

**REQUEST FOR PROPOSALS (“RFP”)
FOR:
JANITORIAL SERVICES PROVIDER**

This RFP is Being Issued by:

HighMark Charter School

2467 E. South Weber Drive
South Weber, Utah 84405

Date of RFP Issue: April 29, 2024

Deadline to Submit Proposals: May 20, 2024 by 3:00 p.m.

SECTION I – KEY DATES

Date of RFP Issue: April 29, 2024.

Deadline to Submit Proposals: May 20, 2024 at 3:00 p.m.

Proposal Opening: May 20, 2024 shortly after 3:00 p.m. at Academica West located at 290 N. Flint Street, Kaysville, Utah 84037. Offerors are not required to attending the opening.

Anticipated Contract Award Date: May 29, 2024.

Anticipated Contract Term: Approximately August 1, 2024 through up to July 31, 2029.

Commencement of Services: August 1, 2024.

SECTION II – GENERAL INFORMATION

- A. **Background.** HighMark Charter School (“HMCS” or the “School”) is a Utah nonprofit 501(c)(3) corporation and public charter school located in South Weber, Utah. HMCS serves students in grades K-9 and generally enrolls over 650 students each year.
- B. **Campus Building.** HMCS’s building is a two-story building with approximately 58,586 square feet. The original building was built in 2012 and a two-story classroom addition was added in 2018. **Attached to this RFP are the floor plans of the building showing the various types of flooring throughout the building.**
- C. **Purpose.** The purpose of this RFP is to solicit proposals from janitorial service providers to provide the School with comprehensive janitorial services as described in **Section V(A)(3)** of this RFP. The janitorial services provider will be expected to act as an independent contractor in the delivery of the described services to the School.
- D. **Term of Contract.** In the interest of maintaining continued services and reducing administrative burdens in procuring, negotiating, and/or administering contracts, the School intends to award a contract for a period of up to five (5) years. The written contract must allow the School to terminate the contract upon a 30-day notice and contain renewal provisions acceptable to the School. In addition, the written contract must include the provisions in Utah Code § 63G-6a-1204(3)-(5), as applicable.
- E. **Award of Contract.** The contract will be awarded to the offeror whose proposal is determined to provide the best value to the School, taking into consideration all substantive evaluation criteria outlined in this RFP as well as cost. No other criteria will be used in the evaluation. Please note that the Utah Procurement Code requires that most cost information be evaluated independently from the substantive evaluation criteria. The final determination shall be in writing and shall be determined at the sole discretion of the School’s Board of Directors. The contract file will contain the basis on which the award is made.
- F. **Written Contract.** If selected by the School’s Board of Directors, the successful offeror must be prepared to enter a written contract that is consistent with the acceptable services, terms, and conditions outlined in the successful proposal and the requirements set forth in this RFP.
- G. **Reduction in Scope of Work.** The School reserves the right to reduce the scope of janitorial work described herein if the winning offeror’s price proposal is beyond what the School can afford or if the Board or their designee determines that a reduction in the scope of the work is in the best interest of the School.

SECTION III – PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with **Section IV** below.
- B. The content of a proposal must comply with the requirements stated in **Section V** below.
- C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein and that the offeror anticipates being able to supply the described services for the pricing proposal contained in their submitted proposal.
- D. As stated above, proposals will be opened publicly at Academica West (the School’s education service provider) located at 290 N. Flint Street, Kaysville, Utah 84037’s on May 20, 2024 shortly after 3:00 p.m. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. Only the names of offerors who submitted proposals will be identified at the opening of proposals. However, a register of proposals will be prepared and shall be open for public inspection after the contract for this project is awarded and the School has entered a written contract with the winning offeror. The School will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. **Offerors are NOT required to attend the opening.**
- E. The School’s evaluation committee may, for the purpose of assuring full understanding of and responsiveness to the RFP’s requirements, enter into discussions or conduct interviews with, or attend presentations by, offerors who submit proposals.
- F. It is understood that the School’s issuance of this RFP does not obligate the School to accept any of the proposals submitted in response to this RFP, nor does it guarantee that the School will in fact accept any of the said proposals. To the extent permitted by law, the School’s Board of Directors or their designee reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interest of the School. No agreement exists on the part of the School and any offeror until a written janitorial services contract is approved and executed by the School’s Board of Directors and the offeror.
- G. This RFP does not obligate the School to pay for any costs of any kind whatsoever that may be incurred by an offeror/respondent or any third parties in connection with a proposal. All submitted proposals, responses, and supporting documentation shall become property of the School. Further, the School shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to the RFP.
- H. At any time during the evaluation process, the School’s evaluation committee may, with appropriate approval, request best and final offers, as provided for in Utah Code § 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

SECTION IV – PROPOSAL REQUIREMENTS

Potential offerors are hereby invited to submit a proposal for janitorial services to the School. The scope of the janitorial services requested by the School are described below in **Section V(A)(3)**.

- A. **Delivery Requirements. Proposals must be submitted by email to Gabe Clark at gabe@academicawest.com in PDF format as described below. Proposals must be submitted by May 20, 2024 at 3:00 p.m.**

- B. **Formatting Requirements. Proposals must be separated by cost and non-cost related information. When emailing the proposal, the email should contain two separate PDF files – one containing (and labeled) non-cost information and another containing (and labeled) cost information. No cost information may be submitted in the same file/document that includes non-cost information. All cost and non-cost information in proposals must be separate.**
- C. **Submission of Protected Information.** Protection of disclosure of information submitted by an offeror in response to this RFP is governed by Utah’s Government Records Access and Management Act in Utah Code § 63G-2-101 *et seq.* and Utah Administrative Code Rules R33-7-105 and R33-7-106. An offeror that desires to request protected status of any information it submits to the School in response to this RFP must specifically identify the information that it desires to protect and the reasons that the information should be afforded protected status under the law. In making this request, the offeror shall comply with the requirements in Utah Code § 63G-2-305, Utah Code § 63G-2-309, and Utah Administrative Code Rule R33-7-105. In turn, the School will comply with Utah Code § 63G-2-309 and Utah Administrative Code Rule R33-7-106 with respect to disclosing such information. Submission of protected information in response to this RFP shall be deemed an acknowledgment and consent by the offeror that the offeror agrees with this paragraph and will indemnify, defend, and hold harmless the School, its members, directors, officers, staff, and agents from any and all liability relating to the proper disclosure of information provided by the offeror in response to this RFP, even if the offeror requested protected or other confidential status for the information.
- D. **Submission of Proposals with Protected Business Confidential Information.** In accordance with Utah Administrative Code Rule R33-7-107, if an offeror submits a proposal that contains information claimed to be business confidential or protected information, the offeror must submit two separate proposals as follows:
1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as “Redacted Version;” and
 2. One non-redacted version for evaluation purposes clearly marked as “Protected Business Confidential.”

Please note that pricing may not be classified as business confidential and will be considered public information. In addition, an entire proposal may not be designated as “protected,” “confidential,” or “proprietary” and shall be considered non-responsive unless the offeror removes the designation.

