



SCHOOL BOARD ACTION REPORT

DATE: Nov. 12, 2020
FROM: Denise Juneau, Superintendent
LEAD STAFF: Fred Podesta, Chief Operations Officer, 206-252-0102,
fhpodesta@seattleschools.org
Frank Griffin, Director Facility Operations, 206-252-0609,
fgriffin@seattleschools.org
Christopher Dillon, Manager of Custodial Services, 206-252-0801,
cwdillon@seattleschools.org

For Introduction: Dec. 16, 2020

For Action: Jan. 13, 2021

1. TITLE

Enhanced Cleaning for COVID-19 In-Person Instruction at Elementary and K-8 Schools

2. PURPOSE

This Board Action Report is for authorization to execute contracts with two vendors, who will provide enhanced cleaning. The scope of this work includes the cleaning of restrooms and routine disinfecting and cleaning of high-touch surfaces. Utilization of contracted services will be dependent on the pandemic and the district's ability to provide in-person instruction at school sites. The district will retain these vendors with the understanding that payment will be based on services performed and no payment is guaranteed.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute two contracts for enhanced cleaning services for an amount not to exceed \$2,848,075 in the form of the agreement attached to the School Board Action Report with any minor additions, deletions, or modifications deemed necessary by the Superintendent.

4. BACKGROUND INFORMATION

a. Background

The district's RFP No. RFP062085, Enhanced Cleaning, is in response to COVID-19 and additional cleaning that will have to be done to provide in-person instruction. Vendors will supplement the district's custodial staff's cleaning and disinfecting of schools to minimize the spread of the virus. The district seeks to engage multiple vendors to provide high-quality housekeeping services for 104 sites to enhance the cleaning and disinfecting of the schools. The scope of work includes the cleaning and disinfecting of surfaces that are high touchpoints such as tables, desks, chairs, countertops, windowsills, cabinet handles and doorknobs, light switches, and telephones. This also includes twice-daily cleaning of restrooms and the removal of refuse, recycling, and compost from the classrooms after the students' lunch. The vendors will also provide staffing for cleaning custodial positions that are vacant or on leave.

b. Alternatives

Deny Motion. If the motion is denied, the district will not have the custodial staffing to provide the disinfecting of high touchpoints. Garbage and recycling from the lunch program will remain in the classroom for the duration of the school day. Restrooms will only be cleaned once per day. This is not recommended because disinfecting kills the virus and lowers the risk of spreading infection.

c. Research

Washington State Department of Health's Safe Cleaning and Disinfection Guidelines for Public Spaces. Centers for Disease Control and Prevention (CDC) Cleaning, Disinfection, and Hand Hygiene in Schools – a Toolkit for school Administrators.

5. FISCAL IMPACT/REVENUE SOURCE

The fiscal impact to this motion will be \$2,848,075, plus Washington State sales tax and would be funded by the general fund.

Expenditure: ☒ One-time ☐ Annual ☐ Multi-Year ☐ N/A

Revenue: ☐ One-time ☐ Annual ☐ Multi-Year ☒ N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

☒ Not applicable

☐ Tier 1: Inform

☐ Tier 2: Consult/Involve

☐ Tier 3: Collaborate

Community engagement is not applicable in the specific action of selecting vendors for cleaning and disinfecting of the schools.

7. EQUITY ANALYSIS

This motion was not put through the process of a full racial equity analysis; however, the RFP was advertised with the Washington State Office of Minority and Women's Business Enterprises and minority-owned business trade group Tabor 100.

8. STUDENT BENEFIT

Cleaning and disinfecting are part of a broad approach to prevent infectious diseases, including COVID-19, in schools. The contracted housekeeping services will protect students and staff by

helping to decrease the chance of spreading COVID-19. The virus is thought to spread mainly from person to person, but it also may spread by touching a surface or object that has the virus on it and then touching your mouth, nose, or eyes. Cleaning and disinfecting can reduce the risk of spreading infection by reducing and killing germs on surfaces people frequently touch.

9. WHY BOARD ACTION IS NECESSARY

- ☒ Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- ☐ Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- ☐ Adopting, amending, or repealing a Board policy
- ☐ Formally accepting the completion of a public works project and closing out the contract
- ☐ Legal requirement for the School Board to take action on this matter
- ☐ Board Policy No. _____, [TITLE], provides the Board shall approve this item
- ☐ Other: _____

10. POLICY IMPLICATION

Per Board Policy No. 6220, Procurement, any contract over \$250,000 must be brought before the Board for approval.

