



COMMUNITY
ACADEMIES
OF NEW ORLEANS

Request for Proposal: Janitorial Services

Release Date: *March 25, 2024*

Proposal submittal deadline: *April 19, 2024,*

Submit to: Helen Warner, Facilities Manager

Community Academies of New Orleans

Please label as CANO-RFP-24 and submit it in person to Esperanza at Dunbar

Proposal Timeline

Date	RFP Action
Request for Proposal Released	<i>March 25, 2024</i>
Building Tour Availability	<i>April 9th - April 11th Please reach out to schedule</i>
Questions Due to CANO	<i>April 12, 2024</i>
CANO response to questions	<i>April 15, 2024</i>
Final Proposals Due	<i>April 19, 2024</i>
Initial Scoring	<i>April 23, 2024</i>
Awardee Announced	<i>April 29, 2024</i>
Contract Negotiation and Execution	<i>May 6, 2024</i>
Contract Plan Year Begins 2024-2025	<i>July 1, 2024</i>

Administrative and General Information

Background:

Community Academies of New Orleans (“CANO”) is a charter school management organization that operates Esperanza Academies (Crossman and Dunbar campuses) and Foundation Preparatory Academy. The organization believes in the values of strong programming and strong leadership.

CANO’s mission is to cultivate schools that nurture students’ character and critical thinking ability in responsive learning environments, thereby equipping them to be impactful community leaders.

CANO’s vision is to build a system of exemplary schools, deeply influenced by our students, families, and communities, with graduates who are committed to being community advocates and leaders. Its mission is to first cultivate schools that nurture students’ character and critical thinking ability in responsive learning environments, thereby equipping them to be impactful community leaders.

CANO will strive for academic performance while securing partnerships and programming that use community assets to support the schools and its students.

CANO’s Values are:

- INTEGRITY. We always do the right thing.
- TEAMWORK. We work and grow together.
- PASSION. We love our students; our community; our work.
- DIGNITY. We value and respect every member of our community.
- COURAGE. We approach challenges with optimism and confidence.

Purpose:

CANO seeks proposals from qualified respondents interested in providing custodial services as described in this RFP.

CANO will require the Proposer to provide comprehensive services, management, superior workforce and service supervision, such that CANO 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. CANO demands comprehensive, reliable, and efficient service. Failure to address CANO requirements or concerns with any matter will disqualify the Proposer from consideration.

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

Contract Period: The RFP addresses the Contract Period from July 1, 2024 through June 30, 2025.

Proposer Responsibilities

- The Proposer must 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; CANO has no obligation to correct, reject or question any portion of the proposal.
- Proposers must abide by all RFP requirements; the proposal may be rejected by CANO regardless of the type or significance of non-compliance.

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

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 before employment** and will submit those tests to **CANO prior to their start date**. The Proposer will ensure that all staff are supplied with **uniforms and ID badges**, and these are to be worn at all times. The Proposer will, at the request of the CANO, immediately remove from the Work Site any person employed on the Work Site who, in the opinion of CANO, who is/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 or any CANO site.

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 CANO 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 CANO personnel at all times and will have communication equipment (cell phone and email).**

Security Clearance and Bonding: The Proposer will submit to CANO upon request and prior to a new employee beginning work, the names and addresses of all individuals who will be performing the Work. CANO requires **background check clearance and insists that personnel who are not approved for clearance be replaced**. The Proposer will provide evidence that all employees performing the Work are bonded. *CANO will provide the Proposer with a form to complete the above employee information.*

Safety: The Proposer and its employees must wear adequate safety equipment for the tasks involved (**this includes non-slip shoes**), 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 School Operations Manager.**

Security/Keys: The Proposer will ensure that the serviced facilities are secure at all times by ensuring 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 School Operations Manager and have any safety-compromised locks re-keyed, which may include the entire facility.

The Proposer is responsible for arming and disarming the building upon arrival (6:30am) and departure daily (8:00pm).

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

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 CANO 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, equipment or supplies, the School's property, equipment, buildings, and building contents (including theft). 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 statutes, and local regulations regarding safety.

