



Iowa City Community School District
Request for Proposals (“RFP”)

RFP P-17001

Custodial Supplies and Services

1. **General Information**

- 1.1. **Introduction.** The Iowa City Community School District (“the District”) is a PK-12 public school district covering an area of 133 square miles that operates schools in the Johnson County, Iowa, communities of Coralville, Hills, Iowa City, North Liberty, and University Heights.
- 1.2. **Background.** The District’s facilities consist of 20 elementary schools (21 in August 2017), 3 junior high schools, 2 comprehensive high schools (3 in August 2017), 1 alternative high school, and several administrative buildings. The District serves nearly 14,000 students and is the 5th largest school district in the state of Iowa.

2. **RFP Instructions**

- 2.1. **Schedule.** The proposed schedule for this RFP is below. This schedule is subject to change at the sole discretion of the District. All times are according to the clock in the office of the District’s Deputy Director Facilities Mgmt.

Event	Deadline
RFP published	Monday 5/15/2017
Vendor Pre-Bid Meeting	Monday 5/22/2017 (7d) 2:00 PM CDT Physical Plant, 1137 S. Riverside Drive, Iowa City
RFP questions due	Friday 5/26/2017 (4d) 2:00 PM CDT
RFP answers/addendum published	Tuesday 5/30/2017 (4d)
Proposal submission deadline	Friday 6/16/2017 (17d) 2:00 PM CDT
Tentative vendor selection	Friday 6/23/2017 (7d)

- 2.2. **Questions.** All questions regarding this RFP must be submitted via email to Dave McKenzie, mckenzie.dave@iowacityschools.org. The subject of the email must be “RFP P-17001 Question” (without the quotes). Questions will be answered by posting an addendum to this RFP (see Section 2.4, Addenda). Timelines regarding the vendor pre-bid meeting, receipt of questions, and posting of answers are listed in Section 2.1, Schedule.
- 2.3. **Submission of proposals.** Proposals must follow the schedule determined by the District, must follow submission instructions, and must address all of the requested information. Proposals that fail to meet any of these criteria may be eliminated by the District without review.

- 2.3.1. **Copies.** Three bound copies of the proposal must be submitted, along with one unbound original, and one electronic PDF copy on CD, DVD, or USB drive.
- 2.3.2. **Deadlines.** Proposals must meet all deadlines established by the District.
- 2.3.3. **Submission.** Proposals must include an original, manual, notarized signature of an authorized agent of the vendor and be submitted in a sealed package addressed to:

Dave McKenzie, Deputy Director Facilities Mgmt
RE: RFP P-17001
Iowa City Community School District
1137 S. Riverside Drive
Iowa City, IA 52246

Proposals may also be hand delivered to the main office of the Physical Plant at the address above. NO FAXED OR EMAILED PROPOSALS WILL BE ACCEPTED.

Proposals must be in possession of the Deputy Director by the submission deadline listed in Section 2.1, Schedule.

- 2.4. **Addenda.** The District may modify this RFP at any time by issuing written addenda. Addenda will be posted on the District website along with this original RFP. Vendors are required to monitor the site for addenda. The District is under no responsibility to notify vendors when addenda are posted.

- 3. Evaluation of Proposals.** A committee of appropriate District staff will review all proposals that are submitted properly and by the deadline listed above. It is the District's intent to review all such proposals and to select a vendor that it determines best fits the needs of the District, based on factors such as qualification/eligibility, ability, quality, experience, references, and leadership, and at a reasonable cost proposed. To aid in this process, points will be assigned as described below. The District will evaluate the responses to this RFP by reviewing the proposals submitted and assigning points within the maximum points allocated for each category. Those items without points assigned will not be used in computing the score received but will instead be used as a basis for possible disqualification. The total points for each proposal will be accumulated and the proposals will be ranked based on the total number of points received. However, the rankings will serve only to assist the District in its selection of a vendor, and the final selection will be based upon a comprehensive review, analysis, and, as necessary, negotiation of the proposal which will best meet the District's needs and objectives. The District reserves the right to select a vendor that it determines, in its sole discretion, is in the best interests of the District.

- 3.1. **Evaluation Process.** Each proposal will be evaluated using the following process:

- 3.1.1. **Preliminary evaluation.** Each proposal will be evaluated to ensure it contains the requested information, complies with all instructions contained in this RFP, and has met all deadlines. Proposals not meeting this criterion may be withheld from consideration at the discretion of the Deputy Director.
- 3.1.2. **Evaluation of costs.** Each proposal will be evaluated based on cost to implement and ongoing cost.
- 3.1.3. **Evaluation of suitability to District needs.** Each proposal will be evaluated to determine how well the proposal suits the needs of the District.

3.2. **Evaluation points.** Each proposal evaluated by the evaluation committee will be assigned up to 100 points based on the following categories and allocation of points therein:

Category	Points
Cost	50
Suitability to District needs	50
TOTAL	100

3.2.1. **Local preference points.** Iowa law requires the following statement: By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the state of Iowa. In addition, vendors who believe they are eligible for local preference evaluation points must submit documentation showing clearly that their principal place of business is located within the applicable boundaries (see below). Proposals may receive up to 10 additional points due to local preference. The District reserves the right to request additional documentation establishing the principal place of business, such as tax forms and/or company formation documents.