SECTION V – PROPOSAL CONTENT REQUIREMENTS

- A. **Content of Proposals. Offerors must include the following in their proposals:**
1. *Experience, Qualifications, and Track Record.* Each offeror must provide at least the following information:
 - a. A brief outline of the offeror’s company and services provided, including such things as number of years in business and number of years offeror has provided janitorial services to schools;
 - b. Information demonstrating experience in and a track record of providing janitorial services to schools; if offeror does not have experience in providing janitorial services to schools, the offeror must provide evidence demonstrating its ability to provide the requested comprehensive janitorial services to the School. Preference may be given to offerors who demonstrate a successful operating history providing janitorial services to schools;

- c. Information on current clients, including total number of clients and a list of clients that are charter or district schools in Utah; and
 - d. A copy of the offeror's current business license.
2. *References.* Each offeror must provide a list of references that the School may contact to discuss the offeror's past performance and evaluate offeror's ability to perform the janitorial services required by the School.
3. *Scope of Work, Specifications, and Requirements.* Each offeror must confirm (and provide at least some narrative or other information supporting the confirmation) that it has the expertise and ability to satisfy the following specifications and provide the following services to the School:

Classrooms, Hallways, Offices, Lobby, and Common Areas During School Year:

- a. Provide day porter for **six (6) hours per day (8:30 am – 2:30 pm) Monday through Thursday and five (5) hours (8:30 am 1 1:30 pm) on Friday** for lunch set up and take down, cafeteria cleaning (including floors), special cleaning as needed (such as biohazards like throw up, blood, urine, etc.), and other daily cleaning duties
- b. Clean entrance doors daily and internal classroom glass partitions weekly
- c. Clean walls, doors, and kick plates as necessary to remove fingerprints and smudges
- d. Clean, sanitize, and polish drinking fountains daily
- e. Empty all waste receptacles daily
- f. Replace waste receptacle liners as needed
- g. Disinfect light switches, light switch plate covers and door handles daily
- h. Dust horizontal surfaces in offices weekly (including shelves and file tops)
- i. Spot clean horizontal surfaces weekly
- j. Disinfect all phone receivers and dust phone base weekly
- k. High cleaning/dusting of air vents, tops of doors, door frames, ceiling corners, window ledges and coverings at least bi-monthly
- l. Low cleaning/dusting of desks, chairs, tables, credenzas, bookshelves, counters, file cabinets, pictures, electronic equipment, at least bi-monthly
- m. Vacuum fabric and wipe down other surfaces to remove dust and lint monthly
- n. Polish drinking fountains monthly
- o. Clean and disinfect health office daily
- p. Clean stair railing weekly
- q. Clean elevator as needed
- r. Clean and organize janitorial closet as necessary and ensure safety data sheets for chemicals stored on-site are present
- s. In the breakroom areas, clean and disinfect sinks and exteriors of appliances daily and interior of fridge weekly; clean interior and exterior of microwaves daily; clean, dust, and disinfect counters, cabinet fronts, tabletops, chairs, and bases daily

Floor Care During School Year:

- a. Vacuum, sweep, or dust mop all hard surface floors daily
- b. Vacuum all carpeted traffic areas and walk-off mats daily
- c. Remove spots and small spills from carpet and walk-off mats as needed
- d. Thoroughly mop or auto scrub VCT floors, gym floors, and tile floors daily
- e. Remove shoe marks from gym floor daily
- f. Vacuum carpet edges and corners along walls and partitions monthly
- g. Dust all baseboards monthly

Restrooms During School Year:

- a. Clean and disinfect all dispensers, fixtures, and mirrors daily
- b. Empty trash receptacles daily and replace liners if needed

- c. Clean and sanitize outsides of dispensers and trash receptacles daily
- d. Empty and disinfect sanitary napkin receptacles daily
- e. Spot clean partitions and tile walls daily
- f. Restock hand soap and paper products daily (must be on top of ordering such items and making sure HMCS has it stocked)
- g. Disinfect partition handles, door handles and light switches daily
- h. Clean and sanitize outsides of dispensers and trash receptacles daily
- i. Polish all dispensers, fixtures, and mirrors daily
- j. Sweep and thoroughly mop floor with germicidal solution daily
- k. High dust tops of partitions, air vents, mirror frames and tops of doors monthly
- l. Clean and disinfect restroom partitions and walls around toilets and urinals weekly
- m. Clean and disinfect countertops, wash basins, toilets, toilet seats and urinals daily

Winter Break Cleaning:

- a. Full strip and wax of all tile
- b. Thorough cleaning of gym floor
- c. All internal windows cleaned
- d. All horizontal surfaces cleaned

Deep Summer Cleaning (starting with summer 2025):

- a. Steam extraction carpet cleaning for all carpeted and walk-off mat areas
- b. Tile cleaning all restrooms and kitchen areas
- c. Full strip and cleaning of VCT floors
- d. Multiple coats of wax on all VCT and tile surfaces
- e. Thorough cleaning of gym floor
- f. All interior and exterior windows cleaned
- g. Clean all walls, horizontal surfaces, vents, and storage areas

4. *Pricing.* Each offeror must provide the following:

- a. The total anticipated annual price the offeror would charge the School to provide the services set forth in **Subsection (A)(3)** immediately above. Offerors may itemize out the anticipated annual price as they deem appropriate.
 - i. An offeror may determine the square footage of the various types of flooring in the building from the attached floor plans if square footage is needed by the offeror to determine the pricing of the offeror's proposal.

- B. **Selection and Scoring.** Selection of a janitorial services provider will be based on offerors' responses to these proposal content requirements in relation to the Evaluation Criteria set forth in **Section VI**. The successful proposal will address each of the required content requirements and clearly demonstrate how the offeror will meet or exceed the School's needs. The Evaluation Criteria set forth in **Section VI** contains a numerical score for each of the proposal content requirements and proposals will be ranked based on their score. The Evaluation Committee will first subjectively score the non-cost portion of each proposal (the Evaluation Criteria Unrelated to Cost) based on offerors' responses to the specifications contained in **Section V(A)(1)-(3)**. The Evaluation Committee will then objectively score the cost portion of each proposal (the Evaluation Criteria Related to Cost) by using the following formula: Total Cost Points Possible x Lowest Proposed Price/Proposed Price Being Evaluated. The offeror with the lowest proposed price (which proposed price is provided by offerors in response to the specification in **Section V(A)(4)(a)**) meeting the requirements of the RFP will receive 100% of the cost points (30) and all other offerors will receive a portion of the cost points based on the formula above. **Note:** Proposals that are not compliant with **Section V** may not be considered.