Insurance: The Proposer shall obtain and maintain, at all times this Agreement is in effect, insurance with carriers having an AM Best rating of [A-VII], against all claims made by or on behalf of any persons, firm or corporation, arising from, related to, or connected with the conduct and operation of Contractor business including, but not limited to, the following minimum limits set forth below:

- Worker's Compensation/Employer's Liability insurance to cover bodily accidents for 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 per occurrence and \$2,000,000 in annual aggregate.
- 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, non-owned and hired vehicles
- Employees must be bonded

All such policies, except Workers Compensation, shall name CANO Schools and its officers, employees, agents and volunteers as additional insured for both ongoing and completed operations on all such policies and shall evidence the insurer's waiver of subrogation in favor of School with regard to general liability, auto, and workers' compensation policies. All policies shall be primary and noncontributory with any coverage maintained by CANO Schools, and notice of cancellation shall be provided to CANO in accordance with policy provisions.) Contractor shall provide duly executed certificates evidencing such types and limits of insurance as required above. Such certificates shall be deposited with CANO on or before the Commencement Date of this Agreement and upon renewals of such policies, not less than thirty (30) days following renewal of each policy. If requested, the Contractor will also provide a copy of aforementioned policies and endorsements. Contractor's failure to provide a certificate or Owner's acceptance of a non-conforming certificate does not waive these contractual insurance requirements.

Environment: The Proposer is expected to adhere to and assist in efforts to reduce harmful emissions, recycle materials, and preserve the environment through programs instituted by CANO as well as through their operations. Every effort will be made by the Proposer to expand the environmental programs in their areas of responsibility.

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 listed below:

Esperanza at Dunbar: 7:45 am to 3:45 pm (Students arrival and dismissal)

Esperanza at Crossman: 8:05 am to 4:05 pm (Students arrival and dismissal)

Foundation Prep: 7:45 am to 3:45 pm (Students arrival and dismissal)

Vandalism: The employees of the Proposer will report to the School Operations Manager 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 CANO supply certain equipment to enable the Proposer to complete work, such equipment must not be removed from the premises without written consent from CANO.

Inspection and Supervision: The School Operations Manager will inspect the facilities daily and call upon the Proposer when it is determined the work is not adequate or 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 once a month to ensure open, regular feedback and communication. The Supervisor of the CANO account will meet with the Network Leadership on a quarterly basis.

Transition Plan: The Proposer must have all staff, equipment, and procedures in place BEFORE regular Custodial service begins on 7/1/2024. All Proposers already providing custodial service in the Greater New Orleans area must ensure their ability to fulfill the needs and operational capacity outlined in this proposal. Any Proposer not currently providing services in the New Orleans area must outline their plans to set up operations in New Orleans and must address supplies, equipment, staffing, and insurance.

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, CANO mandates the following wages:

Occupation (SOC Code)	Hourly Wage (Minimum)	Maximum # of hours/day	Minimum Paid Days Off	Benefits Description
Janitors and Cleaners (37-2011)	\$13.34	8	5	Health Care- <i>Optional</i> Paid Days Off
Custodial Supervisor/Lead Custodian (37-1011)	\$18.18	8	5	Health Care - <i>Optional</i> Paid Days Off

SOC Code: Standard Occupational Classification code-see www.bls.gov/soc/home.htm
Minimum of 1% increase to wages each year (July 1 - June 30)

RFP Bid Process

Walk-Through(s): A walk-through of the school will occur by appointment the week of April 9th-11th.. The walkthrough is not a mandatory requirement of this RFP. If you are unable to attend the walk-through during this time, one can be scheduled.

Submission: The Proposer will submit the following by **Friday, April 19, 2024 at 2:00PM:**

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

Submission should be delivered by hand to:
Community Academies of New Orleans
Att Helen Warner
9330 Forshey St
New Orleans, LA 70119

Any questions regarding this RFP should be directed to Helen Warner, Facilities Manager, at hwarner@communityacademies.org by **Thursday, April 12, 2024 at 2:00 PM**. Questions will be answered via a document on the [RFP page of the CANO Schools website](#). An email, notifying the document has been posted and/or updated, will be sent to all attendees of the mandatory pre-bid meeting.