Location	Additional Points
Within District boundaries	4
Within community boundaries (Coralville, Hills, Iowa City, North Liberty, University Heights) or unincorporated areas contiguous to these communities	3
Within Johnson County	2
Within Iowa	1

3.3. **Proposal Clarification.** As the proposal process moves forward, it may be necessary to clarify items in a proposal. The proposal must include contact information for the person who will be representing the vendor through the process. The District reserves the right to request additional information from any vendor or conduct any investigation of the qualifications of a vendor that it deems appropriate. The District

may choose to conduct interviews with some of the vendors submitting proposals in its sole discretion.

4. **Additional Information**

- 4.1. **Taxes, fees, and surcharges.** The District is a tax exempt entity, so proposals must not include local, state, or federal taxes. Any applicable surcharges or fees must be clearly delineated in the proposal.
- 4.2. **Rejection of proposals.** The District reserves the right to refuse proposals or parts thereof for any reasons deemed in its best interest. Vendors may or may not receive notification from the District if their proposal is rejected.
- 4.3. **Pricing.** By responding to this RFP, vendors agree that all pricing will remain in full effect for the entire term of the initial agreement based on this RFP. Pricing for any voluntary extensions after the initial agreement will be negotiated at that time.
- 4.4. **Incurred costs.** The District is not responsible for any costs incurred by the vendor in preparing a response to this RFP.
- 4.5. **Communication with District.** Vendors shall not communicate with District employees, officers, or directors regarding this RFP except as provided for in Section 2.2, Questions. Verbal communication from District employees, officers, or directors shall in no case supersede any written communications provided as a part of this RFP process.
- 4.6. **Improper business relationships.** Vendors shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist or have the potential to exist between the vendor; the District; any employee, officer, director, or principal of the vendor or the District; and any other party. The District reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not. The District also reserves the right to decide at its sole discretion whether disqualification of the vendor and/or cancellation of award shall result. Such disqualification or cancellation shall be without fault or liability to the District.

In the event the District disqualifies a vendor or cancels an award based on an improper communication or relationship, and that vendor's proposal would have otherwise been considered the best proposal, the District reserves the right to select as the winning proposal the next-best proposal that it deems responsive to the RFP.

- 4.7. **Compliance with Applicable Laws.** The vendor agrees that it will comply with all applicable federal, state, and local laws, regulations, ordinances, and other requirements under law or relevant District policies and procedures that apply to the scope of work, including but not limited to prohibitions on use of tobacco products in District buildings and on District grounds (Iowa Smoke Free Air Act) and restrictions on sex offenders. Any authorized auditor or government representative

shall have access to and the right to examine pertinent books and records of the vendor in connection with a contract with the District, and all records relating to this engagement shall be retained for such period of time as required by law. Vendor shall also comply with any applicable reporting and registration requirements. The vendor further agrees that this RFP and any contract awarded pursuant to it will be governed under the laws of the State of Iowa.

- 4.8. **No Collusion.** By submitting a proposal in response to this RFP, the vendor and each person signing on behalf of the vendor certify, under penalty of perjury, that to the best of their knowledge and belief:

The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, or any other competitor.

Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed by the vendor, and will not be knowingly disclosed by the vendor, prior to opening, directly or indirectly, to any other vendor or competitor.

No attempt has been made or will be made by the vendor to induce any other person, partnership, corporation, or entity to submit or not to submit a bid/proposal in response to this RFP for the purpose of restricting competition.

The person signing the Response Affidavit to the RFP certifies that he/she is fully informed of the accuracy of these statements.

- 4.9. **Modification or Withdrawal of Response.** Withdrawal of a proposal or modifications to a proposal may be made by written notice on vendor letterhead and must be received by the District prior to the deadline to submit proposals (see Section 2.1, Schedule) and must follow the same requirements of proposal submission (see Section 2.3, Submission of proposals). The modification or withdrawal must also contain an original, manual, notarized signature of an authorized agent of the vendor. No modification or withdrawal of any response will be permitted after the deadline for submission.
- 4.10. **Grievances.** Any complaints or grievances concerning or arising out of this RFP shall be submitted in writing to Stephen Murley, Superintendent of Schools, at 1725 N. Dodge Street, Iowa City, IA 52245. The Superintendent's decision as to the resolution of any such complaint or grievance shall be final.
- 4.11. **Exceptions.** Vendors are required to respond to all provisions of this RFP. Proposals that have "exceptions" or are contingent on any changes to the terms and conditions of the RFP may be deemed by the District to be non-responsive and rejected. Vendors should attach itemized responses and/or exceptions to the RFP as Tab 9 to its proposal. Vendors should also attach any additional terms and conditions or documents that would affect a contract arising under the RFP as Tab 10 to its

proposal. The District reserves the right to negotiate modifications to any of the items contained in the proposal.

- 4.12. **RFP Compliance.** Proposals must respond to all requirements of this RFP to the maximum extent possible. Vendor shall comply with submitting all required signed and notarized documents prior to the deadline to submit proposals.

The District reserves the right to reject any and all proposals or parts thereof, whether or not minimum qualifications are met, to waive informalities or irregularities, and to modify, postpone, or cancel this RFP, in whole or in part, or decide to award a contract to perform only some of the services or scope of work outlined in this RFP, and to enter into such contract or contracts as shall be deemed in the best interests of the District, without liability, obligation, or commitment to any party, firm or organization. The District is under no obligation to notify vendors if it rejects any or all proposals, or modifies, postpones, or cancels the RFP.

