

**REQUEST FOR PROPOSAL (RFP)**  
**CUSTODIAL MANAGEMENT**



**BROOKLYN LAB**  
**CHARTER SCHOOL**

**BROOKLYN LABORATORY CHARTER SCHOOL**  
**BROOKLYN, NY 11217**

**5/30/2014**

## 1. SUMMARY AND BACKGROUND

Brooklyn Laboratory Charter School (“Brooklyn Lab”) is an open enrollment public charter school located in downtown Brooklyn. The mission of Brooklyn Laboratory Charter School prepares students with academic foundation, digital literacy and leadership skills necessary to excel in college and professional life as they grow as ethical leaders. Brooklyn Lab will open in fall 2014 in the heart of downtown Brooklyn for its inaugural 6<sup>th</sup> grade.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Brooklyn Laboratory Charter School wishes to go.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **5pm EST June 16, 2014**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal and submitted via email. Documents submitted in any other format other than pdf will not be accepted.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Brooklyn Lab legal counsel and will include scope, budget, schedule, and other necessary items pertaining to the project.

## 3. PROJECT SCOPE AND DESCRIPTION

Brooklyn Laboratory Charter School is seeking to work with a firm to fulfill the following tasks:

Daily

- An on-site employee to address immediate needs;
- Cleaning of light fixtures, baseboards, millwork;
- Restroom cleaning and disinfecting;
- Sanitizing all lavatory fixtures, sinks, partitions, walls, etc.;
- Trash gathering, collection, removal and recycling;
- Stair cleaning;
- Sweeping, vacuuming or mopping, and polishing of floors;
- Entrance, reception area and foyer cleaning;

- Wipe and disinfect doorknobs, telephones and light switches;
- Kitchen and lounge area cleaning including sinks, countertops, microwaves, toasters, and refrigerators;
- Horizontal surface dusting;

Occasional (once a week)

- High dusting;
- Window air condition vent cleaning;
- Window washing (occasional) and blind cleaning;

The school is approximately 12000 square feet and floor plans can be found in Appendix A. The contract is for one (1) year and renewals are based solely on the school's discretion and judgment.

## REQUEST FOR PROPOSAL AND PROJECT TIMELINE

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5pm EST June 16, 2014.

Evaluation of proposals will be conducted from June 16, 2014 until June 27, 2014. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later June 27, 2014.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by June 29, 2014.

Notifications to bidders who were not selected will be completed by June 27, 2014.

## **4. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or daily, weekly monthly recurring costs (MRC). Proposal should separate materials vs. labor.

NOTE: All costs and fees must be clearly described in each proposal.

## **5. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in school custodial services, as well as your firm's certifications, insurance, and/or licenses
- List of how many full time, part time, and contractor staff in your organization
- Examples of at least 3 or more clients that you have worked with, preferably demonstrating experience in working in the charter sector
- Anticipated resources you will assign to this project (total number, role, title, experience)

- Evidence of proper employee screenings, including background checks compliant with federal mandates for adults who work in school environments
- Evidence that chemicals used in maintenance procedures are safe for school environments and in accordance with local laws governing pesticide use

