - a. Employee Sourcing, Screening and Hiring Procedures
 - b. Frequency and type of background/drug checks performed
 - c. Staff Training/Professional Development Program
 - d. Pay and benefit information for employees
 - e. Safety and Security Program
4. Performance History & Preparedness for Bricolage
 - a. Proposer's references (minimum 3)
 - b. Summary of ability to take on the additional workload expected by the Proposer
5. Customer Service Proposal
 - a. Management/Supervision Structure
 - b. How the Proposer plans to monitor and measure service quality (schedule of inspections)
 - c. When/how the Proposer plans to keep clients informed of service quality (sample reports)
 - d. Contingency/Coverage plan for expected and unexpected absences or staff turnover
 - e. Plan for maintaining responsiveness/communication with Bricolage leadership team(s)
 - f. Other methods for ensuring high-quality customer service
6. Implementation/Transition Plan
 - a. Employee Recruiting and/or existing staff transition plan
 - b. Training/On-boarding Plan
 - c. Proposed Transition Timeline
7. Service Proposal – Pricing Sheet – Attachment D (All 7 pages must be completed)
8. Contact Information/Bid Authorization – Attachment E
9. Non Collusion Affidavit – Attachment F
10. Responsibility Disclosures – Attachment G
11. Checklist of Required Elements – Attachment H

Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT A

Page 1 of 1

BRICOLAGE FACILITY INFORMATION SHEET

Subject to change

Facility	Address	Square Footage Year Built	Student Enrollment Student Hours	School Staff Staff Hours
Our Lady of the Rosary school building (through August 2018)	3368 Esplanade Ave.	43,100 total: a) Main School Building, 1st Floor: 10,500 b) School Building on Cafe Side (Offices, Stair, Bathrooms), 1st Floor: 2000 c) Cafe, Kitchen, classrooms on Cafe side, 1st Floor: 8,700 d) Main School Building, 2nd Floor (inc. landing top of stairs and office/storage there): 13,200 e) Gymnasium, 2nd Floor: 7900 f) Stage and 2 classrooms next to stage, 2nd Floor: 800 1930s (classroom wing) 1958 (gym/cafeteria wing)	425 (2017) 7:30 a.m. to 5:30 p.m.	50 7 a.m. to 6 p.m.
John McDonogh High School (scheduled for August 2018) **please see utilization notes on page 8 for more information.	2426 Esplanade Ave.	Main Building (97,396) a) 1st Floor – 35,262 b) 2nd Floor – 33,716 c) 3rd Floor – 28,418 Gym (21,796) a) 1st Floor – 15,286 b) 2nd Floor – 6,510 1907 (fully renovated in 2018) 2018 – new gym building	525 (2018) 625 (2019) 7:30 am. to 5:30 p.m.	65 (2018) 75 (2019) 7 a.m. to 6 p.m.

Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT B
Page 1 of 2

Vendor Background Checks

We are required to have a background check on all vendors that will work with our students and/or have unsupervised access to our students.

Background checks to be used, according to vendor’s role and level of authority (see below chart for details, custodial staff are considered level “V3”):

- LobbyGuard (See <http://lobbyguard.com/k-12-education-school-safety/>)
 - Sex Offender Registry
- Employment Research Services (ERS) online background check
 - 7-year Criminal History Search
 - Social Security Search (shows past addresses)
 - Child Abuse Search
 - Sex Offender Search
- Louisiana State Police Bureau of Criminal Identification and Information
 - State Criminal History Record
 - Federal Criminal History Record- FBI Report
 - National Criminal History Record

Background check results remain in effect for 3 years, with the vendor’s written agreement that the vendor will notify Bricolage if criminal status changes for any reason.

Guidelines for Disqualification (includes, but is not limited to)

- Conviction of any of the criminal offenses listed in the [Louisiana Child Protection Act](#)
- Registered sex offenders
- Criminally found guilty of or pled nolo contendere to a charge of child abuse or neglect
 - Pending charge of child abuse on a case-by-case basis

Conviction or a plea of nolo contendere to any felony

Conviction or plea of no contest to any misdemeanor that indicates the individual may pose a threat to the integrity or safety of the school environment

Currently on probation for offenses that indicate the individual may pose a threat to the integrity or safety of the school environment will be further reviewed by HR

A pattern of criminal charges and arrests, even if they were dismissed, which cause concern that the individual may pose a threat to the integrity or safety of the school or school environment