The District is not liable for any costs incurred by the vendor prior to issuance of a valid and legally binding contract in accordance with Iowa law. The vendor will be compensated pursuant to the provisions of its contract with the District.

- 4.13. **Mandatory Background Checks.** If selected to provide products and/or services to the District pursuant to this RFP, the vendor shall participate in the District's background check process for any persons providing products or performing services on District property. Prior to performing work at any District school, vendor employees must visit the Physical Plant and provide a picture ID for the vendor background check process. The process takes only a few minutes and there is no cost to the vendor. The District will provide to the vendor a badge for each individual approved through the background check process. The badge will include the name of the individual authorized to provide products or perform services on District property, the name of the vendor, and the school-year for which the authorization is valid. This badge, along with a government-issued photo identification, must be shown to District personnel upon request. The background check process must be repeated each school year. No persons who are not approved by the District shall be permitted to provide any products to, or perform any services for, the District on District property. Contracts with vendors who fail to comply with these requirements will be subject to immediate termination at the sole discretion of the District.
- 4.14. **Contract Execution.** The selected vendor will be required to enter into a contract with the District to provide the requested products and/or services for a period of 3 years, beginning on or about August 1, 2017, along with 3 optional 1-year extensions as mutually agreed upon by the District and the vendor. Price increases for each year of the contract will be negotiated annually. The vendor must show evidence of increased product or service cost.

The contents of this RFP and the proposal of the selected vendor may become part of the contractual obligation and incorporated by reference into the contract of

engagement. A contract shall not exist between the District and any selected vendor until such agreement has been duly authorized and approved by the Board of Directors of the District. In the event a recommendation to award a contract to the vendor is rejected by the Board of Directors of the District, the District will not be obligated to the vendor in any manner.

- 4.15. **No Assignment.** A contract awarded pursuant to this RFP may not be assigned to any other entity without the express, written authorization of the District.
- 4.16. **Compliance.** Vendor will be responsible for insuring compliance with all applicable laws, ordinances, rules, regulations, and orders for the performance and completion of the contract.
- 4.17. **Pricing Page.** Vendor is required to complete the Pricing Page (Attachment A) and otherwise indicate how the vendor will be compensated and any other relevant fees or costs. The Pricing Page must be submitted under Tab 5 of the vendor's submitted proposal.
- 4.18. **Appropriation of funds.** Any agreements arising from this RFP will be subject to annual appropriation of funds by the District in accordance with its normal funding practices. In the event that funds are not available in full or in part for the payments under such an agreement, in this or any subsequent fiscal years, the agreement will be subject to modification or cancellation depending upon the extent of available funds. The District may cancel the agreement in its entirety without penalty, if funding is not available.
- 4.19. All proposals become the property of the District and will not be returned to the vendor. At the conclusion of the selection process, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld upon the written request of the vendor.

5. Scope of Work

- 5.1. **Intent.** The District intends to procure custodial supplies and services. The District expects the selected vendor to provide such supplies and services year-round, beginning on or about August 1, 2017, and continuing thereafter for a minimum of 3 years and maximum of 6 years (see Section 4.14), subject to earlier termination by the District.
- 5.2. **Requirements.** The District expects its vendor of custodial supplies and services to be highly experienced, a leader and innovator, and able to provide comprehensive products and services in the relevant areas. Further, the District requires that the supplies and services be delivered consistently and be of the highest quality. The District has a large, diverse, and complex school operation that encompasses a number of areas where the supplies and services are to be provided. To properly assist the

District, the selected vendor and its officers and employees providing the supplies and services to the District must have extensive knowledge and experience in providing custodial support to similar operations.

The District needs supplies and services with the minimum requirements described below.

5.2.1 **Custodial Supplies**

The District used over \$440,000 worth of cleaning chemicals, paper products, soap, and general custodial supplies in its facilities during the 12-month period from May 1, 2016 through April 30, 2017. The list of 35 products shown in Appendix A represents the top 25 products in terms of cost and the top 25 in volume during that 12-month period. The “Qty” listed in Appendix A is the quantity of each product used during the period shown, and is provided for information only. It is not intended as an estimate of future orders or a guarantee of future order quantities.

The District intends to use the selected vendor as a single source for all general custodial supplies listed and those of a “lesser” nature (i.e. lower cost and quantity) that are not on the list, unless the vendor cannot provide the product desired or a suitable equivalent at a reasonable cost and delivery time (as determined by the District). For purposes of this RFP, vendor may propose an equivalent product to the one currently used by the District. Once the agreement is approved and a contract is in place, no product substitutions will be allowed without the specific written approval of the District prior to shipment. Unauthorized substitutions may be cause for contract termination.

Brand Name: All products submitted must be a recognized national brand. The brand name must appear on the proposal for each item. A space left blank will not be considered for the award.

5.2.2 **Paper Products**

The District has many roll paper towel dispensers, stacked sheet paper towel dispensers, and toilet paper dispensers installed in restrooms and classrooms. If vendor’s paper products are not compatible with the District’s current dispensers, vendor shall provide compatible dispensers. Vendor shall also provide dispensers for new buildings and building additions, and replacements for units that wear out or are damaged. Any cost to District for dispensers and/or installation shall be noted separately from product cost on Pricing Page (Attachment A). If selected, Vendor shall develop a plan for phase-in of new paper products and dispensers (if needed). Failure to successfully implement the phase-in plan in timely fashion can be cause for contract termination.