SECTION VI – EVALUATION CRITERIA

The Evaluation Criteria is set forth below:

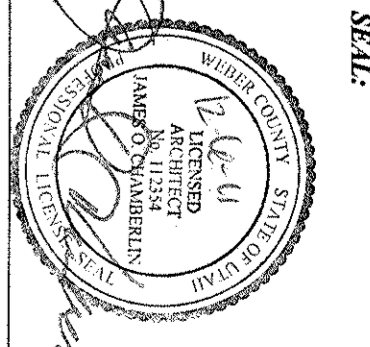
Evaluation Criteria Unrelated to Cost

- A. **Offeror’s Experience, Qualifications, and Track Record (30 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(1)**.
- B. **Quality of Offeror’s Service Based on References (15 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(2)**.
- C. **Offeror’s Expertise and Ability to Satisfy Scope of Work, Specifications, and Requirements (25 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(3)**.

Evaluation Criteria Related to Cost*

- D. **Offeror’s Pricing Proposal (30 points):** This criterion is based on the pricing proposal provided in response to the specifications in **Section V(A)(4)(a)**.

Total points possible based on Evaluation Criteria: 100 points



SCALE

DATE:	REVISION:
PROJECT:	
DRAWN BY: C.D.	
PLOT: 12-01-2011	

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HIGHMARK CHARTER SCHOOL
 2467 E. SOUTH WEBER DRIVE
 SOUTH WEBER, UT 84405

SHEET NUMBER: **45.0**
 DRAWN BY: C.D.

FINISH SCHEDULE - MAIN FLOOR

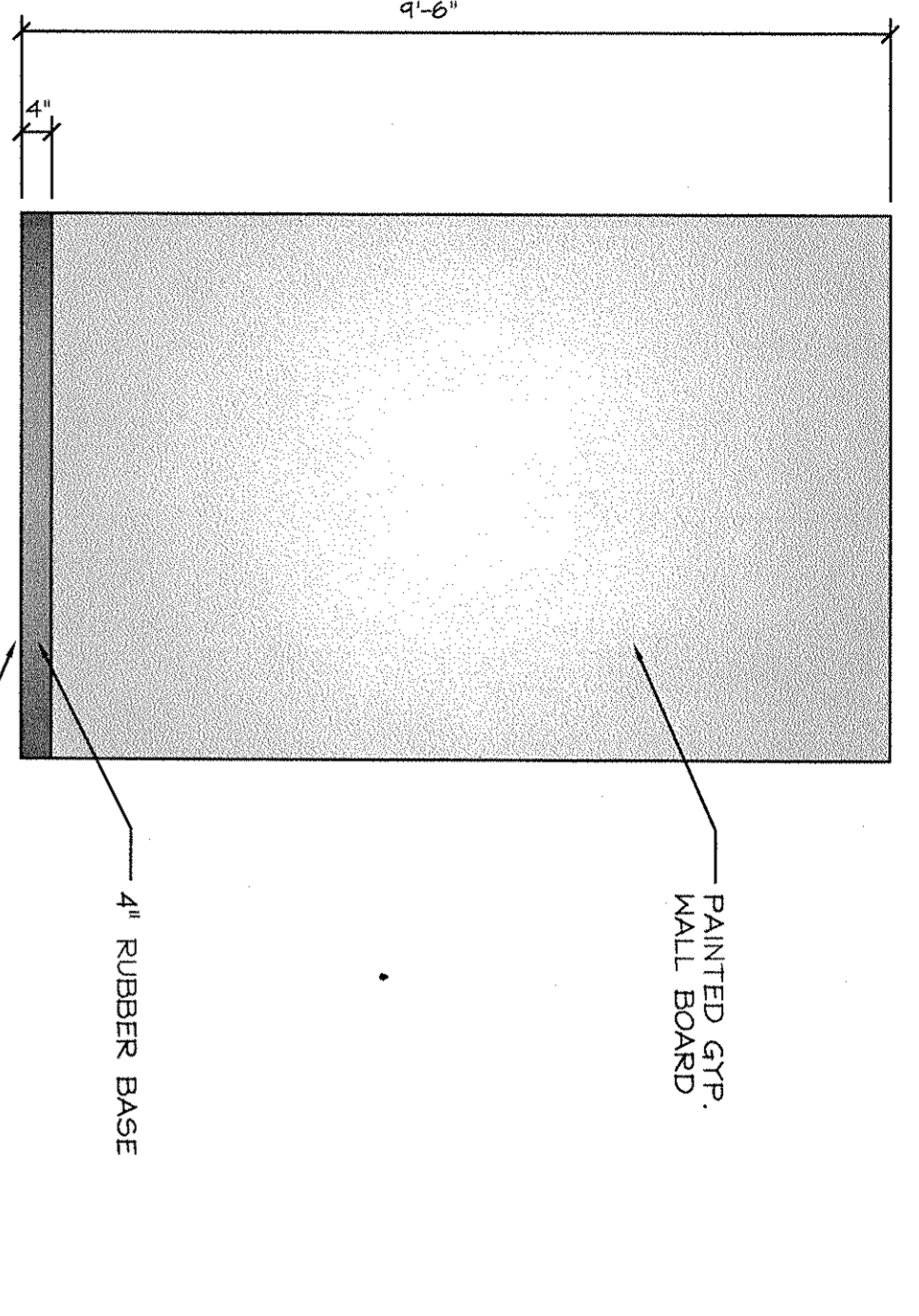
ROOM NAME AND NUMBER	FLOORS		BASE	WALLS		CEILING
	FLOOR	CEILING		BASE	WALLS	
100 CLOSET						
101 VESTIBULE						
102 VESTIBULE						
103 STAIR						
104 STORAGE						
105 STAIR						
106 STORAGE						
107 CORRIDOR						
108 VESTIBULE						
109 STAIR						
110 STORAGE						
111 1ST GRADE						
112 2ND GRADE						
113 3RD GRADE						
114 4TH GRADE						
115 4TH GRADE						
116 BOYS RESTROOM						
117 GIRLS RESTROOM						
118 STORAGE						
119 5TH GRADE						
120 5TH GRADE						
121 6TH GRADE						
122 6TH GRADE						
123 LIBRARY						
124 CONFERENCE ROOM						
125 ELEVATOR EQUIPMENT ROOM						
126 RECEPTION						
127 SICK ROOM						
128 OFFICE						
129 PRINCIPAL						
130 VICE-PRINCIPAL						
131 CONSOLIDATOR						
132 WORK & BREAK AREA						
133 ELECTRICAL						
134 STAFF RESTROOM						
135 STAFF RESTROOM						
136 DATA						
137 BOYS RESTROOM						
138 BOYS LOCKER ROOM						
139 GIRLS RESTROOM						
140 GIRLS LOCKER ROOM						
141 MULTI-PURPOSE ROOM						
142 STAGE						
143 STAMP						
144 STORAGE						
145 KITCHEN						
146 CORRIDOR						
147 VESTIBULE						
148 SCHOOL STORE						
149 FIRE RISER						