This motion supports Board Policy No. 6800, Safety, Operations and Maintenance of School Property, by ensuring school grounds are maintained in a safe and sanitary manner.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Operations Committee meeting on Dec. 3, 2020. The committee reviewed the motion and recommended it for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this motion, the RFP No. RFP062085 Enhanced Cleaning will be executed from Jan. 15, 2021 to June 18, 2021.

13. ATTACHMENTS

- RFP No. RFP062085 Enhanced Cleaning Contract (for reference)

Seattle Public Schools
Contracting Services
2445 Third Avenue South
Seattle, WA 98134
Telephone: (206) 252-0566
Fax: (206) 743-3018
contractingservices@seattleschools.org

Request for Proposal No. RFP062085

Enhanced Cleaning Services

for

Seattle Public Schools

Submittal Deadline:

Date: August 6, 2020

Time: 10:00 a.m.

Instructions

Table of Contents

1.0	INTRODUCTION	4
2.0	SCHEDULE.....	4
2.1	<u>Schedule of Activities</u>	4
3.0	QUESTIONS AND COMMUNICATION.....	5
4.0	BACKGROUND.....	6
5.0	PROJECT SCOPE.....	6
6.0	SELECTION PROCESS	7
6.1	<u>Method of Selection</u>	7
6.2	<u>Notifications</u>	8
6.3	<u>Seattle Schools Right to Reject</u>	8
6.4	<u>Procedures Requirements</u>	8
7.0	SUBMITTAL REQUIREMENTS.....	9
7.1	<u>General Submittal Requirements</u>	9
7.2	<u>Contents of the Proposal</u>	9
8.0	CONTRACT AND CONTRACTING PROVISIONS	10
8.1	<u>Standard Form of Contract</u>	10
8.2	<u>Additional Contract Document Requirements</u>	10
8.3	<u>Protest Procedures</u>	11

REQUEST FOR PROPOSAL NO. RFP062085**PROPOSAL CERTIFICATION FORM**

TO: Nancy Milgate, Contracting Services Manager

The undersigned provider hereby certifies as follows:

1. I read the Seattle School District's Request for Proposal No. RFP062085 and the following Addenda and to the best of my knowledge I complied with the mandatory requirements stated herein:

Addenda Number

Issue Date

2. I had the opportunity to ask questions regarding the Request for Proposal, and that if such questions have been asked; they have been answered by the District.
3. That the proposer's response is valid for 90 days.

Dated at _____, this _____ of _____ 2020.

(Signature)

(Title)

(Print Name)

(Email Address)

(Company Name)

(Telephone Number)

(Address)

(Fax Number)

(City)

(UBI Number)

(State)

(Zip)

1.0 INTRODUCTION

The Seattle School District No.1 (District) is requesting proposals for Enhanced Cleaning Services. This would include the cleaning of restrooms and routine disinfecting and cleaning of high-touch spaces and surfaces in schools.

This Request for Proposal (RFP) describes the selection process and documentation required for submitting a Proposal. Any firm failing to submit their proposal in accordance with the procedures set forth in the Request for Proposal may be considered nonresponsive.

It is the intent of the District to award the project listed above to one or more firms.

The selection of the consultant for these services will proceed in the following manner:

- **Seattle Public Schools shall receive proposals no later than the due date and time specified in Section 2.0 of this RFP.**
- An initial screening will follow, resulting in a short-list of one or more qualified firms that will be selected for interviews (if deemed necessary).
- The District may conduct interviews (if deemed necessary) with the selected firms, in accordance with a schedule to be determined by the Selection Committee in order to select the best proposals, all factors considered.
- The District reserves the right to seek clarifications about the proposals.
- The District may award a contract based solely on the written proposals. However, the District may elect to engage in negotiations with a selected short list of vendors in order to improve the proposals and obtain the best contract(s) for the District.
- The District reserves the right to request post-proposal modifications, including best and final offers and considerations.
- The final selection will be based upon the criteria set forth in Section 6.1. The District reserves the right to negotiate with the successful firm on pricing, scheduling, or other factors.

2.0 SCHEDULE

2.1 Schedule of Activities

SCHEDULE	
Date	Selection Process
July 14, 2020	Advertisement for Request for Proposal Published. (First Notice)
July 21, 2020	Advertisement for Request for Proposal Published. (Second Notice)
July 23, 2020	Last day for Questions from Proposers by 2:00 p.m.
August 6, 2020	Proposal Due by 10:00 a.m.
August 7-11, 2020	Initial screening.
Approx. August 14, 2020	Notification sent to selected firm.
August 2020	Negotiation of Contract.
September 2020	Anticipated Start Date

3.0 QUESTIONS AND COMMUNICATION

All communication and/or questions shall be submitted in writing at the dates and times indicated herein to:

U.S. Mail: Nancy Milgate
Contracting Services
Seattle Public Schools
M/S 22-337
P.O. Box 34165
Seattle, WA 98124-1165

Physical Location: Nancy Milgate
Contracting Services
Seattle Public Schools
M/S 22-337
2445 Third Avenue S.
Seattle, WA 98134-1923

Phone: (206) 252-0566
Fax: (206) 743-3018
E-mail: contractingservices@seattleschools.org

All questions must be submitted electronically by e-mail or fax to Contracting Services by the date and time indicated in Section 2.0. Reference the RFP number in the subject of your email. The District will consider no telephone or in-person inquiries, except at the interviews for those firms making the short-list.

