



OCEANSIDE COLLEGIATE ACADEMY

Request for Proposal

Cleaning Services

November 3, 2021

Issued By:

Oceanside Collegiate Academy

PROPOSAL TO BE RECEIVED BY:

DATE: 11/18/2021

TIME: 12:00 PM

CONTACT: Sandi Baldwin

EMAIL: sbaldwin@landsharks.org

Proposer Information

Vendor Name

Mailing Address:

City, State, Zip Code:

Federal ID or Social Security Number:

Contact Person:

Email Address:

Telephone Number:

Fax Number:

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, materials, supplies, or equipment, and is in all respect fair and without collusion and fraud. I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal for the Bidder.

Authorized Signature:

Name (type or print):

Title:

Date:

Oceanside Collegiate Academy (“OCA”), a public charter school located in Mount Pleasant, SC is accepting proposals from vendors for cleaning services. The deadline for this proposal is 12:00 p.m. local time, November 18, 2021. Proposals will be accepted via e-mail at sbaldwin@landsharks.org or physically mailed. If mailing USPS or overnight, your proposals should be delivered or addressed to Sandi Baldwin, Business Manager, Oceanside Collegiate Academy, 580 Faison Road, Mount Pleasant, South Carolina, 29466. Please indicate on the envelope of the sealed bid that a “Proposal for Cleaning Services” is enclosed. Any proposals received later than the specified time will not be considered.

Evaluation of each proposal will be made as soon as possible, with the award contingent upon approval of the Principal and Board of Directors.

OCA reserves the right to reject any or all proposals or to cancel this request in its entirety. Any questions relating to this proposal must be submitted in writing and emailed to sbaldwin@landsharks.org through November 18, 2021. A listing of questions and answers will be supplied to all proposers upon request. In case of duplicate, similar, or equal proposals, the decision of OCA will be final.

REQUIREMENTS AND GUIDELINES

The following requirements and guidelines apply to this Request for Proposal:

- First and foremost, only qualified professional cleaning companies with experience such as this should respond to this Request for Proposal.
- It is the Proposers responsibility to fully understand the scope of the request.
- A proposal must be provided that is not more than 10 pages. This proposal must provide an itemized breakdown of services and fees. Any proprietary information should be marked as “confidential” on each part of the proposal, price excepted.
- Proposers should provide a brief amount of information about the firm, indicating number of years in business, past clients served, and references to contact. Any personnel coming into OCA must be able to pass background checks. All personnel will need to provide a State Issued ID to gain access to OCA campus.
- Proposals must be signed by a representative that is authorized to commit Bidder’s company.
- If Bidder has a standard set of terms and conditions, they must be submitted with the proposal. All terms and conditions will be subject to negotiation.
- Proposals that are ambiguous in terms of price, services, or compliance with other terms of the proposal will be disqualified from consideration.
- Bidders responding to this RFP must comply with all federal, state, and local laws regarding confidentiality of students, staff, and any volunteers of Oceanside Collegiate Academy. Some examples include FERPA, HIPPA etc.
- The bidder’s products and services shall be in full compliance with all applicable state, federal, local, environmental, and safety laws, regulations, ordinances, and standards or any standards adopted by nationally recognizes testing facilities regardless of whether or not they are referred to in this invitation.

- Services must conform to the specifications of this request and are subject to inspection and approval. Materials provided/used shall comply and in quality and type of material method of manufacture with all federal, state, and local laws pertaining thereto.
- The vendor shall supply a guarantee for all workmanship for the services rendered. Upon inspection, if faulty work is found, OCA will report directly to the vendor for immediate action.
- Service date/time availability shall be a consideration factor in the awarding process. The Proposer shall include with its Proposal the service dates/times expected to work on campus.
- Vendor shall maintain insurance from companies licensed to write business in South Carolina, with an A.M. Bets rating of “A” or higher, and acceptable to Oceanside Collegiate Academy.
- Certificates shall be furnished to OCA naming Oceanside Collegiate Academy as an additional insured. The amount of insurance to be provided for all coverages shall not be less than \$1,000,000 per occurrence for claims. Insurances to be included: Commercial General Liability.

PROPOSAL EVALUATION CRITERIA

The evaluation of the proposals will be based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and presented in a clear and organized manner.
- Value and Cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of the service.

Right to Protest: Prospective or actual bidders who are aggrieved in connection with this intended award or award may protest to the school principal in writing within 10 days of the notice of award date.

Oceanside Collegiate Academy reserves the right to award to the bidder that presents the best value to OCA as determined solely by OCA in its absolute discretion.

SCOPE OF WORK

- Oceanside Collegiate Academy is seeking one (1) qualified vendor to provide cleaning services for our high school located at 580 Faison Road, Mt. Pleasant, SC 29466.
- **Timing:** Services should be performed after our normal school hours of 7:00 am until 4:00 pm.
- **Specifications:** The following services are to be included in the proposal, but cleaning supplies and equipment are provided.

