



**Washington County  
District School Board**  
"An Equal Opportunity Agency"  
652 Third Street  
Chipley, Florida 32428

District 1  
Vann Brock  
1160 Whittington Road, Chipley  
District 2  
Dr. Lou Cleveland  
315 Hwy 273, Chipley  
District 3  
Milton L. Brown  
3399 Mallory Road, Vernon  
District 4  
Will "Tonka" Taylor  
730 Sewell Farms Road, Chipley  
District 5  
Susan G. Roberts  
1456 State Park Road, Chipley

**Joseph Taylor**

Superintendent of Schools

(850) 638-6222  
Fax (850) 638-6226

February 9, 2021

Dear Custodial Services Contract Provider,

Enclosed with this letter you will find a bid package for the custodial services for the Washington County School District. The information contained herein is as comprehensive as we could make it in terms of expectations and schedules for cleaning our school facilities. In the event that additional information is needed by your company to prepare a bid, please feel free to contact me at the address and telephone number shown below.

As you may be aware, when writing a bid specification for a custodial services contract, it is difficult to list every single item that is to be cleaned or maintained because of the changing uses of some spaces or changes in space allocations in an organization as large as a school district. However, our goal is very simple – We want our schools to be clean.

We believe strongly that a clean, attractive learning environment will help our schools to do a better job of educating our students. To that end, the simple goal of the school district is to make sure that our school facilities are clean each and every day that our students, employees and parents are in attendance.

Please give this bid information your due consideration and when preparing a bid, please include whatever resources, hours of labor, equipment and materials necessary to allow us to accomplish our goal of having clean, attractive learning environments for our students.

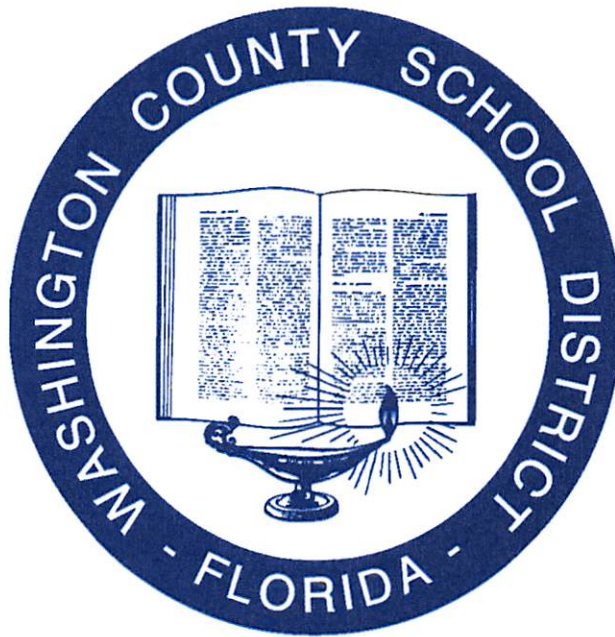
If additional information is needed, you may contact me at:

Kyle Newsom, Director of Facilities  
Washington County School District  
652 Third Street  
Chipley, FL 32428  
Telephone: (850)638-6222 ext.1115  
Email address: [kyle.newsom@wcsdschools.com](mailto:kyle.newsom@wcsdschools.com)

In the event that I am unavailable, you may speak to my secretary, Sarah Henderson at this same telephone number.

Sincerely,

# WASHINGTON COUNTY SCHOOL DISTRICT



## CUSTODIAL SERVICES CONTRACT

Bid Opening

March 4, 2021

The Washington County District School Board is accepting bids for **Custodial Services** for the 2021-2024 school years. When preparing bids please include all schools in Washington County.

Bid forms and specifications may be picked up at the Washington County School Board's district office, 652 Third Street, Chipley, Florida, 32428 Monday through Friday, 8:00 a.m. until 4:00 p.m., downloaded from the school district's website, [www.wcsdschools.com](http://www.wcsdschools.com) or requested via email at [sarah.henderson@wcsdschools.com](mailto:sarah.henderson@wcsdschools.com).

Bids must equal or exceed the specifications, or your bid will not be reviewed. The Washington County School Board reserves the right to accept or reject any and/or all bids. Bids are not to include any state or federal taxes.

Please mark your bid envelope as "**SEALED BID FOR CUSTODIAL SERVICES, BID #21-11**", to be opened March 4, 2021, at 10:00 a.m. (CST), at the Washington County School Board Office located at 652 Third Street, Chipley, FL 32428. Bids will be opened at this time for review and submission to the Washington County School Board at the school board meeting on March 8, 2021.