Evaluation and Review Process

An internal evaluation team will review all proposals that are received to determine the finalist group. Selection criteria will include the experience and qualifications of the firm and team members assigned to CANO, strategic focus and resources, client and industry references, and overall clarity and responsiveness. Finalists may be

invited to make an onsite presentation to CANO. A variety of weighted criteria, given below, will be considered in evaluating proposals.

The successful Bidder shall provide the following

- Show 3 years of audited financials;
- Show solvency;
- Ensure environmentally friendly products to be used where possible;
- Provide background checks on all employees and owner/operators
- Ensure that all employees receive a local, state, and FBI background screening by a CANO-approved vendor before employment;
- Ensure that all employees are drug-screened by a CANO-approved vendor before employment;
- Include how long the business has been in operation in this field. Include all information about your past services;
- Provide proof of the company's registration with the Louisiana Secretary of State;
- Provide proof that the company is in "good standing" with the Louisiana Secretary of State;
- Provide proof of licensure with the appropriate federal, state, and local licensing agencies;
- Comply with all applicable Federal, State, and Local laws, statutes, and ordinances including, but not limited to the rules, regulations and standards of the Occupational Safety and Health Act of 1970, the Federal Contract Work Hours and Safety Standards Act, the Fair Labor Standards Act, the Uniformed Services Employment and Reemployment Rights Act, Louisiana Statutes, and all rules and regulations promulgated thereunder.
- Agree not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability or national origin.
- Provide a minimum of three (3) customer references for similar work. CANO reserves the right to review Better Business Bureau ratings and request credit reference checks for each Bidder;
- Be responsible for all injuries to persons caused by its staff, equipment or supplies;
- Wear adequate safety equipment for the tasks involved (e.g. safety shoes), and train their employees on the safe use of hazardous materials in the workplace;
 - All employees must wear non-slip shoes daily as a safety precaution and a part of their work attire
- Ensure all containers of hazardous materials are identified, labeled, and stored at all times.
- Be responsible for all damage caused by its employees, its equipment or its supplies, the School's property, equipment, buildings, and building contents.
- The successful Proposer shall also be responsible for all injuries to persons caused by its staff, equipment, or supplies;
- Appoint an experienced **Supervisor** to be responsible for all the work required under the contract. The Supervisor shall be readily accessible to CANO personnel at all times and have communication equipment (cell phone or pager).
- With regards to health and safety issues, report immediately to the security guards if outside of normal working hours. During normal hours, they are to be reported to the Chief Operation Officer or Executive Director of Operations;
- Name CANO, Inc. as an additional insured in the commercial insurance policy;
- Provide sufficient coverage that will minimize CANO risk exposure including
 1. Workers' Compensation Employer's Liability insurance to cover bodily accidents in the

amount of \$500,000 per accident.

2. Comprehensive General Liability Insurance in the form of comprehensive, contractual insurance, personal injury, broad form property damage, premise operations and completed operations in an amount of not less than \$1,000,000 combined unit.
3. 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.

Nothing herein requires CANO to negotiate or proceed with any proposal or agreement in connection with this scope of work request. All information contained within is to be treated as confidential. CANO Schools may, without giving reason, terminate discussions or reject any and all proposals or negotiate with other persons or entities.