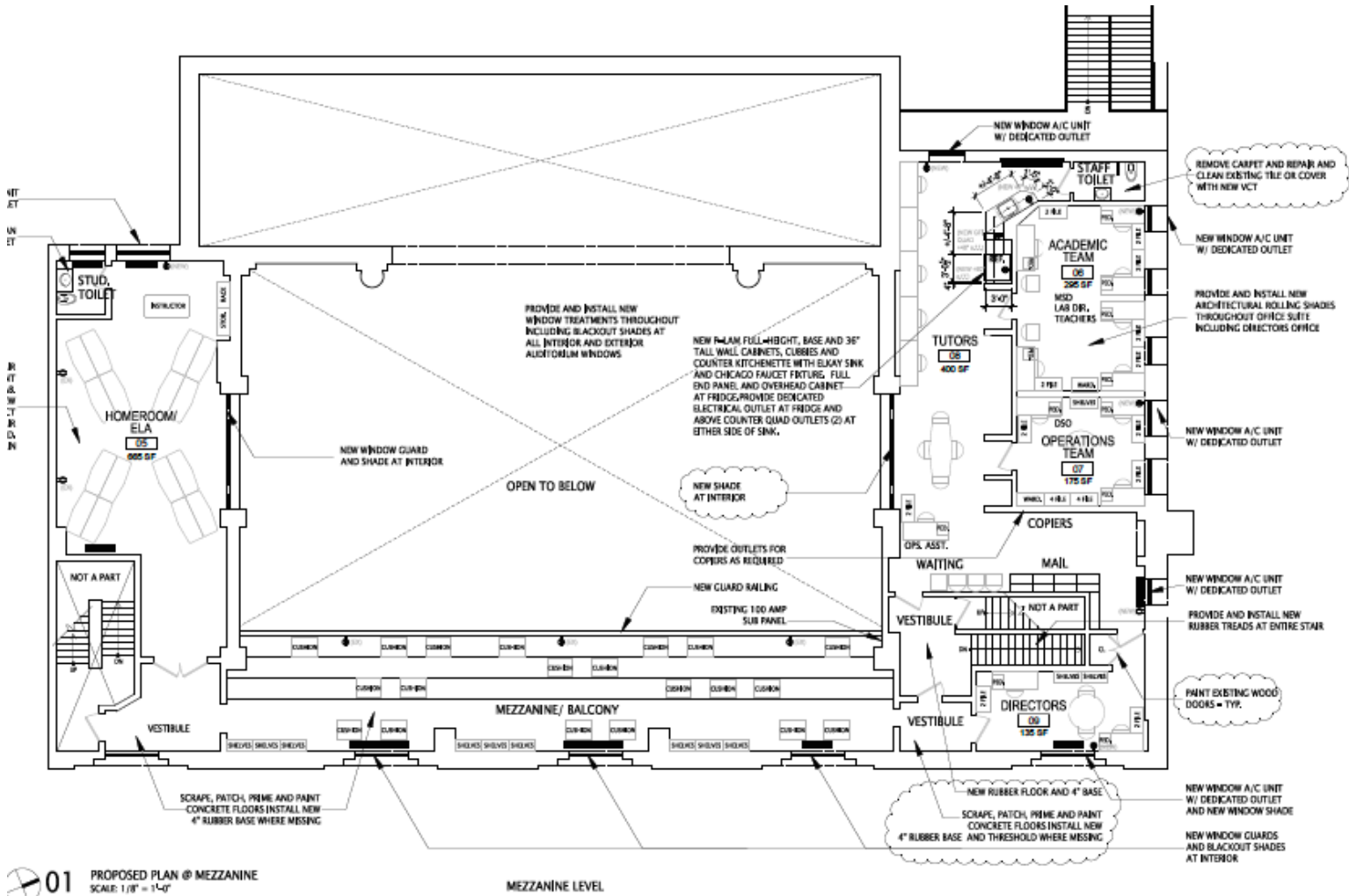
## **6. PROPOSAL EVALUATION CRITERIA**

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

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work as well as client testimonials and references
- 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 this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of experience

Each bidder must submit a copy of their proposal in a PDF document to [rosanna@brooklynlaboratoryschool.org](mailto:rosanna@brooklynlaboratoryschool.org) by 5pm EST on June 16, 2014.

# APPENDIX A



01 PROPOSED PLAN @ MEZZANINE  
SCALE: 1/8" = 1'-0"

MEZZANINE LEVEL

PROJECT NAME:  
**Brooklyn LABORATORY  
Charter School  
Phase 1 Interior Fit-Out**