A pre-bid meeting will be held on February 23, 2021, at the WCSB Office 652 Third Street, Chipley, FL at 9:00 a.m. (CST).

**Basic Information** – Washington County School District is a small rural school district in Northwest Florida. The district consists of 4 schools and one Technical College in Chipley and 3 schools in Vernon.

**Purpose** – Washington County School District is soliciting proposals from interested and qualified contractors to provide custodial services for our school facilities.

**Schedule**

RFP Release.....February 10, 2021  
Pre-Bid Meeting & Walk Through.....February 23, 2021  
**Deadline for Receipt of Proposals.....10:00 a.m., March 4, 2021**  
Closed Proposal Opening .....10:01 a.m. March 4, 2021  
Board Approval .....March 8, 2021  
Contract Begins.....July 1, 2021

**Proposer Requirements** – Should the Washington County School District (WCSD) elect to proceed with this project, the successful Proposer will be required to enter into an agreement with the school district for implementation and operation of the Proposed System offered in the successful Proposer’s submittal in response to this request for proposal.

The successful Proposer will be required to provide any and all information to the District and/or Florida Department of Education when requested. This may include, but not be limited to, employee, payroll, and human resources information.

**Contract Period** – The contract will begin on July 1, 2021 and end on June 30, 2024. At the discretion of the school board, this contract period may be extended for up to two (2) additional years if the services provided by the contractor are satisfactory.

**Cancellation of Contract** – The contract may be cancelled, by either party, by giving thirty (30) days written notice.

**General Contract Work Conditions –**

1. Work Periods – Five (5) days per week, 52 weeks per year.  
Exceptions made for weeks less than 5 full school days.
2. Work Area – classrooms, restrooms, work rooms, offices, hallways, band rooms, cafeterias (dining areas only), auditoriums, locker rooms, media centers, lobbies  
The District’s Food Service contractor will remove trash from cafeteria kitchens, and place in a designated area outside of the kitchen. The Custodial Contractor will remove trash from this area along with trash from the dining area.
3. Supplies – a list of required and/or preferred supplies is listed on Attachment 2
4. Contract Adjustments – The contract price will remain firm except for the following:
  - a. Changes in character and usage of space
  - b. Changes in size of space
  - c. Changes in governmental regulations such as minimum wage increase or other mandated adjustments. (State, Federal usage rates.)
  - d. An adjustment to contract price may be requested by contractor based on data such as the Consumer Price Index (CPI) for the previous year, not to exceed 3%.

**Contract Compliance** – The Contractor will be responsible for assuring contract compliance by means of regularly scheduled quality assurance visits to the schools and by the use of compliance reports. The compliance reports will be developed by the school district to be used in all schools. Compliance statements signed by the principal or his/her designee will be

submitted to the Director of Facilities on a monthly basis. Copies will be furnished to the Contract Manager.

These monthly compliance reports will be used as a means of determining overall contract compliance for the district. Failure to comply with the cleaning specifications will result in administrative actions by the Director of Facilities or the school board. These actions will be taken when the terms of the contract are not being met or when overall housekeeping services being provided to the school district are unsatisfactory. The intent of this provision is to insure that the school district receives high quality services for the agreed upon monthly contract payment.

These administrative actions will be progressive in nature and will include the following steps:

- **First Overall Unsatisfactory Rating by Majority of Schools on monthly Compliance Reports** – Written notification provided to local contract manager with copy of notification to regional or area office.
- **Second Overall Unsatisfactory Rating by Majority of Schools on monthly Compliance Reports** – A penalty of up to 10% may be applied at the discretion of the Director of Facilities. Penalty will be withheld from the next payment cycle after notification to the contractor.
- **Third Overall Unsatisfactory Rating by Majority of Schools on monthly Compliance Reports** – A penalty of up to 20% may be applied at the discretion of the Director of Facilities. Penalty will be withheld from the next payment cycle after notification to the contractor. In addition, the contractor will be placed on a probationary status indicating that the contract may be cancelled if further instances of failure to comply with the contract happen.
- **Fourth Overall Unsatisfactory Rating by Majority of Schools on monthly Compliance Reports** – Notification of cancellation of contract with required 30 day notice.

- **Other administrative actions for violations of contract terms at individual schools** – If the terms of the contract are not being met at individual schools or facilities, based on monthly compliance reports, the Director of Facilities may impose penalties of up to \$1000.00 per school per month.
- **Failure to secure all buildings and set the security system** – may result in a reduction of fees as outlined above for other administrative actions of contract terms at individual schools.