FINISH SCHEDULE - UPPER FLOOR

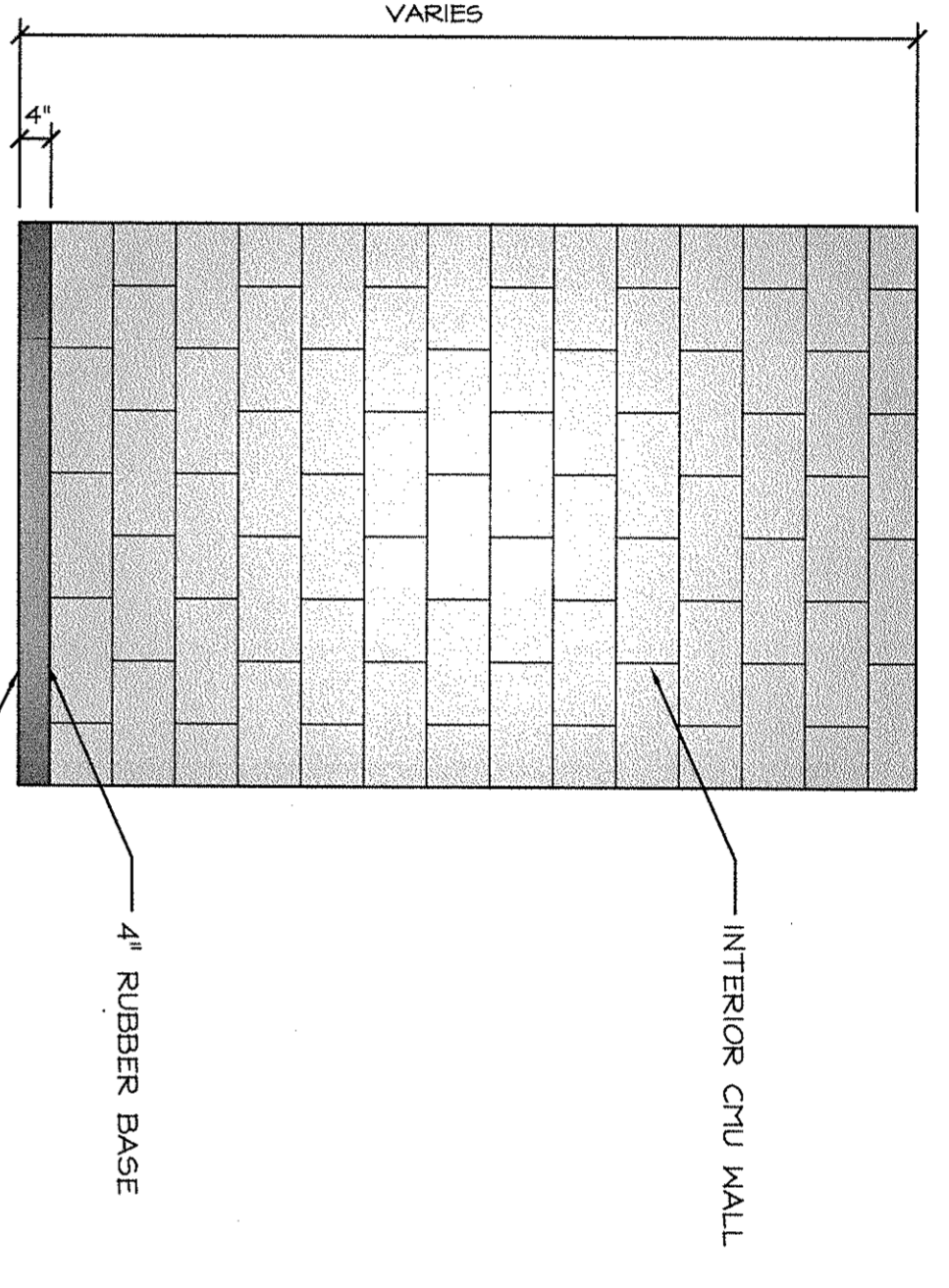
ROOM NAME AND NUMBER	FLOORS		BASE	WALLS		CEILING
	FLOOR	CEILING		BASE	WALLS	
201 CORRIDOR						
202 MUSIC ROOM						
203 ART ROOM						
204 CLASSROOM						
205 BREAKOUT						
206 CLASSROOM						
207 STORAGE						
208 CLASSROOM						
209 CLASSROOM						
210 CLASSROOM						
211 CLASSROOM						
212 BOYS RESTROOM						
213 GIRLS RESTROOM						
214 CLASSROOM						
215 CLASSROOM						
216 CLASSROOM						
217 SCIENCE						
218 CLASSROOM						
219 CLASSROOM						
220 GYM CLASSROOM						
221 J.H. SPEC. ED						
222 STAFF RESTROOM						
223 JANITOR						
224 DATA						
225 ELECTRICAL						

FLAME SPREAD REQUIREMENTS

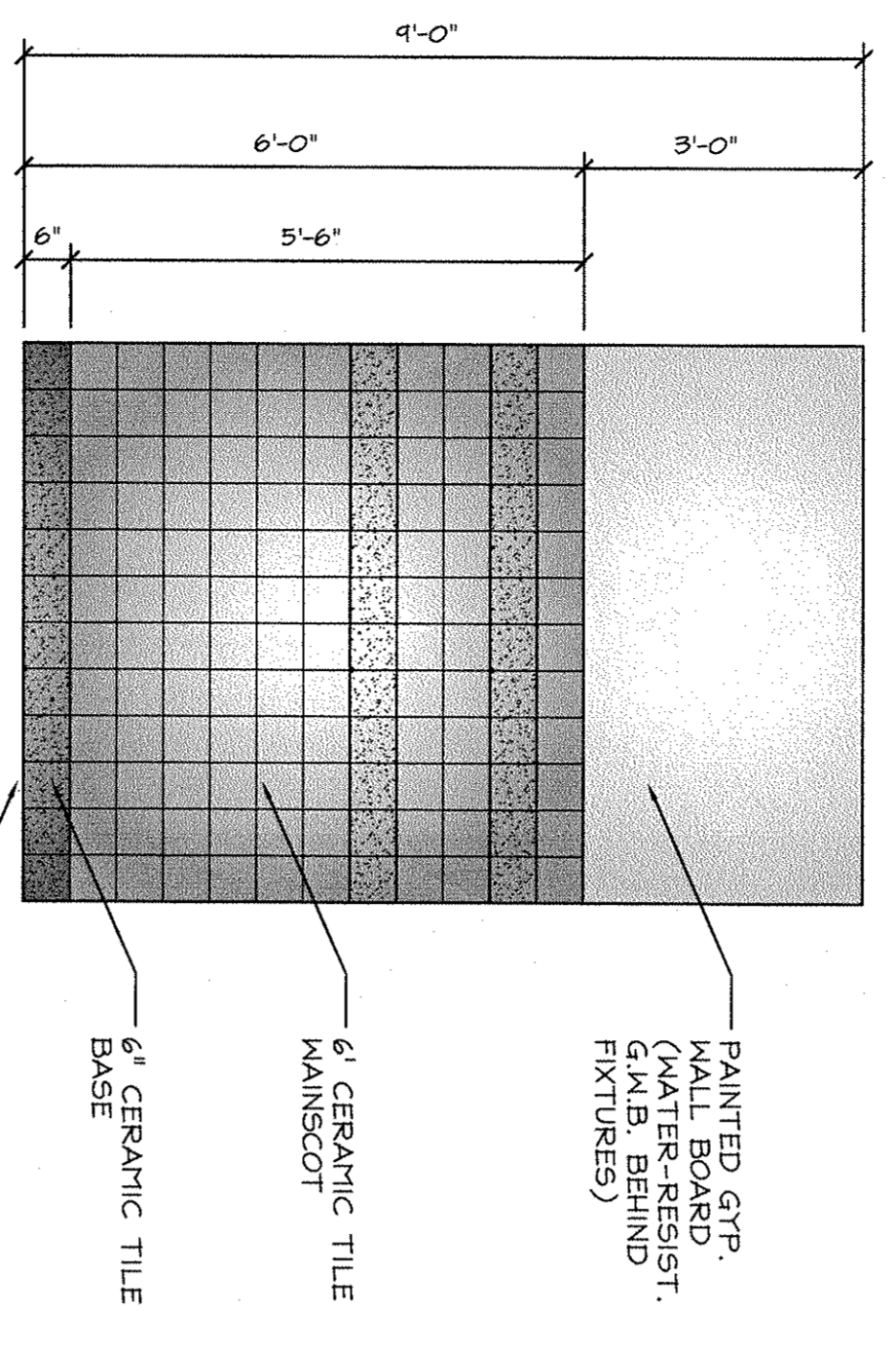
MATERIAL	FLAME SPREAD
ORGANIC BOARD (WITH PAPER ON BOTH SIDES)	10 TO 25
CONCRETE BLOCK	0
CARPETING	10 TO 800
CONCRETE	0
ACOUSTICAL CEILING TILE	10 TO 25
NORTHERN PINE (TREATED)	20
SOUTHERN PINE (UNTREATED)	130 TO 190
VCT FLOORING	25
WOOD DOOR	100
CERAMIC TILE	25 OR LESS
FIP	25
RUBBER BASE	150
ACCORDION STAGE CURTAIN (SMOKE 25-60)	10-20



