



RÊVE PREPARATORY
CHARTER SCHOOL

2024-2025

REQUEST FOR PROPOSAL JANITORIAL
SERVICES

DUE DATE: May 20,2024



LEGAL NOTICE

All interested parties may attend a pre-proposal conference and possible facility tour to be determined at a later date.

No offer of intent should be construed from this legal notice that Rêve Preparatory Charter School intends to enter a contract with any party for janitorial services unless, in the sole opinion of the School, it is in the School's best interest to do so.

A copy of the Request for Proposal can be obtained by contacting:

Jaime Rangel- Manger of Operations, jrangel@reveprep.org

Additional information required to adequately respond to this Request for Proposal may be obtained by contacting the above-named person.

Rêve Preparatory Charter School reserves the right to accept any proposal which it deems most favorable to the interest of the School and to reject any or all proposals or any portion of any proposal submitted which is not in the best interest of the School.



INSTRUCTIONS TO VENDORS

PROPOSALS DUE: May 20, 2024

Interested vendors must submit two (2) copies of their response to this Request for Proposal via mail and must be received no later than May 20, 2024. Proposal Questions are due in writing by May 6, 2024. Please send all questions to jrangel@reveprep.org with Subject Line: Janitorial Services Questions. All answers will be posted on the website for everyone to receive. Late proposals will not be considered under any circumstances.

1. At any time prior to the specified time and date set for proposal opening, a Vendor (Note: or a designated representative) may withdraw a submitted proposal by submitting a request in writing.
2. The company representative must sign the Request for Proposal Signature Page and return it in the proposal package.
3. All responsive proposals shall include the form provided in this proposal invitation package. It is permissible to copy these forms if required.
4. Sealed proposals are to arrive no later than, May 20, 2024 and shall be addressed to:

Via Mail and Email:

Rêve Preparatory, Inc.
Attn: Jaime Rangel-
12707 Cullen Blvd. Houston,
TX 77047
jrangel@reveprep.org

***Please submit two (2) copies of the proposal.**

5. Additional information required to adequately respond to this Request for Proposal may be obtained by contacting the above-named person.
6. Late proposals will not be considered under any circumstances. All late proposals shall be returned to the appropriate company unopened.
7. No proposal shall be altered, amended, or withdrawn after the specified time for opening proposals.
8. Periods of time, stated as the number of days, are calendar days.
9. It is the responsibility of all Vendors to examine the entire proposal package, seek clarification of any item or requirement that may not be clear to them, and check all information for accuracy before submitting a response.
10. Awards shall be made with reasonable promptness to the Vendor whose proposal, in accordance with the Weighted Criteria Evaluation Worksheet, best conforms to the invitation and shall be the most advantageous to Rêve Preparatory, Inc. Awards may be made other than the low-price proposal.
11. The Rêve Preparatory, Inc Board of Directors, notwithstanding any other provision of the Request for Proposal (including all attached documents), expressly reserves the right to:
 - a. Waive any insignificant defect or informality in any proposal procedure.
 - b. Reject any or all proposals.
 - c. Reissue a Request for Proposal.

12. A proposal, in response to a Request for Proposal, is an offer to contract with Rêve Preparatory Charter School based upon the terms, conditions, and specifications of this proposal.
13. Each Vendor shall guarantee to the School that the proposal submitted, and the price offered by the Vendor shall remain firm for a period not less than 60 days from the deadline for proposals to be submitted.
14. IN CONSIDERATION FOR RÊVE PREPARATORY, INC., BY SUBMITTING A PROPOSAL, THE PROPOSER / OFFEROR / VENDOR AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST RÊVE PREPARATORY, INC., AND ITS DIRECTORS, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY BID; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, BID PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY BID OR ANY PART OF ANY BID; AND/OR (4) THE AWARD OF A CONTRACT, IF ANY.



SIGNATURE PAGE

Proposal Questions are due in writing by May 6, 2024. Please send all questions to jrangel@reveprep.org with Subject Line: Janitorial Services Questions. All answers will be posted on the website for everyone to receive. Proposals shall be received until 4pm CST on May 20, 2024 for supplying Rêve Preparatory Charter School with janitorial services during the school year of 2024-2025, with the option to renew up to three(3) one-year contracts.

Sealed proposals, subject to all the conditions and specifications attached hereto, shall be received in the office of Rêve Preparatory Charter School, and shall be marked on the envelope **“Proposal for Janitorial Service”**.

In accepting proposals, Rêve Preparatory Charter School reserves the right to reject all proposals in order to take the action which it deems to be in the best interest of the School.

Additional information required to adequately respond to this **Request for Proposal** may be obtained from the school business office:

Contact Name: Jaime Rangel
Title: Manager of Operations
Rêve Preparatory Charter School
12707 Cullen Blvd.
Houston, TX 77047

Contracts entered into on a basis of submitted proposals are revocable if contrary to law.

The General Conditions, Specifications and Exhibits hereto are incorporated by reference for all purposes.

We, as an interested party, agree to the above criteria and the attached specifications and have submitted our proposals as requested.

Note: A failure to sign will disqualify bid. _____

COMPANY: _____

ADDRESS: _____

CITY, STATE ZIP: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

DATE: _____

GENERAL CONDITIONS

Vendor shall agree to provide janitorial services in accordance with this Request for Proposal of Rêve Preparatory Charter School including all present schools, plus any schools or campuses to be added during the course of the contract.