5.2.3 **Liquid Hand Soap**

The District has many liquid hand soap dispensers in restrooms and classrooms. If vendor's hand soap products are not compatible with the District's current dispensers, vendor shall provide compatible dispensers. Vendor shall also provide dispensers for new buildings and building additions, and replacements for units that wear out or are damaged. Any cost to District for dispensers and/or installation shall be noted separately from product cost on Pricing Page (Attachment A). If selected, vendor shall develop a plan for phase-in of new liquid hand soap products and dispensers (if needed). Failure to successfully implement the phase-in plan in timely fashion can be cause for contract termination.

5.2.4 **Chemical Products**

All cleaning, sanitizing, and disinfecting chemical products must be UL, EPA, USDA rated, OSHA approved, and Green Seal certified, where applicable, to meet Federal and State regulations. Vendor shall furnish applicable test data and descriptive literature upon request.

Vendor shall provide the current cleaning, sanitizing, and disinfecting chemical line of products, or propose an equivalent brand-name line of products that is equal to current products in consistency and effectiveness.

Vendor shall propose a pushbutton cleaning chemical proportional dispensing system to be used at District facilities. The system should utilize a reliable method to supply the selected product at the correct dilution rate without waste. The system should be secure, wall-mounted, and should provide low-flow dispensing for small/quart containers and high-flow dispensing for mop buckets, extractors, and auto scrubbers. Alternate methods of proportioning utilizing the same products and color and number coding system are to be available where space or water supply will not allow a dispenser to be installed. Product usage wall charts using the same color and number coding system will be provided, and quick reference materials in a laminated, color-coded format shall be provided as requested. All costs for the system must be included and shown separately from other product costs listed on the proposal. Quantities of dispensers currently installed at each building are shown in Appendix B for vendor reference.

Secondary Labeling: Vendor shall provide sufficient secondary product labels for each item sold. Labels must be resistant to deterioration from contact with chemicals and/or water. All secondary labels shall be bilingual and shall comply with requirements of the OSHA Hazard Communication Standard.

Chemical Manufacturer Support: Vendor shall at minimum provide internet access to technical resources of the manufacturer of cleaning chemical products. Manufacturer technical resources may be requested from time to time to assist the District with process improvements or to troubleshoot cleaning problems.

5.2.5 **Custodial Product Delivery**

The District wishes to enter into a partnership with the selected vendor for “just in time” (JIT) delivery of custodial supplies directly to District facilities, eliminating the need to receive and distribute all supplies from a central warehouse. District and vendor will develop stock max/min targets for each facility. It is expected that 12-24 “standard” products will be routinely stocked at each facility; other items will be “non-stock” and will be ordered as needed. Several levels of service are possible, and vendor shall indicate on the Pricing Page (Attachment A) which of the following delivery methods their company is able to provide, and any additional cost associated with each method.

- a. **Just-In-Time Delivery:** Custodian(s) at each facility will perform a periodic supply inventory count at a pre-determined frequency (for example every 1-2 weeks for high school, 2-3 weeks for junior high and large elementary, once each month for other elementary schools). S/he will place an order in SchoolDude InventoryDirect that will initiate an electronic request (format TBD) to vendor. Vendor will deliver supplies no more than one week after receipt of order, to a single point (usually the main custodian office) at each facility.
- b. **Vendor Managed Inventory to Single Storeroom:** Vendor will perform a supply inventory count at each facility, at a mutually agreed-upon frequency (examples in “a.” above), and will deliver needed supplies to that storeroom no more than one week later. Facility custodians will transfer stock to any secondary storerooms as needed.
- c. **Vendor Managed Inventory with Vendor Restock:** Vendor will perform a supply inventory count in up to 6 storerooms at each facility, at a mutually agreed-upon frequency (examples in “a.” above), and will deliver needed supplies and place them on the shelves of each of those storerooms no more than one week later.
- d. **Emergency Delivery:** Vendor will deliver a 1-3 day quantity of a “standard” supply item same or next day for special or emergency needs at a particular facility, when requested by the Deputy Director or designee.

Vendor shall deliver “non-stock” items to each facility within 1-2 weeks after order. These non-stock items may include, but are not limited to, mop handles and heads, autoscrubber pads, waste baskets, snow shovels, etc.

The District may order larger quantities of supplies for special projects from time to time, such as floor finish, scrubber pads, etc. for summer floor refinishing. Vendor will provide their standard delivery lead times for larger project orders.

Vendor shall provide data related to their local distribution center including location, capacity in cubic feet, and availability of inventory. Vendor will arrange a tour of distribution center for a small number of District employees if requested.

5.2.6 **Ordering Options**

Vendor shall indicate which of the following ordering options are available through their company, and whether there is any cost premium for use of any of the options available.

- a. Telephone orders
- b. Customized fax order forms
- c. Customized email ordering
- d. Internet ordering
- e. EDI (Electronic Data Interchange)
- f. Vendor Managed Inventory
- g. Other

Custodians should be able to view photos and descriptions of vendor's products online, but the District will require custodian orders to be approved by the Deputy Director or designee before the order is processed by the vendor.