Intentionally falsifying any information or documents submitted during the employment application process

Vendor Type	Background Check Required	Cost to Vendor
V0: No Student Contact , off-site vendors (e.g. works out of office and not in our schools)	<ul style="list-style-type: none"> • No background check required 	\$0
V1: Assisting- Provides services while a school employee is present, such as in a classroom or school office. Does not handle money and is never left alone with a student	<ul style="list-style-type: none"> • Must provide a state issued id to be scanned by LobbyGuard each time individual enters school building. 	\$0
V2: Limited authority- Vendor who is responsible for a group of children, but is always within eyesight of a school employee and is never in direct or sole supervisory or decision-making authority over students.	<ul style="list-style-type: none"> • All of the above, and must be cleared by ERS online background check prior to working in our building (2-3 day process). 	\$30-70 depending on number of past zip codes

Bricolage Academy
Request for Proposal – Custodial Services

<p>V3: Authority- Vendor who will have unsupervised access to or authority over students. Ex: bus drivers, cafeteria workers, custodial staff, facilities maintenance staff.</p>	<ul style="list-style-type: none"> • All of the above (except for ERS online background check), and a fingerprint background check through the Louisiana State Police Bureau of Criminal Identification and Information 	<p>\$42.50 + cost of fingerprinting</p>
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NOTE: Vendors are NEVER allowed to transport students in any vehicle other than via a formal contract (school bus or van).

NOTE: Vendors at all tiers are not allowed to be one-on-one with a student without being within eyesight of a school employee.

Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT C

Page 1 of 2

APPA Levels of Cleaning

APPA: The Association of Physical Plant Administrators (The Association of Higher Education Facilities Officers) was founded in 1914 and is dedicated to the maintenance, protection, and promotion of quality education facilities. It is the organization which sets the standards for custodial and maintenance rates for higher education facilities. This includes the Levels of Cleaning detailed below.

The levels of cleaning are noted in descending order and represent the amount of effort expended. The amount of effort was calculated by frequencies. As the frequencies increase, so also does the level of service or cleaning.

Level 1 – Orderly Spotlessness

Level 1 establishes cleaning at the highest level. It was developed for the corporate suite, the donated building, or the historical focal point. This is show-quality cleaning for that prime facility.

- Floors and base moldings shine and /or are bright and clean; colors are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Level 2 – Orderly Tidiness

Level 2 is the level at which cleaning should be maintained. Lower levels for restrooms, changing/locker rooms, and similar type facilities are not acceptable.

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls. But there can be up to two days worth of dust, dirt, stains or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust smudges and fingerprints are noticeable upon close observation.
- Restroom and shower tile and fixtures gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Level 3 – Causal Inattention

This level reflects the first budget cut, or some other staffing-related problem. It is a lowering of normal expectations. While not totally acceptable, it has yet to reach an unacceptable level of cleanliness.

- Floors are swept clean, but upon close observation dust, dirt and stains, as well as a buildup of dirt, dust and/or floor finish in corners and along walls, can be seen.
- There are dull spots and/or matted carpet in walking lanes, and streaks and splashes on base molding.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints.
- Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners are empty, clean, and odor-free.

Bricolage Academy

Request for Proposal – Custodial Services

Level 4 – Moderate Dinginess

Level 4 reflects the second budget cut, or some other significant staffing-related problem. Areas are becoming unacceptable. People are being to accept an environment lacking normal cleanliness. In fact, the facility begins to constantly look like it requires a good “spring cleaning”.

- Floors are swept clean, but are dull. Colors are dingy, and there is an obvious buildup of dust, dirt and/or floor finish in corners and along walls. Molding is dull and contains streaks and splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks that will be difficult to remove.
- Less than 5 percent of lamps are burned out, and fixtures are dingy.
- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked. Trash containers smell sour.

Level 5 – Unkempt Neglect

This is the final and lowest level. The trucking industry would call this “just-in-time cleaning”. The facility is always dirty, with cleaning accomplished at an unacceptable level.