**Insurance Certification** – The Contractor will furnish proof of liability insurance in sufficient quantity to afford reasonable coverage for property damage and bodily injury. The Contractor will furnish proof of employee bond insurance and will indicate maximum amounts provided. The Contractor agrees to indemnify and hold harmless the Washington County School Board from the actions of its employees while engaged in school related activities. In addition, the Contractor will insure that its liability insurance carrier will agree to the terms of this agreement and will be subject of the Contractor's general liability insurance as respects to the contractual liability insurance agreement.

The contractor's broad form CGL (comprehensive general liability) should be stated in maximum amount available as this MAY be a basis for consideration in determining contractual award. The bidding Contractor's insurance coverage should indicate if the coverage is of an occurrence form or that of a claims made form; likewise, this MAY be a concern of contractual award.

**ATTACH A COPY OF INSURANCE BINDER TO BID FORM.**

The Washington County School Board is to be named as additional insured on all certificates of insurance.

**Labor and Supervision** – The Contractor will furnish all labor and supervision required to professionally accomplish the work.

The Contractor must comply with all statues of the Equal Opportunity Employer Act and be a Drug Free Employer in the State of Florida. All employees must undergo a level 2 background check including fingerprints as required by state law prior to placement on job site.

Contract Manager - There must be a full time Contract Manager provided exclusively for the Washington County School District. This Contract Manager must conduct weekly walk through visits to all school centers to check on contract compliance and overall school cleanliness. The Contract Manager must meet with the District Director of Facilities monthly to discuss custodial issues.

Day Time Custodian – The Contractor will provide a full time (40 hrs./wk) day person to work the same calendar schedule as the school administration and will be under the direct supervision of the school principal. The day person may be required to attend special events at the request of the school principal. In the event that the day time custodian is absent from work, the contractor will furnish a substitute custodian to the school center to assume the duties of the regular day time custodian within 2 hours from time of notification.

Tasks to be performed by the day time custodian will include, but not be limited to:

- (1) Grounds will be monitored for trash daily with particular attention to entrances, parking and student loading zones.
- (2) Restrooms will be inspected and restocked at mid-morning and mid-afternoon, daily.
- (3) Clean sidewalks by appropriate method (sweep and/or blower)
- (4) Clean walkway, entrance and hallway mats daily.



- (5) In addition to the above tasks, the day person will be responsible for performing other cleaning duties as requested.

Lunch Porter – The Contractor will provide a lunch porter for each Elementary School for 5 hours a day, 180 days a year.

**Housekeeping Supplies, Equipment and Materials** – The Contractor will furnish all supplies and equipment necessary to maintain the facilities in a clean condition and in compliance with the specifications. The list in Attachment 2 is a non-exhaustive list of these supplies and equipment.

Equipment such as vacuum cleaners and buffing machines must be maintained in good working order at all times.

Contractor will provide student consumables (toilet paper, paper towels and hand soap) for the District. Contractor must separate the cost for the consumables on the bid sheet, but it will be included with the total bid. The separation is for District information and the District may request an itemized breakdown of supplies to monitor usage.

**General Description of Work Required** – The Contractor will provide complete custodial services to include daily cleaning of classrooms and administrative areas, trash removal from all areas, cleaning and waxing of vinyl floors as specified, carpet cleaning and extraction as specified, dusting, and other duties as per the enclosed specifications. The cleaning services should be thoroughly performed each day/night with the Contractor ensuring that adequate personnel are present each day/night to perform the required tasks.

The successful bidder must follow Florida State requirements for cleaning facilities as well as Washington County School District cleaning requirements.

**Specifications** – Cleaning times and schedules must be approved by the facility administrator.

The chart in Attachment 1 indicates the specifications for cleaning that are to be followed by the contractor. This chart provides tasks that are to be performed and the frequency of which they should be performed.

### **Athletic Fields and Gyms –**

Contractor will communicate with School Administrator to obtain athletic schedules and calendar for other events.

ChIPLEY High School – Field house complex, team dressing rooms and team restrooms at football stadium, baseball field, softball field and gym will be cleaned daily during Varsity and Junior Varsity seasonal sports. Public restrooms will be cleaned and prepared with toilet paper, hand towels and hand soap before all home games during seasonal sports and special events.

ROULHAC Middle School - Field house complex, team dressing rooms and team restrooms at football stadium, softball field and gym will be cleaned daily during seasonal sports. Public restrooms will be cleaned and prepared with toilet paper, hand towels and hand soap before all home games during seasonal sports and special events.