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
3. Organization Chart
 - a. Resumes of Key Contributors (bios will not be sufficient)
4. Organization Policies and Procedures
5. Employee Sourcing, Screening, and Hiring Procedures
6. Frequency and type of background/drug checks performed
7. Staff Training/Professional Development Program
8. Pay and benefit information for employees
9. Safety and Security Program
10. Performance History & Preparedness for CANO
11. Proposer's references (minimum 3)
12. Summary of ability to take on the workload expected by the Proposer
 - a. Service Implementation Plan
13. Requirements as listed in this RFP: staffing, supplies, equipment etc.
14. Customer Service Proposal
15. Management/Supervision Structure
 - a. How the Proposer plans to monitor and measure service quality (schedule of inspections)
 - b. When/how the Proposer plans to keep clients informed of service quality (sample reports)
 - c. Contingency/Coverage plan for expected and unexpected absences or staff turnover
 - d. Plan for maintaining responsiveness/communication with CANO leadership team(s)
 - e. Other methods for ensuring high-quality customer service
 - f. Implementation/Transition Plan
 - g. Employee Recruiting and/or existing staff transition plan
 - h. Training/On-boarding Plan
 - i. Proposed Transition Timeline
16. Insurance Liability or Certificates
17. Service Proposal – Pricing Sheet – Attachment C
18. Responsibility Disclosures – Attachment A

19. Checklist of Required Elements – Attachment B

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, 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 the school has different flooring. In general, floors are as follows:

- **Esperanza at Crossman:** Terrazzo hallways/café, tile bathrooms, VCT classrooms/offices, carpet in admin area/library/band room offices, and additional trailers (portables 1 and 2)
 - *Please note this building does not have an elevator*
- **Esperanza at Dunbar:** Terrazzo hallways, tile bathrooms, carpet classroom/offices and library, VCT café, and tile in kitchen, bandroom and rubber in gym.
- **Foundation Prep:** Terrazzo hallways/café, tile bathrooms, VCT classrooms/offices, carpet in admin area/library

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: Care must be exercised during all cleaning services. 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.

1-A. Daily Service (Porter, Light Maintenance): All areas, as directed by CANO or School Leadership

- Daily sweeping of grounds and removal of litter, clutter, pulling exterior trash etc. At minimum twice per day before the start of school and after bus dismissal.
- Occasional porter tasks, including carrying boxes and moving furniture
- Occasional set-up, break-down, and support for daytime events and activities
- Clean entrance glass and interior glass as needed
- Polish water fountains (at least once per week) and wipe kick plates as needed
- Perform detail cleaning as needed/directed (elevator, rails/tracks, walls, corners etc)
- Open school and close school daily
- Any other duties that help in the day-to-day operations at the facility

1-B. Daily Service (At least 3 Times per Day): Restrooms, locker rooms, etc.

- Stock towels, tissue, and hand soap as needed.
- Empty sanitary napkin receptacles and damp wipe with disinfectant
- Empty trash receptacles, wipe down, and re-line
- Clean and polish mirrors as needed
- Wipe towel cabinet covers as needed
- 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 as needed. Complete cleaning logs.

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

- 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
- Sweep and spot mop 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 classroom/cafeteria floor after breakfast, lunch and supper service

2-A. Nightly Service: All areas (all classrooms, offices, shared spaces, auditorium, 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 classrooms, stairwells and hallways
- Wet mop hard-surface flooring, including hallways, classrooms 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 the 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
- 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

2-B. On-Site Working Supervisory Service: All areas (all classrooms, offices, shared spaces, as well as gymnasium, library, etc.)

- Manage day and evening crews by setting up schedules, labor, supplies and equipment on a daily basis.
- Be the primary point of contact between company and CANO Schools point of contact.
- Clean designated areas as needed and directed by Project/Account manager.
- Fill in as needed should call off or an emergency arise.
- Perform evening walkthrough to ensure work has been completed and the building is fully locked and secured.
- Communicate with the day porter if an area was missed the night before to ensure it is handled prior to the start of school.
- Log and monitor all periodic cleaning tasks.
- Ensure issues reported to the company are completed in a timely and safe manner. Report back to school Operations Manager upon completion of tasks.

- Perform onsite training as outlined by Project/Account manager for new and existing employees.
- Log repetitive issues of cleanliness with the purpose of identifying the issues and help develop a plan to solve the issues. These issues will be reported to the Project/Account manager and shared with CANO..

