



**Request for Proposal
Custodial Services
Brooklyn Laboratory Charter Schools**

Invitation

Brooklyn Laboratory Charter School is soliciting proposals from organizations for Custodial Services. Our process is aimed at conducting a fair and extensive evaluation based on criteria listed herein to provide complete and clean facilities for our students.

Interested and qualified candidates are invited to submit proposals which will be accepted until Tuesday, July 3, 2018. Proposals should be addressed to:

Eric Tucker
Brooklyn Laboratory Charter Schools
240 Jay Street, Brooklyn, NY 11201
finance@brooklynlaboratoryschool.org

All bids should be submitted via email.

RFP Schedule

Activity	Date
RFP Distribution	6/18/2018
RFP Responses Due	7/3/2018
Proposal Review	7/6/2018
Conduct Interviews with Selected Finalists	TBD
Select Bid	7/16/2018
Relationship Effective Date	8/1/2018

Background of Brooklyn Laboratory Charter Schools

Brooklyn Laboratory Charter Schools (“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 opened in fall of 2014 in the heart of downtown Brooklyn for its inaugural 6th grade. Next year it will welcome 6th - 10th grade classes.

This contract is to service three locations: 1) a campus of ~13000 at 240 Jay Street 2) a campus of ~15000 square feet at 40 Flatbush Avenue Extension and 3) a campus of ~75000 square feet at 77 Sands Street.

Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until July 3, 2018 at 5PM EST. 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.

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 monthly recurring costs (MRC).

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

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)

Scope of Services

Brooklyn Laboratory Charter School is looking for food service provider that can provide Custodial Service. This includes, but is not limited to:

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 (buffing) 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;



Weekly:

- High dusting;
- Window air condition vent cleaning;
- Window washing (occasional) and blind cleaning;
- All floors should be waxed

Monthly:

- Floors should be burnished and/or stripped and re-waxed to ensure floor sustainability.

School floor plans can be found in Appendix A. Proposed vendors shall show proof that they are licensed or authorized to conduct business in NYS and have a favorable record. The selected firm would be expected to provide coverage commencing August 1, 2018. The contract is for one (1) year and renewals are based solely on the school's discretion and judgment.

PROPOSAL SUBMITTAL OPTIONS in order to be considered for purposes of evaluation and contract award, submit your proposal using the following option:

Submit via email a single pdf document of the complete proposal, including all other documents required to be submitted with the proposal, to finance@brooklynlaboratoryschool.org . Clearly note Custodial Services in the subject line.

Proposals sent by fax will not be accepted.

Proposals sent by mail or other mailing/courier service are not recommended as this may cause your proposal to miss the deadline noted below. No responsibility or liability will be attached to any employee for the premature opening or failure to open any proposal not marked according to this instruction or proposals sent by mail/courier service and received after the deadline. No responsibility or liability will be attached to any employee should a proposal sent via email not be received by deadline due to size or any other issue that impedes its arrival to the specified email address on time.

Bids will be ranked by the following criteria: 1) cost 2) reference experience with the vendor 3) personnel and capacity of the firm.

SUBMITTAL DEADLINE. Proposals must be received by July 3, 2018, at 5:00 PM EST.