5.2.7 **Staff Training**

The District believes a strong safety and skills training program is essential to delivering effective and efficient custodial services. Vendor shall provide a comprehensive training program to include, but not be limited to, the following:

- a. **New Employee Orientation:** Provide onsite training for new employees once or twice per year at sites to be mutually determined. Course instructors will have at least 3 years of experience in adult technical training.
- b. **Product, Process, and Safety Training:** Training will be offered in various formats from individual to large group and in classroom, seminar, and hands-on settings. Sessions to be available on an as-requested basis at sites to be mutually determined. Course instructors will have at least 3 years of experience in adult technical training.
- c. **Regulatory Compliance Updates:** To be offered annually in compliance with OSHA requirements at a site to be mutually determined.
- d. **Handouts:** All training sessions will include employee handouts that can be added to a Custodian Training Manual.
- e. **Certificate of Completion:** To be awarded to each employee who successfully completes a training session.
- f. **Online Training:** Provide unlimited access to authorized District staff to online training resources for safety, cleaning procedures, and related custodial topics.

Provide District with records of course completion by District's staff when requested.

A professional **Custodial Certification Program** would be valuable to the District, and it should be highlighted if it is provided by the vendor. Related documentation items such as daily checklists, training job cards, and **Custodial Handbooks** are also of interest and should be noted by vendor if available.

5.2.8 **Computerized Staffing Analysis**

Vendor will supply and manage a computerized cleaning cost analysis program, which will identify at least the following for each District facility/building:

- Total square feet by floor type
- Estimated cleaning labor time and cost
- Estimated quantity and cost of custodial supplies
- Estimated number of custodial FTEs.

Results of analysis, assumptions, and references shall be provided to District management for use in decision-making, and to assist in justifying manpower and equipment.

5.2.9 **Implementation Plan**

The vendor will provide an Implementation Plan that contains a detailed schedule of implementation for their custodial supplies and services proposal. Thoroughness and realism of the implementation plan will be an important factor in the selection process. Failure to meet this schedule may result in termination of this award at the discretion of District.

5.2.10 **Other Items NOT INCLUDED in this RFP**

This RFP does NOT include all of the products and services that the District purchases on an annual and/or occasional basis. Below are a few examples of items not included, but this is not a comprehensive list. If a product or service is not specifically mentioned in this RFP as being included, then it is NOT included.

- a. Custodial equipment (autoscrubbers, vacuums, bathroom machines, etc.)
- b. Wood floor finish and refinishing
- c. HVAC filters
- d. Lunch tables
- e. Mechanical fasteners and supplies used by Facilities Management craftsmen
- f. Vehicles (trucks, vans, tractors, etc.)
- g. Grounds equipment (mowers, spreaders, etc.)

h. Grounds supplies (grass seed, fertilizer, etc.)

The selected vendor will be given the option to bid on this business as opportunities arise from time to time.

6. **Response Documents**

6.1. Required responses to the RFP must follow the following template and must be numbered with corresponding tabs. Failure to follow this template will be grounds for disqualification of the proposal.

6.2. **Tab 1: Declaration.** Vendor must complete the following Declaration, and attach this Declaration as Tab 1 of its proposal:

Vendor has examined this RFP, including the specifications for the work to be provided under the proposal, and is familiar with the local conditions surrounding the work and the District.

Vendor hereby proposes to provide the requested products and/or services to the District in accordance with the RFP and any contract documents, within the time frame described therein and in this proposal, and at the prices stated in this proposal.

Vendor agrees that, if selected, it will commence the work to be provided under the proposal on or before the date specified by the District, and it will continue thereafter to complete the work or otherwise provide the products and/or services under the proposal in a timely manner in accordance with the RFP and any contract documents and other timelines established by the District.

Vendor agrees that any contractual conflict between the RFP and other proposal documents and a standard sales agreement issued by the selected vendor will be resolved in favor of the RFP and proposal documents.

Vendor agrees that, if selected, it will bill the District on an ongoing basis throughout the period of the contract, or as may be otherwise mutually agreed upon in writing by the District and the vendor.

Proposal of: _____

Located at: _____

Telephone No.: _____

Signature of Authorized Representative: _____

Name of Authorized Representative: _____

Title: _____

Email Address: _____

Date response submitted to District: _____

State of _____

County of _____

This instrument was acknowledged before me on _____ by _____.

Signature of Notary Public

- 6.3. **Tab 2: Vendor Information and Project Team.** Vendor must provide a description of the firm, the knowledge, experience, and resources it has available to execute the scope of work set forth in this RFP, and the process by which it proposes to do so, and a description of its safety program, and attach this information as Tab 2 of its proposal. If applicable, **vendor should also include information relating to state or local preference under Section 3.2.1 of this RFP.** Vendor must also complete the following required information about the Project Team proposed to provide the work, and include this Project Team in Tab 2 of its proposal:

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____

Title: _____

Address: _____

Phone: _____

E-Mail: _____

Professional Biography: _____

Name: _____
Title: _____
Address: _____
Phone: _____
E-Mail: _____
Professional Biography: _____

Name: _____
Title: _____
Address: _____
Phone: _____
E-Mail: _____
Professional Biography: _____

- 6.4. **Tab 3: References.** Vendor must complete the following required references for similar products/services of similar scope provided by vendor to at least three clients in the past five years, and attach these references as Tab 3 of its proposal:

Client 1: _____
Contact Name: _____
Phone: _____
Service Dates: _____
Description of Project: _____

Client 2: _____
Contact Name: _____
Phone: _____
Service Dates: _____
Description of Project: _____

Client 3: _____
Contact Name: _____
Phone: _____
Service Dates: _____
Description of Project: _____

- 6.5. **Tab 4: Response Affidavit.** Vendor must fully execute the following affidavit (including notarization), and attach this affidavit as Tab 4 of its proposal:

(To Be Completed, Signed and Notarized, and Attached to Proposal as Tab 4)

Affidavit of _____ [name of vendor]
State of _____)
County of _____)

I, the undersigned, being first duly sworn on oath, state that I am the _____ [title] of _____ [name of firm], and that I am authorized to make this affidavit on behalf of my firm, its owners, directors, and officers. I am the person responsible in my firm for the price(s) and amount of this proposal.