3. Weekly Service: All areas

- Dust all vertical surfaces of desks and other furnishings (up to 8 feet)
- Wipe down and disinfect all surfaces and tabletops in all areas (2 times per week)
- Polish all stainless steel surfaces, including drinking fountains, door push-plates, etc.
- Scrub high-use flooring (hallways, lobbies, cafeteria, etc.) with automatic scrubber and buff (as needed)
- High-dust horizontal surfaces (all surfaces up to 8 feet)
- 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.
- Dust classroom blinds and window sills
- Wet mop and vacuum stairwells and any other areas not mocked 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
- Clean all glass and windows up to 8 feet
- Scrub all baseboards, door kick plates, and other high-visibility trim
- Scrub all bathroom floors

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 CANO

Materials Provided by Vendor

1. Carrying Cleaning Caddy
2. Mop and bucket (including a wet mop and dry mop) - *number assessed during walk-through, at minimum 3 per floor.*
 - a. *Note Esperanza Crossman DOES NOT have an elevator.*
3. Whisk broom and dustpan - *number assessed during walk-through, at minimum 3 per floor*
4. Lobby broom
5. Dusters (short, long, or extendable)
6. Vacuum cleaner (with attachments for hardwood and carpet)
7. Microfiber cloths (color-coded for different rooms)
8. Paper towels - ***the vendor is responsible for paper towel refills in each restroom and for the replacement of paper towel dispensers***
 - a. Paper towels must be biodegradable
9. Glass cleaning cloths
10. Detail cleaning brushes
11. Sponges
12. Scrubbers
13. Squeegees and T-bars
14. Laundry bag (for old rags)
15. Spray bottle (to store homemade products and all-purpose cleaners you need to mix with water)
16. Garbage bags and trash liners (in various sizes) *Vendor is responsible for garbage bags in cans*
17. Bucket or container to carry supplies

Vendors are responsible for: *Pending approval by CANO*

18. All-purpose cleaner
19. Disinfectant spray
20. Glass cleaner
21. Bathroom cleaner
22. Wood floor cleaner
23. Window cleaner
24. Carpet cleaner and deodorizers
25. Air fresheners
26. Toilet bowl cleaner
27. Baking soda
28. White vinegar
29. Trash cans throughout the building (including main common areas and classrooms)

ATTACHMENT A

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 custodial 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

ATTACHMENT B
Checklist of required documents

ITEM	PAGE	INCLUDED (y/n)	INITIALS
Executive Summary			
Company Overview/Fiscal Responsibilities			
Organizational Chart <ul style="list-style-type: none"> • Management/supervision structure 			
Organization Policies and Procedures			
Employee Sourcing/hiring procedures <ul style="list-style-type: none"> • Frequency and type of background check • Staff training and development 			
Pay and benefit information for employees			
Safety and Security Program			
Performance History & Preparedness for CANO			
Prosper's References (3)			
Summary of ability to take on workload (Service implementation plan)			
RFP Requirements: Supplies/and equipment to be utilized (<i>list out</i>)			
Implementation/Transition Plan			
Insurance Ability or Certificates			
Service Proposal – Pricing Sheet – Attachment C			
Contact Information/Bid Authorization - Attachment D			
Responsibility Disclosures – Attachment A			
Checklist (This Document) – Attachment B			
Sealed Original + Hard Copy + Electronic Copy	n/a		

ATTACHMENT C

PRICING AND SERVICE PROPOSAL – All CANO Schools Pricing Full Service APPA Level 2

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

<i>School Site</i>	Price per month	Number of day porters included	Number of night porters included	Price includes a day and evening supervisor
<i>Esperanza at Crossman</i>				Yes / No
<i>Esperanza at Dunbar</i>				Yes / No
<i>Foundation Prep</i>				Yes / No

ATTACHMENT D

CONTACT INFORMATION/BID AUTHORIZATION

- Primary Contact Name _____
- Primary Contact Phone Number _____
- Primary Contact Email Address _____
- Company Legal Name _____
- Company Address _____
- 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 below I am submitting my bids for the following facilities (check all that apply):

Authorized Representative Name _____

Authorized Representative Signature _____

Date of RFP Bid Submitted _____

Facilities which bid is prepared for, please check all that apply:

- Esperanza at Dunbar
- Esperanza at Crossman
- Foundation Prep