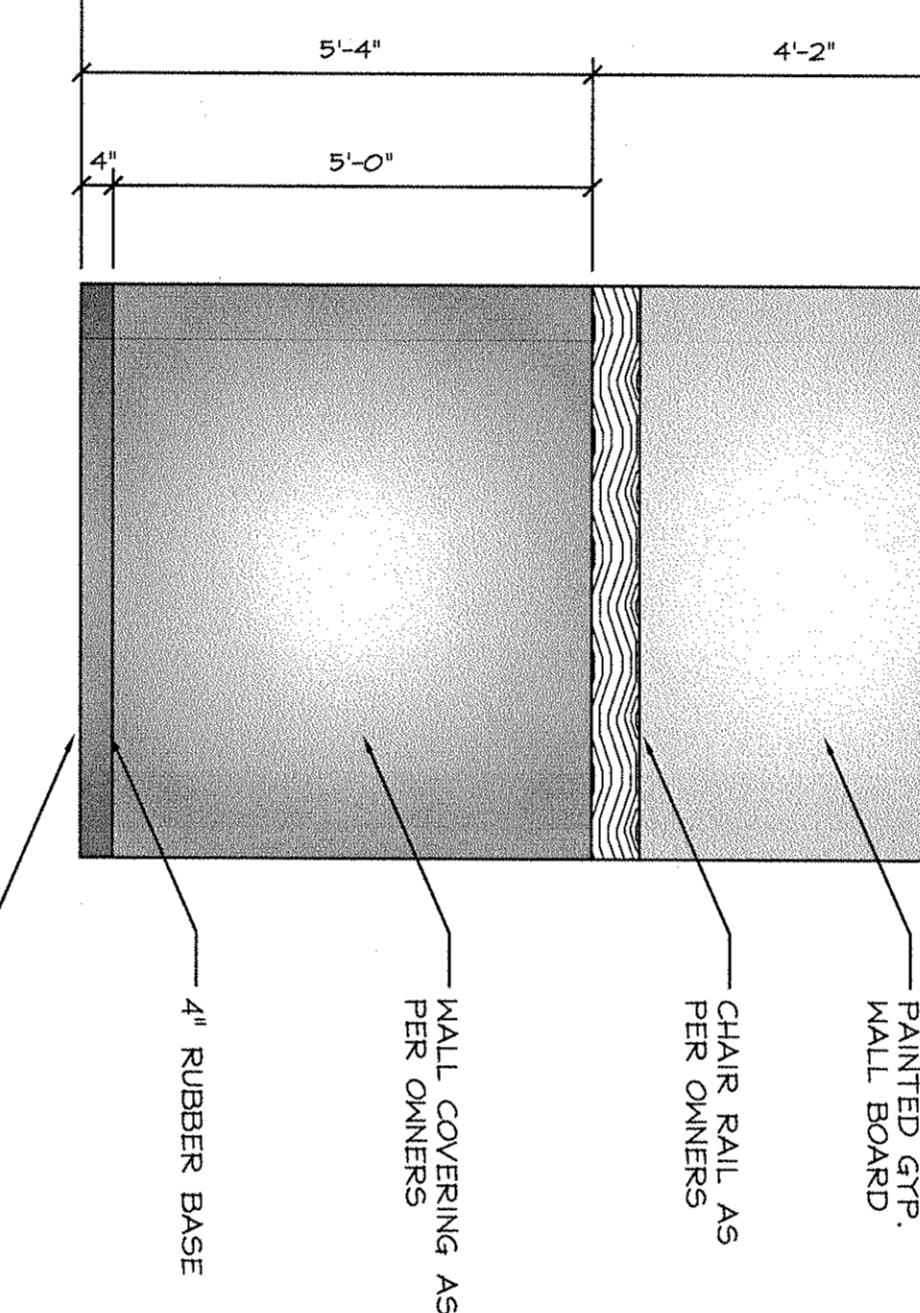
1 CLASSROOMS TYP.
NOT TO SCALE AS.0



2 GYMNASIUM TYP.
NOT TO SCALE AS.0



3 REST ROOMS TYP.
NOT TO SCALE AS.0

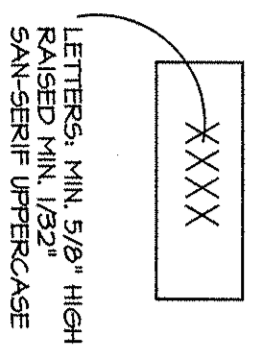


4 HALLS TYP.
NOT TO SCALE AS.0

MILLWORK NOTES:

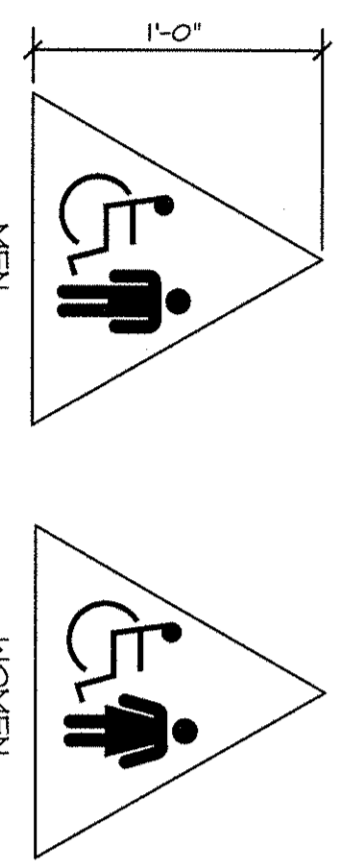
1. ALL MILLWORK TO CONFORM TO ANI CUSTOM GRADE CONSTRUCTION. ALL CABINETS AND COUNTERS TO BE ANCHORED AND SCRIBED TO ADJACENT SURFACES.
2. ALL COUNTER CORE MATERIAL TO BE 3/4\"/>

SIGNS TO BE PLACED ON THE WALL NEAR THE LATCH SIDE OF THE DOOR

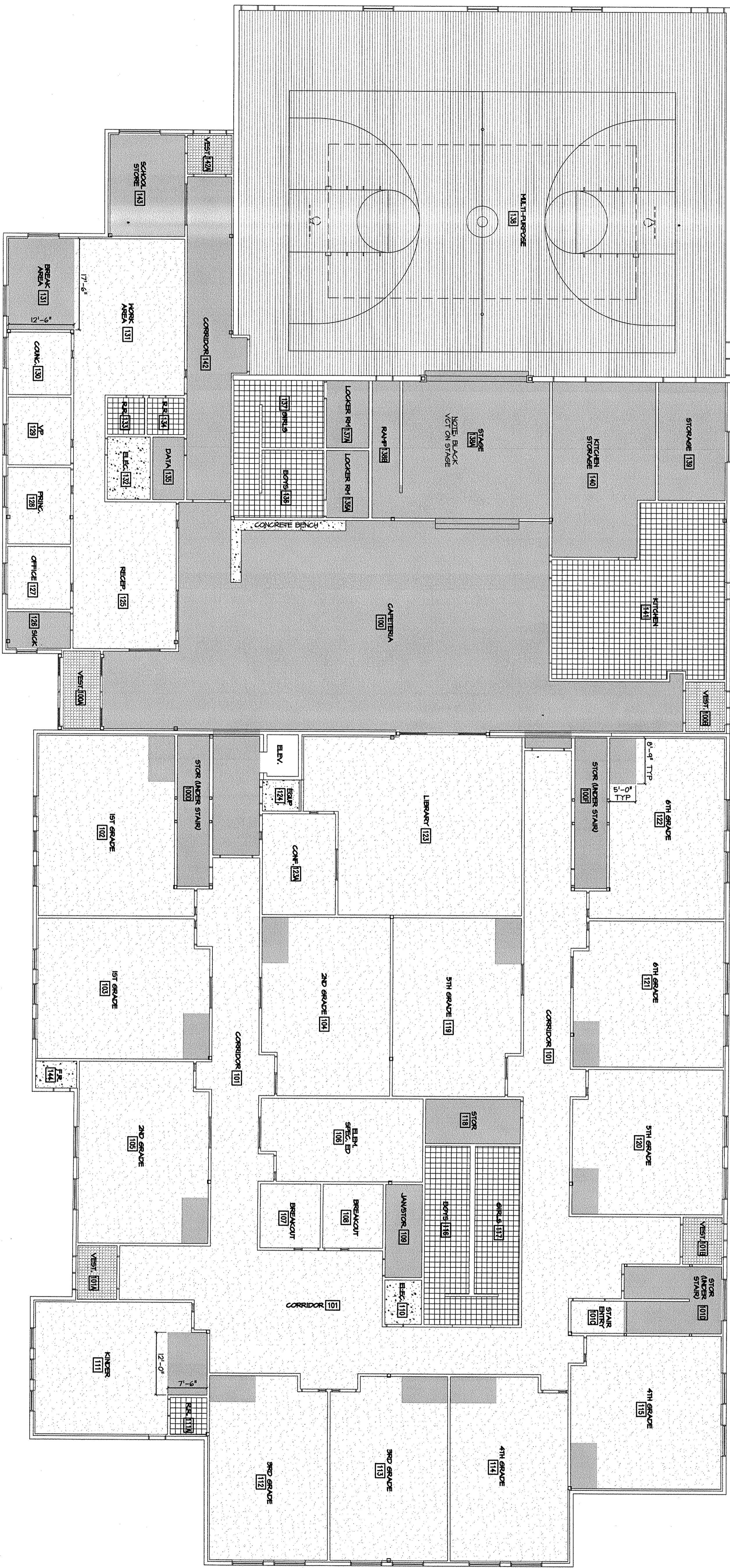


5 TYPICAL ROOM SIGNS
NOT TO SCALE AS.0

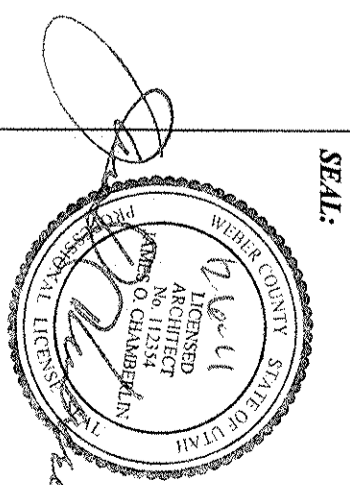
SIGNS TO BE PLACED ON THE WALL NEAR THE LATCH SIDE OF THE DOOR



6 REST ROOM SIGNS
NOT TO SCALE AS.0



HATCH	FLOOR FINISH	MINIMUM (SQ.FT.)	UPPER BOUND (SQ.FT.)	TOTAL AREA (SQ.FT.)
[Hatch Pattern]	VCT	8291	2072	10363
[Hatch Pattern]	HARDWOOD	6887	0	6887
[Hatch Pattern]	TILE	2103	638	2741
[Hatch Pattern]	CORRET	17718	14234	31952
[Hatch Pattern]	SEALED CONCRETE	301	42	343
[Hatch Pattern]	CORRETILES	385	0	385



SEAL:

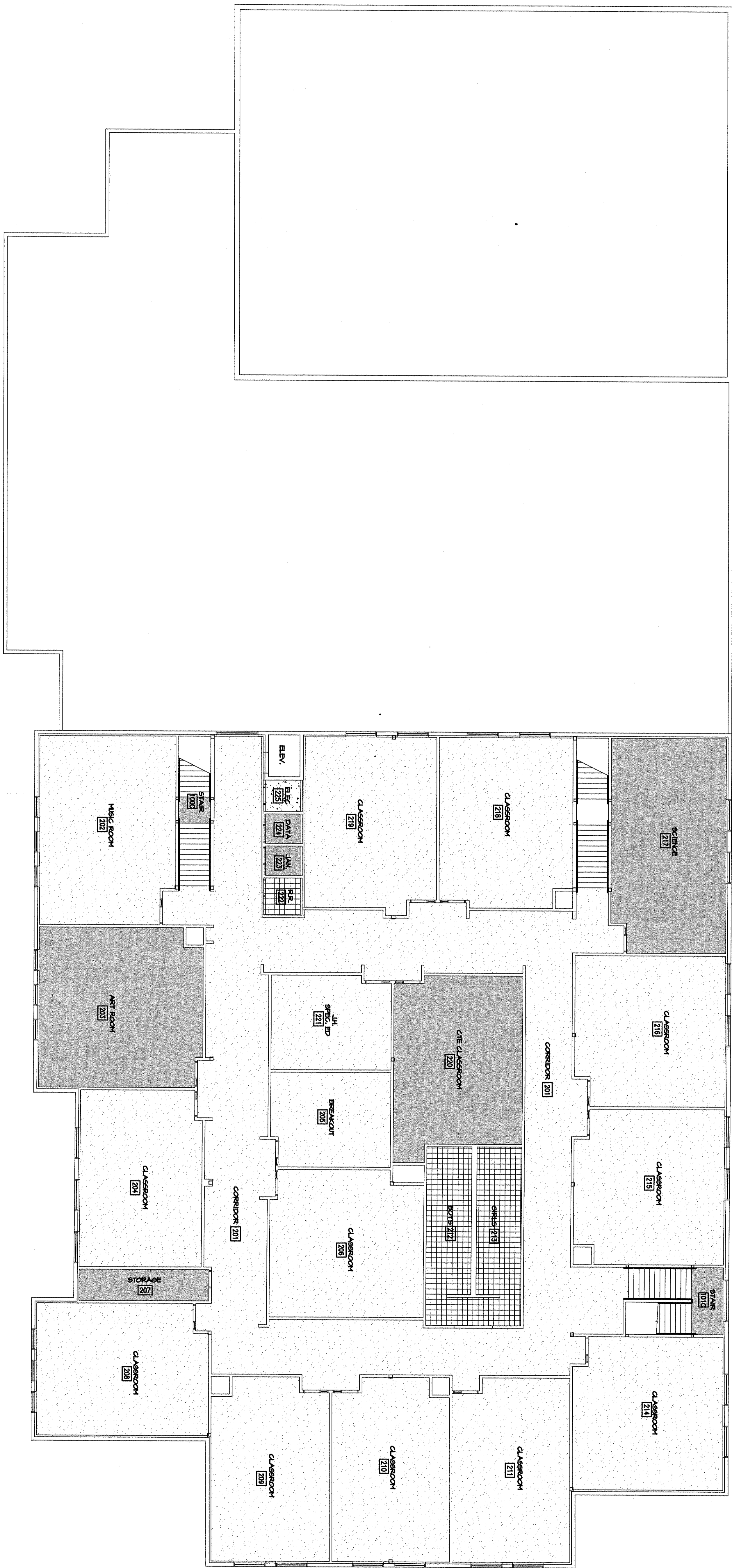
DRAWING DESCRIPTION: MAIN FLOOR FINISH PLAN	DATE: PROJECT: DRAWN BY: C.D. PLOT: 12-01-2011	REVISED:
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 2467 E. SOUTH WEBER DRIVE
 SOUTH WEBER, UT 84405

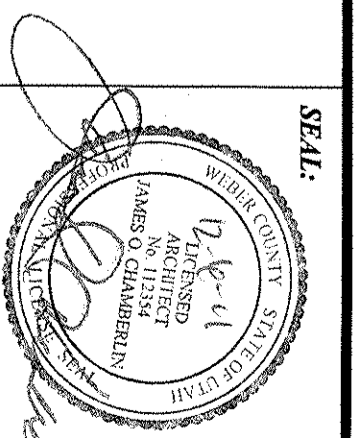
MAIN FLOOR FINISH PLAN
 SCALE: 3/32" = 1'-0"
 1
 AS.1

45.1

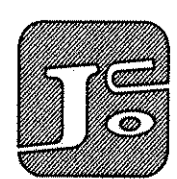


FLOOR FINISH TABULATION				
FINISH	FLOOR FINISH	MANUAL (SQ. FT.)	UPPER AREA (SQ. FT.)	TOTAL AREA (SQ. FT.)
VC	VC	8294	2012	10306
HARDWOOD	HARDWOOD	6887	0	6887
TILE	TILE	2110	638	2748
CARPET	CARPET	17718	14234	31952
SEALED CONCRETE	SEALED CONCRETE	301	42	343
CARPET TILES	CARPET TILES	385	0	385

UPPER FLOOR FINISH PLAN
 SCALE: 3/32" = 1'-0"
 1
 AS.2



HIGHMARK CHARTER SCHOOL
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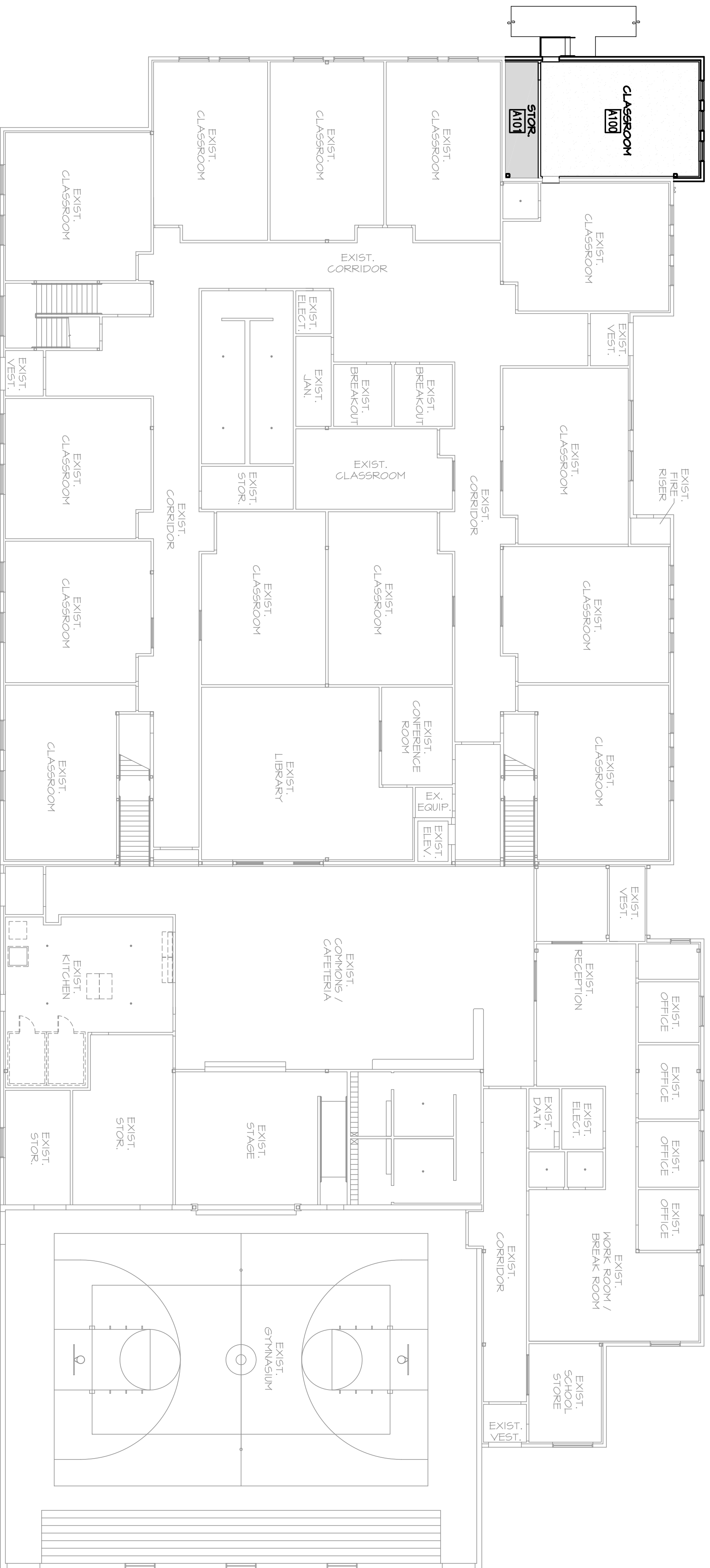
JAMES O. CHAMBERLIN & ASSOCIATES
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DRAWING DESCRIPTION:
 UPPER FLOOR FINISH PLAN