I hereby certify that the following statements are true and correct:

- _____ [name of firm] is not delinquent in any real estate, personal property, or earning taxes assessed against it or which it is obligated to pay to any municipality in Iowa or the state of Iowa.
- No fictitious name of any entity or person has been used in this proposal, and no unidentified third party will have an interest in any resulting contract or in the performance of any work under this proposal.
- _____ [name of firm] does not do business as or operate under any fictitious name, other than _____.
- No director, officer, or employee of the Iowa City Community School District, or their spouse, dependent child(ren), or any business with which they are associated, who are in any way associated with the selection process for this RFP, will receive any monetary benefit or financial gain with regard to this proposal or resulting contract.
- The prices in the proposal were arrived at independently and without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other vendor, contractor, service provider, or any other competitor.
- Unless otherwise required by law, the prices in the proposal have not been knowingly disclosed to any other vendor or service provider or competitor, and will not be knowingly disclosed, directly or indirectly, prior to the proposal opening date and time.
- No attempt has been made or will be made by me or my firm to induce any other person, partnership, corporation, or entity to submit or not to submit a proposal in response to this RFP for the purpose of restricting competition.
- My firm has only presented one proposal in response to this RFP.
- This proposal is made in good faith.
- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees have not been convicted of a felony within the past five (5) years, which felony is related in any way to providing the products and/or services referenced in this RFP, or to the competency of the firm to perform under any resulting contract.
- _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees are not currently subject to any litigation, administrative proceeding, or investigation and have not in the past five (5) years been subject to any litigation, administrative proceeding, or investigation or been convicted or found liable for any act prohibited by state or federal law in any jurisdiction,

including conspiracy or collusion with respect to responding to any public contract, except as follows:

[Please explain]

• _____ [name of firm], its affiliates, subsidiaries, officers, directors, and employees have not been debarred, suspended, or otherwise excluded from or ineligible to participate in any procurement or nonprocurement programs or other assistance programs or activities with the state or federal government, including but not limited to exclusion as identified by the U.S. General Service Administration Office of Acquisition Policy or similar body. I state that _____ [name of firm] acknowledges and understands that the above representations in this Affidavit are important and material and will be relied upon by the Iowa City Community School District, in awarding the contract for which this bid/proposal is submitted. I and my firm understand that any misstatement or omission in this Affidavit may be treated by the Iowa City Community School District as a fraudulent misrepresentation or concealment of the true facts relating to this proposal. Any such misstatement or omission in this Affidavit will be grounds for disqualification and/or immediate termination of any resulting contract at the sole discretion of the Iowa City Community School District.

Sworn and subscribed to this _____ day of _____, 20__.

_____ [name of vendor]

Signature: _____

Printed Name and Title: _____

Notary Public

My Commission Expires: _____

- 6.6. **Tab 5: Pricing Page.** Vendor must complete the Pricing Page marked and attached hereto as Attachment A, and attach the Pricing Page and any other information regarding how the vendor will be compensated and other relevant fees or costs as Tab 5 of its proposal.
- 6.7. **Tab 6: Disclosure Information.** Vendor must submit disclosure information on vendor letterhead regarding any potentially improper business relationships as described in Section 4.6 of this RFP, including all officers and key employees of the vendor, and attach this document as Tab 6 of its proposal.
- 6.8. **Tab 7: Insurance.** Vendor must agree to purchase and maintain sufficient liability insurance to cover its employees and any negligent acts or omissions and/or other liabilities that may arise out of providing the products and/or services under the proposal and performing a contract arising under this RFP. Vendor must provide the District with copies of certificates of insurance verifying the coverage in the amounts

listed below, and attach such insurance documents as Tab 7 of its proposal. In the event that any insurance coverage is canceled or modified, the vendor must notify the District immediately. Successful vendor must name the school district as an additional insured. All insurance carriers must have an A.M. Best rating of no less than A-XII

6.8.1. Minimum Insurance Requirements

- General Commercial Liability
 - Aggregate Limit: \$2,000,000
 - Each Occurrence Limit: \$1,000,000
- Workers' Compensation and Employer's Liability: Statutory Requirement
- Automobile Liability Limit: \$1,000,000 Combined Single Limit
- Umbrella Liability Limit: \$2,000,000 minimum

6.9. **Tab 8: Certifications, Licenses, Tariffs, etc.** Vendor must submit any and all required certifications, licenses, etc. that are requested and/or required for providing the products and/or services under this RFP, and attach copies of these documents as Tab 8 of its proposal.