REV	DATE	ISSUE
	05.14.2014	PROGRESS PRINT
	05.16.2014	REVISION 1

DRAWING TITLE:  
**MEZZANINE  
CONSTRUCTION PLAN**

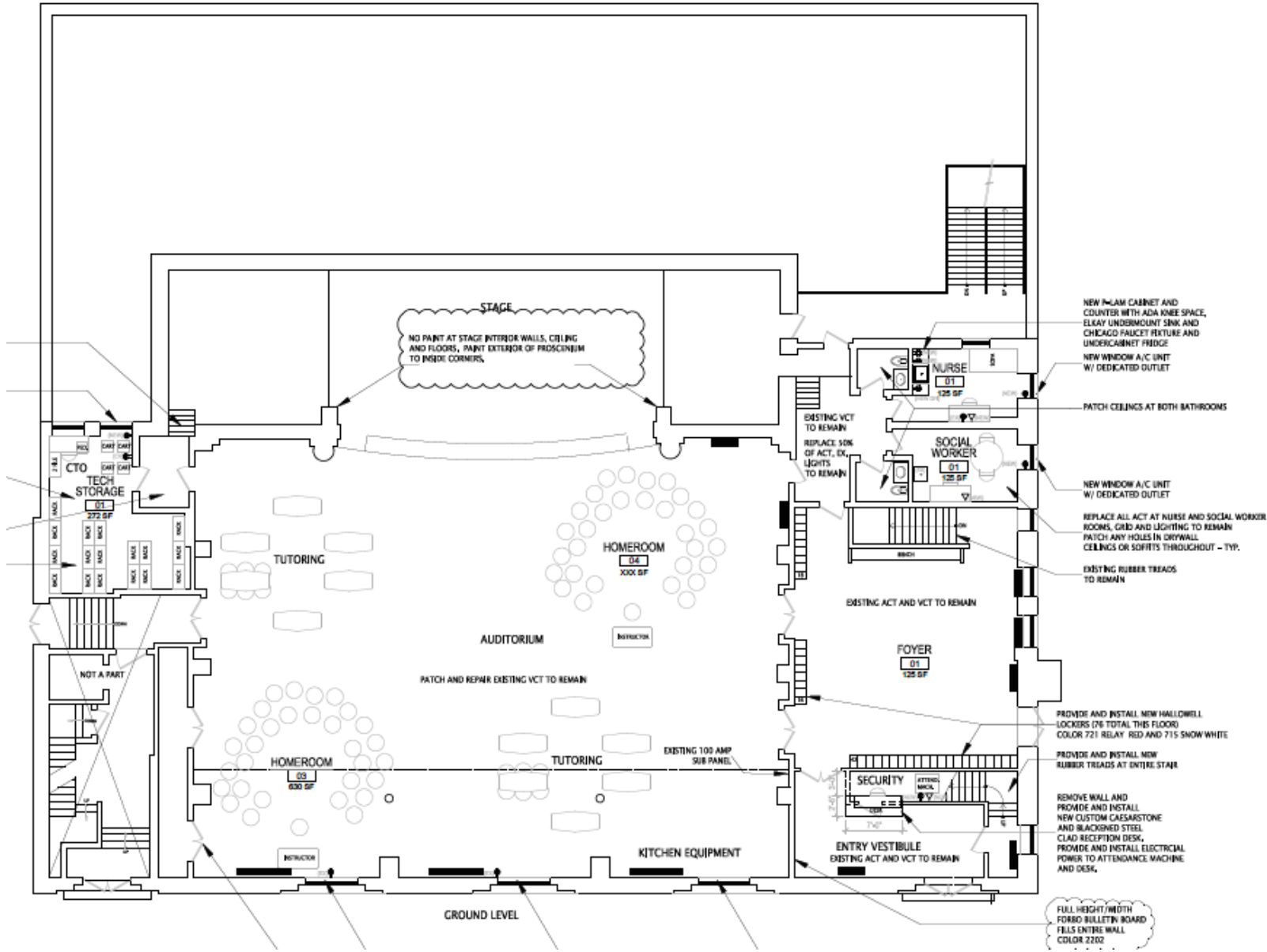
DATE: 05/14/2014
PR. No.: 14004
DWG BY: DC
CHK BY: MM
DWG NO.: <b>A102.0</b>

