

Meeting Street Schools  
200 Meeting Street  
Chareslton, SC 29401  
(843) 277-9969 / info@meetingstreetschools.org  
<https://www.meetingstreetschools.org/>

## REQUEST FOR PROPOSAL

### Custodial Services Provider for Elementary Public Charter School

April 07, 2023

#### 1. Summary

a. Introduction. Meeting Street Schools is currently accepting proposals for your services on Custodial Services Provider for Elementary Public Charter School. Meeting Street Schools is in the business of: Education. The desired start date for the project is July 10, 2023 with a tentative duration of 1 year and ending on or about June 09, 2023.

b. Purpose. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on the prescribed criteria, and select the candidate(s) who is/are the best fit for the project. Meeting Street Schools reserves the right to award contract(s) as it sees fit and to the bidder or bidders of its choosing when and how it deems appropriate.

#### 2. Nature and Scope of Work

a. The purpose of this project is as follows:

Providing daily custodial services for early elementary school facility, including staffing throughout the duration of the school day.

b. Project Description:

The selected custodial services provider will be responsible for providing staff and materials to perform daily routine custodial services for a roughly 11,500 SF elementary school facility. The school facilities will have an on site custodial closet for storage of necessary tools, supplies, and materials.

c. The scope of this project includes:

Location: 8575 East Argent Parkway, Ridgeland, SC 29936

The estimated student enrollment for the 2023-24 Academic Year is between 80-100 students, consisting of Kindergarten and First Grade. The initial duration of the service

agreement will coincide with the academic year which is to run from early July 2023 until June 2024. A full academic calendar can be provided upon request. There will be an opportunity for renewal for subsequent academic years, with the school enrollment anticipated to increase by one grade level per year.

## **2. Selection Criteria**

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid(s):

- a. Use of correct format
- b. The proposal's ability and likelihood of achieving the desired outcome of the project
- c. Past performance of bidder's similar services
- d. The experience and expertise of the bidder's management and staff
- e. The proposed budgeted costs of the project.

Meeting Street Schools reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder.

## **4. Bidder Qualifications**

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

- a. Description of relevant experience
- b. List, title, and employment status of your organization's management and employees
- c. References, testimonials, or samples of your work (as applicable)
- d. Resources you will assign to this project (number, title, experience)
- e. Full plan of action
- f. Timeframe for project completion
- g. Project management methods and details

**5. Required Format.** The proposal should be in the following format and address, in detail, the needs and requirements of the proposed project.

- a. Contact Information. Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
- b. Summary & Qualifications. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.
- c. Methods and Plan. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section.
- d. Expectations and Results. Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section.
- e. Management and Staff. List all applicable personnel that would be involved with this

project, along with their titles, roles, and qualifications. Include the estimated costs associated with this personnel in this section.

f. Communications. Provide a communication plan for how you intend to communicate internally and with project managers to ensure progress and completion of the project.

g. Equipment and Resources. List all necessary equipment and associated costs. Include details of any outsourced or contracted work here.

h. Budget and Costs. Provide a detailed breakdown of all anticipated expenses, as well as a summary of the total proposed costs of the project.

i. Licensing and Bonding. If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.

j. Insurance. If applicable, provide details of your insurance coverage related to this project.

k. References. Provide two (2) references for previous work of a similar nature.

## **6. Deliverables**

Proposals will be accepted until 5:00pm on April 28, 2023. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.

Any outsourced or contracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide a name and description of the individuals and/or organizations being contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs.

Terms and conditions will be negotiated upon selection of the winning bidder(s) and will be subject to review by Meeting Street Schools and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.

Send proposals using the following methods:

Via email to [msavard@meetingstreetschools.org](mailto:msavard@meetingstreetschools.org)

For any questions about this RFP, please contact Michael Savard at (843) 277-9969 or [msavard@meetingstreetschools.org](mailto:msavard@meetingstreetschools.org).

## **7. Timeline**

RFP sent: April 07, 2023

Proposals in response due: April 28, 2023

Review of proposals: May 01, 2023 to May 10, 2023

Winning Bidder selected: no later than May 12, 2023

Contract negotiations with the winning bidder will begin immediately following notification of selection.

Contract negotiations will be completed by May 26, 2023

Bidders who were not selected will be notified by May 26, 2023