6.10. **Tab 9: Itemized Responses.** Vendor must provide its Itemized Responses and/or Exceptions to this RFP by using and referencing the same numbering scheme as in the RFP, and attach such responses as Tab 9 of its proposal.

6.11. **Tab 10: Additional Terms and Conditions or Documents.** Vendor must address any additional terms and conditions or submit any other documents that would affect the provision by the vendor of the products and services requested under this RFP or a contract arising under this RFP, and attach such documents as Tab 10 of its proposal.

Attachment A
Pricing Page

Custodial Products

<u>Item No</u>	<u>Vendor Item Description and Manufacturer</u>	<u>Price per Unit</u>
1		
2		
3		
...		
35		

Paper Products

1. Are District's dispensers compatible with vendor's roll paper towels (yes or no)? _____
 - a. If no, what is up-front price per unit to replace roll paper towel dispensers? _____
Up-front installation cost per unit? _____
 - b. What is price per unit for additional/replacement roll paper towel dispensers? _____
Additional installation cost per unit? _____

2. Are District's dispensers compatible with vendor's stacked sheet paper towels (yes or no)? _____
 - a. If no, what is up-front price per unit to replace sheet paper towel dispensers? _____
Up-front installation cost per unit? _____
 - b. What is price per unit for additional/replacement sheet paper towel dispensers? _____
Additional installation cost per unit? _____

3. Are District's dispensers compatible with vendor's toilet paper rolls (yes or no)? _____
 - a. If no, what is up-front price per unit to replace toilet paper dispensers? _____
Up-front installation cost per unit? _____
 - b. What is price per unit for additional/replacement toilet paper dispensers? _____
Additional installation cost per unit? _____

Liquid Hand Soap

1. Are District's dispensers compatible with vendor's liquid hand soap (yes or no)? _____
 - a. If no, what is up-front price per unit to replace hand soap dispensers? _____
Up-front installation cost per unit? _____
 - b. What is price per unit for additional/replacement hand soap dispensers? _____
Additional installation cost per unit? _____

Chemical Products

- 1. Are District’s dispensers compatible with vendor’s cleaning chemical products (yes or no)?

 - a. If no, what is up-front price per unit to replace chemical dispensers? _____
Up-front installation cost per unit? _____
 - b. What is price per unit for additional/replacement chemical dispensers? _____
Additional installation cost per unit? _____

Custodial Product Delivery

For each Delivery Method, note whether vendor will provide this option. Then for each Delivery Method available, note additional cost premium above traditional ship-to-central-warehouse shipping/handling cost. Cost premium may be expressed in % of unit price, % of total \$ volume per month, \$ per shipment, etc. Additional explanation may be provided below.

Delivery Method	Yes/No?	Additional Cost?
Just-In-Time Delivery		
Vendor Managed Inventory to Single Storeroom		
Vendor Managed Inventory with Vendor Restock		
Emergency Delivery		

Additional information on Delivery Methods: _____

Ordering Options

Ordering Method	Available Yes/No?	Additional Cost?
Telephone orders		
Customized fax order forms		
Customized email ordering		
Internet ordering		
EDI (Electronic Data Interchange)		
Vendor managed inventory		
Other		

Additional information on Ordering Options: _____

Staff Training

Description of safety and skills training program offered: _____

Custodial Certification Program available? If so, please describe: _____

Additional custodial documentation (checklists, job cards, handbooks, etc.) available? If so, please describe: _____

Additional Cost of Staff Training: _____

Computerized Staffing Analysis

Description of computerized staffing analysis program offered: _____

Additional Cost of Staffing Analysis: _____

Implementation Plan

Vendor will describe (or attach) a “schedule of implementation” showing milestones for dispenser installation (if required), initial delivery of products to schools, and a phase out/phase in plan for starting up the new system: _____

Appendix A

TOP 35 PRODUCT LIST FOR MAY 2016 – APRIL 2017

<u>No</u>	<u>Inventory Item No. and Description</u>	<u>Qty</u>	<u>Units</u>	<u>Cost</u>
1	0046 – Door mat, sable carpet runner 4 ft x 6 ft, PN 871500046	60	Each	\$ _____
2	0360 – Door mat, sable carpet runner 3 ft x 60 ft, PN 871500360	6	Each	\$ _____
3	463 – Plastic spray bottle, 1 quart (32 oz) each, Renown REN05121	217	Each	\$ _____
4	474 – Winter Fury ice melt, salt for sidewalks, 50 lb bag, Renown REN05102-OS	331	Bags	\$ _____
5	515 – GE fluorescent lamp, 4 ft T8, color 735 (3500K), 36 bulbs/case	102	Cases	\$ _____
6	531 – Pencil sharpener, table or wall-mount manual, black, Elmers Boston Ranger 55, Item 10139525	132	Each	\$ _____
7	5137 – Toilet bowl swab, Renown REN05137-IB	573	Each	\$ _____
8	6411 – WetTask Wipes for bleach disinfectants & sanitizers, 6 rolls/case, Kimberly Clark 06411	434	Cases	\$ _____
9	12878 – Red dusting microfiber cleaning cloth, 16 in x 16 in, Zephyr ZEP 12878	276	Each	\$ _____
10	31300 – EcoSoft controlled roll towels, natural 8 in x 800 ft roll, 6 rolls/case, Green Seal certified, Wausau Paper 31300	888	Cases	\$ _____
11	47000 – Ecosoft singlefold towels, natural 9 in x 10 in towel, 250 towels/pkg, 16 pkgs/case, Green Seal certified, Wausau Paper 47000	1024	Cases	\$ _____
12	54000 – Ecosoft universal bath (toilet) tissue, 2-ply 4 in x 3.75 in sheets, 500 sheets /roll, 96 rolls/case, Green Seal certified, Wausau Paper 54000	108	Cases	\$ _____