Answers to questions will be issued in the form of an addendum which will be provided electronically on the Builders Exchange website at [Builders Exchange of Washington](#) and on the Seattle Schools [Current Solicitations](#) website.

The Project sites will not be available for review by prospective proposers.

Proposals must be submitted ELECTRONICALLY via e-mail, and the Subject Line of e-mail shall note the RFP number and Project Title.

In the event that a firm attempts to contact any official, employee, or representative of Seattle Public Schools in any manner contrary to the above requirements, said firm may be disqualified for further consideration.

This prohibition does not apply to:

- Telephone calls to the District to request copies of this RFP, to confirm attendance, or request directions relative to an interview notification received from the District;
- Delivery of written questions about the proposal;
- Discussion at the interview (if deemed necessary);
- Delivery of the firm's proposal.

4.0 BACKGROUND

Seattle Public Schools, in response to the COVID-19 pandemic, is increasing the cleaning and disinfecting standards to help minimize the spread of the coronavirus. The District is seeking vendors to provide high quality housekeeping services for 104 sites, to enhance the cleaning and environmental management. The District's schools have been broken up into five areas, see Attachment 1; Area Summary. Vendors shall clearly identify the area/s they are proposing to provide services for; vendors can propose on one or multiple areas.

5.0 PROJECT SCOPE

Daytime Enhanced Cleaning and Disinfecting. The District is seeking a vendor/s to enhance the District's in-house cleaning services. This scope of work includes enhanced cleaning and disinfecting of surfaces that are soiled as follows;

1. Cleaning and disinfecting surfaces that are high touch points such as tables, desks, chairs, countertops, windowsills, cabinet handles and doorknobs, light switches, and telephones. The following list of high contact touch areas shall be cleaned and disinfected three (3) times per day with a minimum of one hour between each sanitizing.
 - a. Doorknobs on classroom and building entries
 - b. Panic hardware
 - c. Drinking fountains
 - d. Handrails and the tops of guardrails at all stairs, ramps and balconies
 - e. Common area tables and desk surfaces
 - f. Light switches
 - g. Elevator buttons
2. Ensuring restrooms are stocked with soap and paper towels, toilet paper, and that sanitizer stations are replenished. Restrooms shall be cleaned twice daily with a minimum of two hours between cleanings, see Attachment 2; Fixture Count Per Building. Restroom shall not be closed for more than 20 minutes for cleaning and restocking. Vendor will follow the CDC best practices safety protocols associated with reopening guidance for cleaning and disinfection public spaces workplaces, businesses, schools, and homes.
3. Remove refuse, recycling and compost from the classrooms after the students' lunch and place in appropriate District provided dumpsters.
4. Additionally, provide staffing to clean territories that are vacant, or where District staff are on leave.
5. This list may be amended by the District at any time.

Cleaning materials, equipment and Personal Protection Equipment (PPE) shall be provided by the vendor.

1. Cleaning equipment and tools are to be in working condition.
2. Vendor shall use Green Seal, Eco Logo or other certified cleaning products as approved by the District, for cleaning and janitorial work.
3. All Cleaning products, floor care products and other appropriate products must carry a Green Seal certification.
4. Vendor is responsible for identifying products they intend to use at District facilities and list them upon award to the property manager.

5. Vendors shall submit for District review and approval all proposed disinfecting and cleaning products to avoid damage to surfaces and to ensure compliance with District health and safety protocols.

Personnel

1. Vendor will provide trained personnel in general cleaning, and proper disinfecting procedures.
2. Employees shall be dressed in clean, solid color shirt with no advertisements or verbiage, and any logos are limited to the vendor name; jeans and khakis are approved pants. Employees are required to wear a badge and shirt that identifies the company name.
3. Vendor shall supply site-specific protocols and schedules for assigned employees, including a janitorial log sheet with employees' initials documenting that spaces and areas that have been cleaned and disinfected.
4. Each site-specific protocol and schedule must be approved by the District.