DATE:
 PROJECT:
 DRAWN BY: C.D.
 PLOT: 12-01-2011

REVISED:

5.2

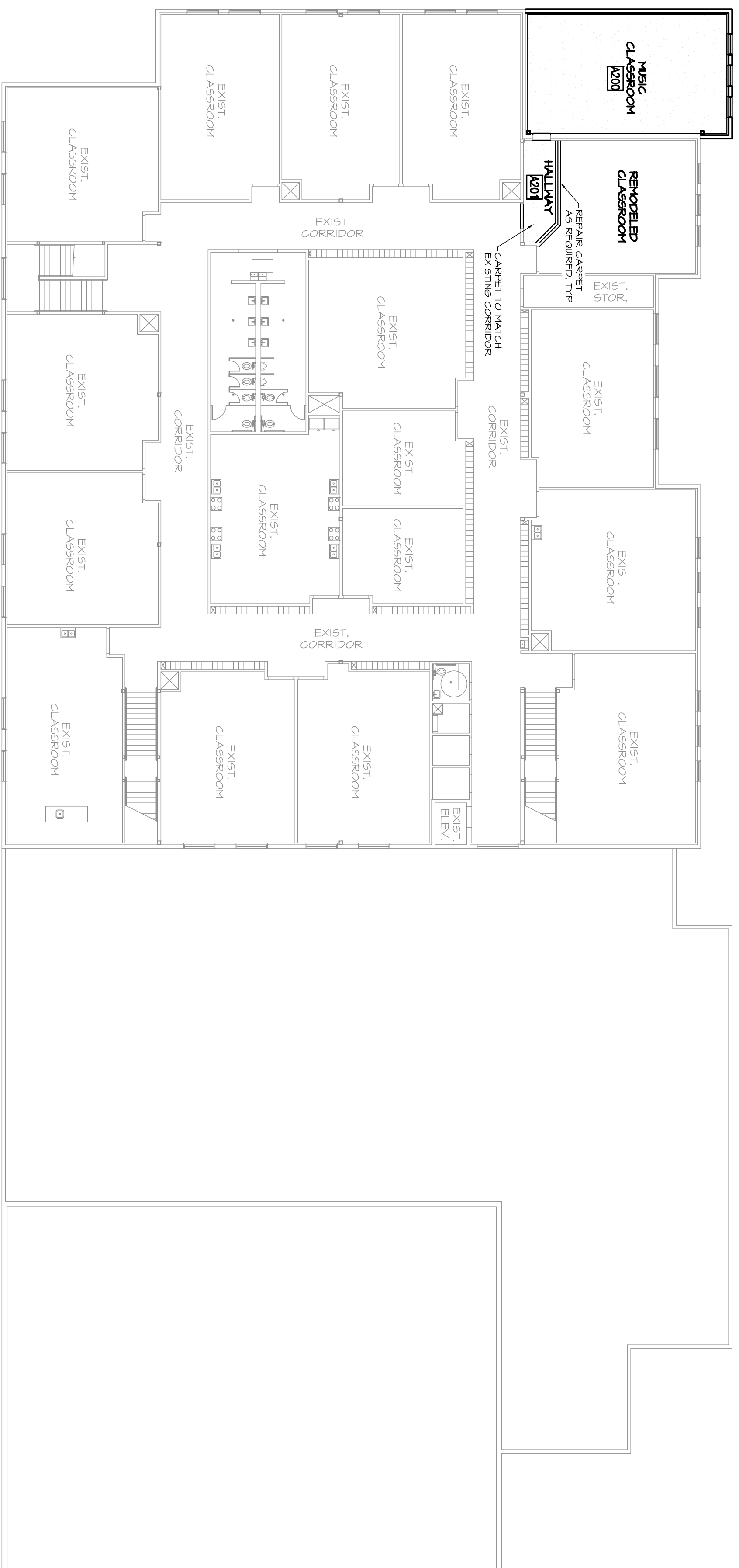


MAIN FLOOR FINISH PLAN
SCALE: 1/16" = 1'-0"
1
A141

FLOOR FINISH TABULATION			
HATCH	FLOOR FINISH	MAIN AREA (SQ. FT.)	UPPER AREA (SQ. FT.)
	VCT	150	0
	CARPET	717	980
			1,697

NOTE: NUMBERS ARE APPROXIMATE. SUPPLIER TO FIELD VERIFY.

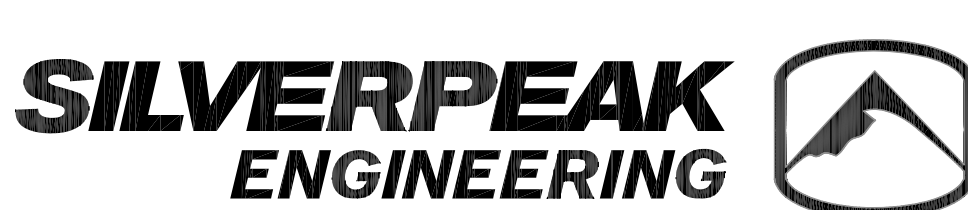
NOTE: ALL THRESHOLDS TO BE A MAXIMUM OF 1/2" SEE DETAILS 1 & 2 ON SHEET AS02



UPPER FLOOR FINISH PLAN
SCALE: 1/16" = 1'-0"
2
A141



177 E. ANTELOPE DR. STE. B
LAYTON, UT 84041
PHONE: (801) 499-5054



STRUCTURAL CIVIL SURVEY WWW.SILVERPEAKENG.COM

HIGHMARK CHARTER SCHOOL ADDITION
2467 E. SOUTH WEBER DRIVE
SOUTH WEBER, UT 84405

DATE: 5/21/2018
PROJECT: HM-021.02
DRAWN BY: A.P.
REVISIONS:

NO.	DATE	DESCRIPTION

FLOOR FINISH PLANS
SHEET NUMBER:
A141