VERNON High School - Field house complex, team dressing rooms and team restrooms at football stadium, baseball field, softball field and gym will be cleaned daily during Varsity and Junior Varsity seasonal sports. Public restrooms will be cleaned and prepared with toilet paper, hand towels and hand soap before all home games during seasonal sports and special events.

VERNON Middle School - Field house complex, team dressing rooms and team restrooms at football stadium, softball field and gym will be cleaned daily during seasonal sports. Public restrooms will be cleaned and prepared with toilet paper, hand towels and hand soap before all home games during seasonal sports and special events.

**Special Events** – The Contractor is expected to ensure that the services be provided in such a manner that the school is presentable for all special events, such as Parent Teacher Meetings, Advisory Council meetings, Open House, etc. The principal will inform the Contractor of these scheduled events in advance and the Contractor will ensure that the services are performed in time for the meetings at no additional charge.

**Quality Assurance** – The Contractor will, through submission of bid, guarantee all materials and equipment to be of good commercial quality and in good working condition to meet the requirements of the specifications. The Contractor will also be required to conduct quarterly quality assurance visits that include personnel with supervisory responsibilities over the local contract manager such as a regional manager/supervisor. These quality assurance visits will include visits to the school centers and will focus on contract compliance and overall school cleanliness.

**Awarding of the Bid** – The Contractor must state number of employees to be used at each school in the proposal to the school board and the total number of man hours per week for housekeeping. The bid proposal shall show a total weekly cost including labor, materials and supplies.

**Bids should be quoted in dollars per week.**

The following items will be considered when awarding the bid:

- A. Total weekly cost
- B. Number of man hours allowed for work per week
- C. Student Consumable Supplies Cost
- D. References from other contractor clients
- E. Past experience of providing housekeeping/custodial services

## **BID FORM**

Please include all schools when preparing bid

Bids must equal or exceed the specifications, or your bid will not be reviewed. The Washington County School Board reserves the right to accept or reject any and/or all bids. Bids are not to include any state or federal taxes.

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Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

School	# Employees	# Weekly Hours	Student Consumables Weekly Cost	Weekly Cost
ChIPLEY High				
Roulhac Middle				
Kate Smith Elementary				
WAVE				
FL Panhandle Tech. College				
Vernon High				
Vernon Middle				
Vernon Elementary				
<b>Total</b>				
<b>Total Bid Amount (Student Consumables + Weekly Cost)</b>				

Price per Week for Contract Additions and Deletions

Carpeted Areas		sq. ft.
Tiles Areas		sq. ft.
Restrooms		sq. ft.

Signature of Representative \_\_\_\_\_

Title of Representative \_\_\_\_\_

Date \_\_\_\_\_

# Washington County Specifications

## Attachment 1

Prepared for:	Classrooms/Labs/Multipurpose Areas/Office Areas								Days per Week:	5
Services provided	Frequency of Service									
General	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments	
Empty trash cans/Replace liners as needed	X									
Dust all furniture including desks, chairs & tables		X								
Clean & Sanitize drinking fountains, sinks. Restock supplies	X									
Low dust - including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		X								
High Dust- including shelves, molding, ledges, etc to 72"					2					
Spot clean desk tops	X									
Clean lobby glass including front doors and partition glass	X									
Dust blinds & vents						X				
Dust mop/Spot wet mop hard floors - traffic lanes only	X									
Wet mop hard floors wall to wall		X								
Chalkboard/ Marker boards cleaned		X								
Spot clean board trays	X									
Spot clean walls and doors	X									
Secure windows & doors, Set Security System	X									
Clean desk tops							X			
Detail clean entire desks								X	Summer Break	
All Windows	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments	
Clean Outside (Classrooms & Offices)							X		Dec. 1 - Jan. 31 / Summer Break	
Clean Inside (Classrooms & Offices)							X		Dec. 1 - Jan. 31 / Summer Break	
Floors / Hard Surface	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments	
Buff tile floors - offices, main halls, classrooms					2					
Strip & Wax - minimum of 4 coats of wax							X		Dec. 1 - Jan. 31 / Summer Break	

Carpets	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments
Clean carpet by appropriate method							X		
ESE/PreK carpets cleaned						X			
Spot clean carpet (larger 4" diameter)		X							
Vacuum carpet in office areas wall to wall		X							
Vacuum carpeted classrooms wall to wall		X							
Detail clean Entranceways		X							