- Floors and carpets are dirty and have visible wear and/or pitting. Colors are faded and dingy, and there is a conspicuous buildup of dirt, dust, and/or floor finish in corners and along walls. Base molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, as well as damage. It is evident that no maintenance or cleaning is done on these surfaces.
- More than 5 percent of lamps are burned out, and fixtures are dirty with dust ball and flies.
- Trays containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

From: <http://provost.tamu.edu/documents/councils-oldstuff/academic-program-council/2006-july/appalevels.pdf>

Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT D

Page 1 of 1

**PRICING AND SERVICE PROPOSAL – BRICOLAGE ACADEMY
AT HOLY ROSARY FACILITY (3368 ESPLANADE AVE. NEW
ORLEANS, LA 70119), THROUGH JUNE 30, 2018**

Full Service

- 185 Days/Year providing all services covered in Scope of Work items 1-A, 1-B, 1-C, 2 and 3 (Daily, Nightly and Weekly services)
- 20 Days /Year providing all services covered in Scope of Work items 2 and 3 (Nightly and Weekly Services)
- 55 Days/Year providing all services covered in Scope of Work items 3, 4, 5 and 6 (Weekly, Monthly, Semi-annual and special services)

Price for Full Service:

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Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT D
Page 2 of 2

PRICING AND SERVICE PROPOSAL – BRICOLAGE ACADEMY
AT JOHN McDONOGH HIGH SCHOOL FACILITY (3426
ESPLANADE AVE. NEW ORLEANS, LA 70119), EFFECTIVE JULY
1, 2018

Full Service

- 185 Days/Year providing all services covered in Scope of Work items 1-A, 1-B, 1-C, 2 and 3 (Daily, Nightly and Weekly services)
- 20 Days /Year providing all services covered in Scope of Work items 2 and 3 (Nightly and Weekly Services)
- 55 Days/Year providing all services covered in Scope of Work items 3, 4, 5 and 6 (Weekly, Monthly, Semi-annual and special services)

Price for Full Service:

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Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT D
Page 3 of 3

PRICING AND SERVICE PROPOSAL – ADDITIONAL SERVICES

Throughout the course of this contract Bricolage may be in need of planned, emergency, temporary or permanent additional custodial support. Any category the Proposer does not wish to bid on must be indicated with **N/A**.

	Hourly Contractual	After Hours / Weekends	Holidays
Hourly			
Daily			
Notes/ Conditions			

Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT E
Page 1 of 1

CONTACT INFORMATION/BID AUTHORIZATION

Primary Contact Name Primary Contact Phone Number Primary Contact Email Address	
Company Legal Name Company Address Company Phone Number	
Company Website	
Year Company Founded	
Years Operating in New Orleans	
Number of Clients	
Number of Employees	
Certified SLDBE (yes/no) If YES, Year Certified	

By signing the box below I am submitting my bids for the following facilities (check all that apply):

<input type="checkbox"/>	Bricolage at Holy Rosary School
<input type="checkbox"/>	John McDonogh High School

Authorized Representative Name	
Authorized Representative Signature	
Date of RFP Bid Submittal	

Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT F

**Non-Collusion
AFFIDAVIT**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared, _____, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. _____, to Bricolage Academy.

Affiant further said:

- (1) That Affiant has not and will not employ any person, either directly or indirectly, to secure the public contract under which he/she is to receive payment, other than persons regularly employed by the Affiant whose services, in connection with the project or in securing the public contract, are in the regular course of their duties for the Affiant; and
- (2) That no part of the contract price was paid or will be paid to any person for soliciting the contract, other than the payment of normal compensation to persons regularly employed by the Affiant whose services with the project are in the regular course of their duties for the Affiant.

Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____ DAY
OF _____, 20____.

NOTARY PUBLIC

Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT G

Responsibility Disclosures

Responses to the following questions must accompany the contractor's bid. A bid may be deemed non-responsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for [insert type] services. Yes No

If yes, please explain the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

2. Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

3. If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws. Yes No

If yes, please explain the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

Signature of Legally Responsible Party

Date

Bricolage Academy
Request for Proposal – Custodial Services

ATTACHMENT H
Page 1 of 1

**CHECKLIST OF REQUIRED
ELEMENTS**

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibility Summary			
Organization Policies and Procedures			
Performance History & Preparedness for Bricolage			
Customer Service Proposal			
Implementation/Transition Plan			
Insurance Ability or Certificates			
Pricing Proposals – Attachment D			
Company Information/Bid Authorization – Attachment E			
Non-Collusion Affidavit - Attachment F			
Responsibility Disclosures - Attachment G			
Checklist (This Document) – Attachment H			
Sealed Original + Hard Copy + Electronic Copy	n/a		

END OF RFP DOCUMENT