13	61600 – Ecosoft controlled use bath (toilet) tissue, 2-ply 4 in x 3.75 in sheets, 616 sheets/roll, 48 rolls/case, Green Seal certified, Wausau Paper 161600	1342	Cases	\$ _____
14	80540 – Soft’n Fresh personal care (disposable) towel, 1 ply, 200 towels/case, Georgia-Pacific 80540	72	Cases	\$ _____
15	5161-03 – GOJO pink luxury foam hand soap, 1250 mL refill for FMX-12 dispenser, 3/case, PN 5161-03	868	Cases	\$ _____
16	5162-03 – GOJO luxury foam antibacterial hand wash, 1250 mL refill for FMX-12 dispenser, 3/case, PN 5162-03	230	Cases	\$ _____
17	NAP M3751 – Can liners, 30 in x 36 in, 1.50 mil, 20-30 gal, black, 250/case, NAPCO M-3751	855	Cases	\$ _____
18	NAP M4651 – Can liners, 40 in x 46 in, 1.50 mil, 40-45 gal, black, 100/case, NAPCO M-4651	1435	Cases	\$ _____
19	SPA 0035-04 – Clean by Peroxy all purpose cleaner, 1 gal/bottle, Green Seal certified, Spartan 003504	389	Gallons	\$ _____
20	SPA 0035-05 – Clean by Peroxy all purpose cleaner, 5 gal pail, Green Seal certified, Spartan 003505	93	Pails	\$ _____
21	SPA 0084-05 – Shinline Emulsifier Plus high performance stripper, 5 gal pail, Spartan 008405	87	Pails	\$ _____
22	SPA 2050-03 – Tough Duty NB Cleaner, non-butyl RTU cleaner/degreaser, 1 qt/bottle, Spartan 205003	347	Quarts	\$ _____
23	SPA 3016-04 – Damp Mop Cleaner, no-rinse floor cleaner, 1 gal/bottle, Spartan 301604	544	Gallons	\$ _____
24	SPA 3068-12 – Airlift Smoke and Odor Eliminator	231	Quarts	\$ _____
25	SPA 3195 – Sani-Tyze RTU food contact surface sanitizer, 12 quarts/case, Spartan 319503	223	Cases	\$ _____

26	SPA 3197 – Consume Digestant RTU handi spray, 1 qt/bottle, Spartan 319703	309	Quarts	\$ _____
27	SPA 3297-04 – Consume Eco-Lyzer neutral disinfectant cleaner with residual odor control, Spartan 329704	325	Gallons	\$ _____
28	SPA 3502-04 – Green Solutions Neutral Disinfectant Cleaner, neutral pH quaternary disinfectant, Spartan 350204	267	Gallons	\$ _____
29	SPA 3513 – Green Solutions Neutral Disinfectant Cleaner, neutral pH quaternary disinfectant, 2 liters/bottle, Spartan 351302	316	Bottles	\$ _____
30	SPA 4055-05 – Ishine high solids (25%) floor finish, 5 gal/pail, Spartan 405505	238	Pails	\$ _____
31	SPA 5555-05 – On Base water-based underseal and floor conditioner (16% solids), 5 gal/pail, Spartan 555505	56	Pails	\$ _____
32	SPA 9985 – Trigger sprayer for use with RTU handi spray quarts, Spartan 998500	328	Each	\$ _____
33	TGPF7 – L – Nitrile Disposable Gloves, blue, large, Top Grip powder-free nitrile examination gloves, 100/box, PN TGPF7L	312	Boxes	\$ _____
34	TGPF7 – XL – Nitrile Disposable Gloves, blue, extra large, Top Grip powder-free nitrile examination gloves, 100/box, PN TGPF7L	464	Boxes	\$ _____
35	WIN 5300 CS – Windsor Sensor Vacuum Bag, 10 bags/pkg	501	Pkgs	\$ _____

Appendix B

CHEMICAL DISPENSERS PER BUILDING

<u>Building</u>	<u>Building Square Feet</u>	<u>Number of Chemical Dispensers</u>
City High	289,883	5
Liberty High	262,911	5
West High	333,891	5
Tate High	19,835	2
North Central Junior High	82,736	3
Northwest Junior High	127,547	2
South East Junior High	82,736	4
Alexander	69,218	2
Borlaug	68,205	2
Coralville Central	53,851	2
Garner	67,893	2
Hills	27,573	1
Hoover	42,596	2
Hoover East	67,388	2
Horn	50,743	2
Kirkwood	46,430	2
Lemme	38,382	1
Lincoln	28,487	1
Longfellow	35,356	2
Lucas	62,504	2
Mann	32,899	2
Penn	78,240	2
Shimek	28,213	1
TREC	30,180	1
Twain	50,782	2
Van Allen	65,779	2
Weber	51,037	2
Wickham	56,934	2
Wood	60,324	2
Bus Barn	9,095	0
Eastdale (Transitions)	3,098	0
ESC	43,436	1
Physical Plant	48,862	0