Purpose

The purpose of the **Request for Proposal** is to obtain complete data, from each interested Vendor, to be considered in the award of the janitorial services contract to enable Rêve Preparatory Charter School to determine which Vendor is best able to meet the criteria of the School. Each interested Vendor shall furnish as part of this proposal a complete general description of custodial/janitorial services. All statements submitted by the Vendor are required to be complete and accurate. Included shall be the following:

1. Name and address of the vending company.
2. Documentation of license to do business in the State of Texas.
3. Documentation of incorporation.
4. Certificate of Liability Insurance must be provided in accordance with specifications of the School. (Note: The School will determine whether the types and amounts of insurance coverage are acceptable.)
5. Documentation of size and structure of the company with the qualifications of key Vendor supervisory and support personnel.
6. Other such information as the interested Vendor deems pertinent for consideration by the School shall be provided.

Qualifications for Vendor

Each Vendor must submit for consideration such records of work and further evidence as may be required by the Board of Directors regarding experience, financial standing, and assurance that they have, or will promptly provide, suitable materials, labor, and equipment to satisfactorily provide the services specified. Failure to furnish such a record of work and evidence of capacity, or the inclusion of any false or misleading statements therein, shall be sufficient cause for the rejection of the proposal. The qualification data shall be submitted by each Vendor along with the sealed proposal and shall include the information and format as follows:

1. Vendor must be incorporated or licensed to do business in the State of Texas. Vendor must be in good standing with the State of Texas.
2. The Vendor interested in submitting a proposal and providing services to the School under contract should be familiar with the State of Texas and federal laws and regulations. Vendor must agree to comply with all applicable State and federal laws, regulations, rules, and executive orders.
3. The Vendor must comply with all state, county, and city health and sanitation requirements.
4. A company representative must certify by signature acceptance of the basis for the criteria and the basis for the selection of the interested company stated in the Weighted Criteria Evaluation Worksheet.

5. Representatives from the School reserve the right to inspect the Vendor's facilities at any time during the contract and other food service operations under its management during the procurement process or after award of the contract.

Scope of Work

- Everyday Cleaning (During the School Year) The building is approximately 40,000 sqft and will require daily cleaning from the general classroom activities and function of a school. During the district's academic calendar, it is expected that all personnel supplied by the contractor will work shifts as required to address contractor efficiency needs and requirements. Supervisory personnel of the contractor will make the shift assignments and manage custodial staff. The Contractor should anticipate the following staffing requirements: • Day shift custodian(s) to answer the needs brought forward daily by the building principal and staff and to accomplish a work set to be defined. The custodian(s) will find themselves involved regularly in set-up for school events, dealing with young children and their parents, general coordination of deliveries made to the site, and cleaning where directed. • Expectations exist for specific and detailed cleaning in high visibility areas (offices, classrooms, restrooms, kitchen) throughout the building. • Additional vendor requirements include supplying all cleaning agents, chemicals, rags, towels, floor finish, stripper, and related materials. Equipment to include is cleaning carts, vacuums, carpet scrubbers, floor buffers and auto scrubbers. • Resupply restrooms and kitchen areas with trash liners and hygienic items as provided by the District (paper towels, toilet paper, hand sanitizer and soaps, etc.). Notify District as stocks of district supplied materials are low before being depleted. • Provide for grounds pickup of loose debris, empty outside trash receptacles. • Provide necessary contact numbers and emergency contacts. Site visits are by appointment only. Please contact jrangel@revepep.org to schedule an appointment to visit the campus.

District Responsibilities

- Provide a district contact for contractor services to act as a point of contact for all issues, concerns, and questions regarding the performance of custodial cleaning agreement. • Provide schedules of weekly activities by building and notification regarding additional coverage.
- Provide hygienic supplies including hand soap, hand sanitizer, roll towels, toilet paper. • Provide ceiling tiles and light bulbs. • Provide a location for vendor to store cleaning supplies and equipment.



EVALUATION OF PROPOSALS

Rêve Preparatory Charter School reserves the right to accept or reject any or all proposals as may be deemed in the best interest of the District. Rêve Preparatory Charter School will evaluate all proposals according to the below criteria. Rêve Preparatory Charter School reserves the right to approve the selection of any of the Vendor’s employees assigned to work in the District.

Mandatory Criteria

1. Completion of steps 1-14 of the “Instructions to Vendors” section.
2. Completion of the “Signatures Page”.
3. Completion of items 1-5 of the “General Conditions” Page, include actual copies of:
 - a. Business License
 - b. Certificate of Liability Insurance

Grading Criteria

Criteria	Maximum Score	Vendor Score
1. Cost	30	
2. Service Capability	25	
3. Experience and References	20	
4. Completeness and Quality of Requested Information	25	
TOTAL	100	

- | | |
|------------------------------|---|
| May 20 th , 2024 | Proposal Closing (4:00PM CST) |
| May 24 th , 2024 | Completion of Review and Qualifications |
| May 29 th , 2024 | Vendor Final Round Interviews |
| June 14 th , 2024 | Board of Directors approval |
| June 19 th , 2024 | Sign Contract |

EXHIBIT B

ANTI-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first sworn on oath say, that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official of employees to quantity, quality, or price in the prospective contract, or any other terms of said prospective official concerning exchange of money or other thing of value for special consideration in the letting of contract; that the bidder/contractor had not paid, given or donated, or agreed to pay, give or donate to any officer or employee either directly or indirectly in the procuring of the award of a contact pursuant to this bid.

Signed

Subscribed and sworn before me this _____ day of _____, _____.

Notary Public (or Clerk or Judge)

My commission expires_.