Prepared for:	Restrooms								Days per Week:	5
Services provided	Frequency of Service									
Restrooms	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments	
Clean, sanitize & polish all RR fixtures including toilet bowls, urinals & sinks	X									
Clean all glass & mirrors	X									
Empty all trash cans & disposals, replace liners as needed, spot clean & sanitize container	X									
Empty & Sanitize interior of sanitary container	X									
Spot clean walls, doors & partitions	X									
Refill dispensers to normal limits	X									
Low dust - window sills, moldings, ledges, shelves, frames, etc (to 36")		X								
Dust all air ducts				X						
High dust - shelves, moldings, ledges etc (to 72")		X								
Sweep & damp mop hard floors	X									
Vacuum carpet if applicable	X									
High use restrooms									Check at least 2X daily by Day Custodian	
Remove graffiti where possible	X									
Report plumbing problems	X									
Scrub restroom/ pressure wash						X				





Prepared for:	WAVE								Days per Week: 5
Services provided	Frequency of Service								
General	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments
Empty trash cans/Replace liners as needed	X								
Clean & Sanitize drinking fountains, sinks. Restock supplies	X								
Clean/sanitize desk tops	X								
Detail clean entire desks						X			
Clean lobby glass including front doors and partition glass	X								
Classrooms - Mop Wall to Wall	X								
Hallways - Mop Wall to Wall	X								
Dust blinds & vents						X			
Chalkboard/ Marker boards cleaned		X							
Spot clean board trays	X								
Spot clean walls and doors	X								
Low dust - including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		X							
High Dust- including shelves, molding, ledges, etc to 72"					2				
Secure windows & doors, Set Security System	X								
Restrooms / Showers	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments
See Restroom Procedures	X								
Remove Soaps & other foreign matter	X								
Sanitize Floors & Walls with Germicidal Disinfectant	X								
Pressure clean floors				X					
Windows	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments
Clean - outside							X		Dec. 1 - Jan. 31 / Summer Break
Clean - inside							X		Dec. 1 - Jan. 31 / Summer Break
Carpets	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments
Clean carpets by appropriate method							X		Dec. 1 - Jan. 31 / Summer Break

Prepared for:	Miscellaneous								Days per Week: 5
Services provided	Frequency of Service								
General	Daily	Weekly	X per Week	Monthly	X per month	Quarterly	Semi-Annually	Annually	Comments
Maintain Janitor Closet in neat & orderly fashion	X								
Clean & inspect equipment	X								
Observe building security & lighting procedures	X								
Notify building contact of any irregularities or equipment malfunctions	X								
Clean after hours school events									As Required

## Attachment 2

### Chemicals and Cleaning Solutions

Germicidal Detergent - quaternary ammonium type  
Furniture polish  
Glass and window cleaner  
Dust Mop treatment  
Stripper - Degreaser  
Aerosol air freshener  
Liquid industrial cleaner  
Granulated industrial cleaner  
Floor Care Products including cleaner, stripper, wax, etc.  
Carpet Shampoo  
Toilet bowl cleaner  
Toilet bacteria control/germicidal disinfectant  
Trash bags for classrooms and offices

### Supplies and Equipment

Cleaning Carts  
Vacuum Cleaners  
Buffing Machines – one in Chipley, one in Vernon  
Mop buckets with mop wringers  
String mop heads  
Industrial mop handles  
Brooms  
Trash Gripper / Debris Gripper  
Heavy duty dust pans  
Cleaning Rags  
18" swivel dust mops  
Water hose and spray nozzle  
Ladder  
Lift - preferred

Attachment 3

Approximate Square Footage to be Cleaned

	Wood	Composition Tile	Terrazo Tile	Carpet	Ceramic Tile	Quarry Tile	Concrete/ Other	Total	Student Enrollment
Chipley High School	1,313	20,973		38,427	3,783	2,592	30,859	97,947	616
Roulhac Middle School	1,313	17,930		30,569	2,569	2,592	29,868	84,841	457
Kate Smith Elementary School	968	124,695					20,445	145,140	1000
WAVE		12,867						12,867	60
FL Panhandle Tech College	216	28,924	106	43,417	2,211	650	44,410	119,934	
Vernon High School	1,150	23,365		28,935	4,155	2,180	40,154	99,939	381
Vernon Middle School		29,098		10,562	4,224		14,421	58,305	298
Vernon Elementary School	835	19,592		51,247	2,922	53	34,687	109,336	554

Concrete/Other is primarily walkway, custodial closet/storage and athletic facilities

Shared Buildings between Chipley High and Roulhac Middle Schools are divided evenly between facilities