**ARCHITECT:**  
**ANDERSEN-MILLER DESIGN**  
 298 WAVERLY AVENUE  
 BROOKLYN, NY 11205  
 T: (347) 463-6362

**CONSULTANTS:**

**PROJECT NAME:**  
**Brooklyn LABORATORY**  
**Charter School**  
**Phase 1 Interior Fit-Out**

REV	DATE	ISSUE
	05.14.2014	PROGRESS PRINT
	05.16.2014	REVISION 1



**DRAWING TITLE:**  
**FIRST FLOOR**  
**CONSTRUCTION PLAN**

<b>SEAL &amp; SIGNATURE:</b>	<b>DATE:</b> 05/14/2014
	PR. No. 14004
	DWG BY: DC
	CHK BY: JLM

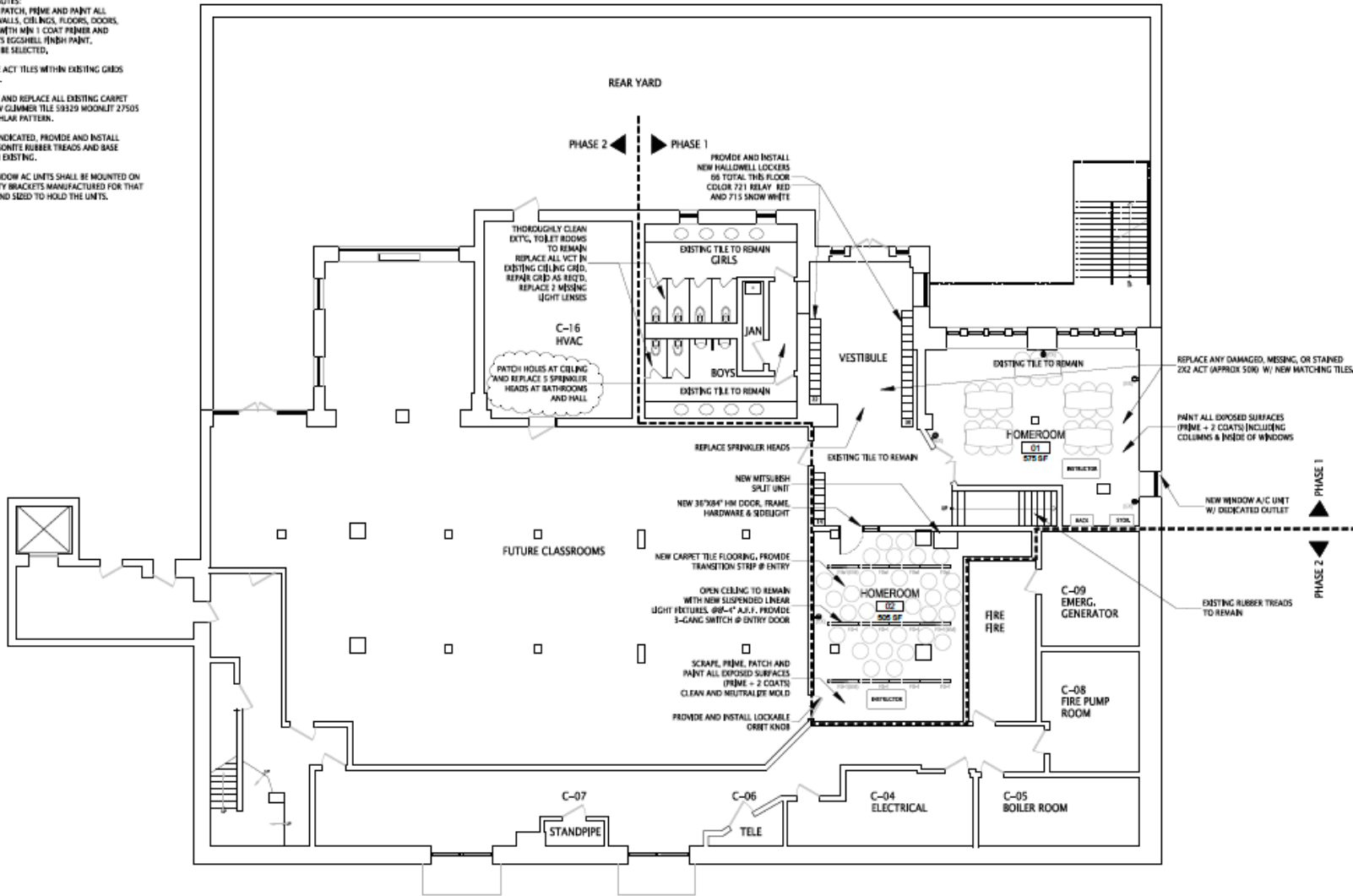
1. NOTES:  
 PL PATCH, PRIME AND PAINT ALL  
 R WALLS, CEILINGS, FLOORS, DOORS,  
 FC WITH MN 1 COAT PRIMER AND  
 SATS EGGSHELL FINISH PAINT,  
 TO BE SELECTED.

ICE ACT TILES WITHN EXISTING GRIDS  
 AN.

WE AND REPLACE ALL EXISTING CARPET  
 W/ W CLAMBER TILE 59329 MOONLET 27505  
 ASHLAR PATTERN.

E INDICATED, PROVIDE AND INSTALL  
 INDENTE RUBBER TREADS AND BASE  
 CH EXISTING.

WINDOW AC UNITS SHALL BE MOUNTED ON  
 SUTY BRACKETS MANUFACTURED FOR THAT  
 E AND SIZED TO HOLD THE UNITS.



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ARCHITECT:  
 ANDERSEN-MILLER DESIGN  
 298 WAVERLY AVENUE  
 BROOKLYN, NY 11205  
 T: (347) 463-9362

CONSULTANTS:

PROJECT NAME:  
**Brooklyn LABORATORY  
 Charter School  
 Phase 1 Interior Fit-Out**

REV	DATE	ISSUE
	05.14.2014	PROCESS PRINT
	05.16.2014	REVISION 1

DRAWING TITLE:  
**CELLAR CONSTRUCTION PL/**

SEAL & SIGNATURE: \_\_\_\_\_ DATE: 05/14/20  
 PR. No.: 14004  
 DWG BY: DC  
 DATE: 05/14/20