Location	Task Description	Service Schedule
Entrance	Detail Dust - High and Low Areas	Monthly
	Spot Clean All Walls, Light Switches and Doors	2 days/week
	Dust Mop Hard Surface Floors	5 days/week
	Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/week
	Clean Both Sides of Door Glass and Wipe Frames	Daily
	Spot Clean Entrance Glass	Daily
	Vacuum Walk-Off Mats	5 days/week
School Hallways	Detail Dust - High and Low Areas	Monthly
	Spot Clean All Walls, Light Switches and Doors	2 days/week
	Detail Vacuum All Carpet	1 day/week
	Spot Vacuum All Carpet	4 days/week
	Spot Clean Carpet, i.e. Spills	1 day/week
	Detail Vacuum - Corners and Edges	Monthly
	Dust Mop Hard Surface Floors	5 days/week
	Spot Mop Stains and Spills Using Appropriate Cleaner	1 day/week
	Clean And Polish Drinking Fountains	5 days/week
Offices & Meeting Rooms	Dust All Horizontal Surfaces Within Normal Reach	4 days/week
	Detail Dust - High and Low Areas	Monthly
	Spot Clean All Walls, Light Switches and Doors	2 days/week
	Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/week
	Vacuum Or Brush Upholstered Furniture	Monthly
	Clean And Sanitize Telephones	1 day/week
	Arrange Furniture	5 days/week
	Empty And Remove Trash, Replace Liner If Needed	5 days/week
	Spot Vacuum All Carpet	4 days/week
	Spot Clean Carpet, i.e. Spills	1 day/week
	Detail Vacuum All Carpet	1 day/week
	Detail Vacuum - Corners and Edges	Monthly

Classrooms	Dust All Horizontal Surfaces Within Normal Reach	4 days/week
	Detail Dust - High and Low Areas	Monthly
	Spot Clean All Walls, Light Switches and Doors	2 days/week
	Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/week
	Clean And Sanitize Telephones	1 day/week
	Arrange Furniture	5 days/week
	Empty And Remove Trash, Replace Liner If Needed	5 days/week
	Spot Vacuum All Carpet	4 days/week
	Spot Clean Carpet, i.e. Spills	1 day/week
	Detail Vacuum All Carpet	1 day/week
	Dust Mop Hard Surface Floors	5 days/week
	Spot Mop Stains and Spills Using Appropriate Cleaner	4 days/week
	Damp Mop Hard Surface Floors Using Appropriate Cleaner	1 day/week
	Café, Kitchen, Staff Lounge	Detail Dust - High and Low Areas
Spot Clean Vending Machines, Walls, Light Switches and Doors		5 days/week
Arrange Furniture		5 days/week
Vacuum Or Brush Upholstered Furniture		Monthly
Spot Vacuum All Carpet		4 days/week
Spot Clean Carpet, i.e. Spills		1 day/week
Detail Vacuum All Carpet		1 day/week
Detail Vacuum - Corners and Edges		Monthly
Damp Mop Hard Surface Floors Using Appropriate Cleaner		5 days/week
Empty and Remove Trash		5 days/week
Clean Coffee Machine/Station		5 days/week
Damp Wipe All Tables and Horizontal Surfaces		5 days/week
Clean Ceiling Vents		Monthly
Clean Ice Machine and Sinks Using Appropriate Cleaner		5 days/week
Clean Front & Sides of Refrigerator		5 days/week
Damp Wipe Countertops Using Appropriate Cleaner		5 days/week
Vacuum Walk-Off Mats		5 days/week
Damp Wipe Eating Area Chairs		5 days/week
Damp Clean Interior and Exterior Of Microwave	5 days/week	

Restrooms & Locker Rooms	Empty and Remove Trash	5 days/week
	Refill Supply Dispensers	5 days/week
	Clean and Disinfect Restroom Fixtures	5 days/week
	Clean Mirrors, Counters, Partitions, and Chrome	5 days/week
	Damp Mop Hard Surface Floors Using Appropriate Cleaner	5 days/week
	Wipe Clean Fronts and Tops of Lockers	1 day/week
	Clean and Disinfect Showers, Mop Floor	2 days/week
Weight Room	Sanitize Doors and Handles	5 days/week
	Vacuum/sweep	3 days/week
Other/All Areas	Sanitize all light Switches and Door Knobs	5 days/week
	Empty and Remove Trash	5 days/week
	Site Supervision	Everyday
	Order and Gather Equipment and Supplies for Work	Everyday
	Clean and Arrange Janitor Closet	Everyday
	Turn Off Lights Per Instructions From School	Everyday
	Secure Building and Set Alarm Per Instructions From School	Everyday
	Remove Litter and Dust Bleachers	1 day/week
Damp Mop Gym Floor	1 day/week	