Hourly Assistance

As an ADDITIONAL scope of work, the Vendor shall make available on an hourly basis trained personnel to supplement District staff to clean territories that are vacant or where District staff are on leave; see Attachment 3, Sample Custodial Work Assignment. The vendor shall have the capacity to staff 25 eight-hour housekeeping shifts for an area between the hours of 2:00 p.m. and 12:00 a.m. midnight.

Location Work Hours and Constraints

1. The school's educational mission is of the highest priority and the vendor may need to adjust their schedule to accommodate the school's needs.
2. Vendor work hours for the increased cleaning and disinfecting shall be between 9:00a.m. and 5:00p.m. Monday through Friday.
3. Vendor will follow the District approved COVID-19 screening before entering a school and wear the required PPE including face covering and gloves.

The District reserves the right to delete any or all scope listed above. The District also reserves the right to modify the schedule, specific size or scope.

The District reserves the right to make partial awards, and/or to increase or decrease services based on the District's needs.

The District reserves the right to suspend or terminate this contract at any time for any reason.

The Vendor shall, at a minimum, undertake the above responsibilities, and any additional responsibilities reasonably necessary to complete this work.

Please note that the District will select the successful firm/s based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the awards in its best interest.

6.0 SELECTION PROCESS**6.1 Method of Selection**

1. The District will review all proposals and select the firm/s based upon the best interests of the District all factors considered. The District reserves the right to conduct interview/s with the top three firms, if deemed necessary.
2. Among the factors to be considered are the following:

EVALUATION CRITERIA	POINTS
Qualifications – 80%	
Experience and qualifications of the staff to perform the assigned work.	20
References with similar or larger organizations, preferably in an education or government environment.	15
Quality of products used in performing the work.	15
Availability of staff to accomplish the work in the required time.	20
Willingness to accept the District's terms and conditions as noted in the Standard Form of Contract	10
Pricing – 20%	
Price of Services	20

Based on the recommendation of the Committee, the District will enter into contract negotiations with a selected firm/s. Upon receipt of best and final proposals, the Committee will select the best proposal, all factors considered.

6.2 Notifications

The District will provide timely notifications to firms responding to the Request for Proposal upon selection of the recommended firm.

6.3 Seattle Schools Right to Reject

The District reserves the right to reject any and all proposals and re-advertise the RFP at any time prior to approval of the recommended firm and the negotiated agreement. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. **Proposals submitted in response to this Request for Proposal shall become the property of the District and be considered public documents under applicable Washington State laws.**

The District reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

6.4 Procedures Requirements

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.

7.0 SUBMITTAL REQUIREMENTS

7.1 General Submittal Requirements

The submittal requirements shall be as follows:

SUBMITTAL METHOD: The proposing firm, joint venture or other form of association (“firm”) shall submit one ELECTRONIC copy of their proposal for the project sent via e-mail to contractingservices@seattleschools.org. The Subject Line of the e-mail shall note the RFP number and Project Title. **Please combine sections below into one PDF with each section bookmarked within the PDF.**

Each proposal is to be a maximum of fifteen (15) pages (8-1/2” x 11”) single sided, not smaller than 12-point type.

1. The cover letter, Proposal Certification Form, table of contents, and tabs do not count toward the page limits.
2. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.
3. **Please Note:** In preparing the firm’s submittal, the proposing firm shall clearly identify the designated person of record responsible for any referenced project. If the proposing firm is representing an individual’s experience while employed at another firm, the firm of record for the project and the individual’s role shall be clearly identified.

7.2 Contents of the Proposal

1. Signed Proposal Certification Form (page 3 of the RFP). This does not count towards the page limit.
2. Table of contents (maximum 1 page).
3. Separate section: Executive Summary.
 - Provide a summary highlighting the firm’s qualifications and special expertise to provide the services requested in the Request for Proposal.
4. Separate section: Company Profile.
 - Include a brief description of your company’s history including at least five years of experience.
5. Separate section: References.
 - Submit a list of three (3) references of similar size agencies or organizations you have worked for in the past five years. Please provide contact names, email addresses and phone numbers for references.
6. Separate section: Project Approach.
 - In narrative form, briefly discuss your approach and techniques proposed for this project.

7. Separate section: Team and Team Organization.

Briefly discuss how you propose to organize your team to accomplish the work with your availability and capacity.

10. Separate section: Pricing.

1. Briefly discuss your proposed pricing structure for the listed services.
2. Provide a spreadsheet of pricing to include the following: list each area (as described in Attachment 1) which the vendor proposes to undertake and the price per week. Breakdown the price by site to assist in evaluation.
3. Also provide a table of rates for hourly assignments as may occur. Rates shall include all overhead and mark-up.

Please also note that the District reserves the right to ask questions and seek clarifications about the Proposal, to request post-proposal modifications, and to engage in negotiations with a selected short list of firms.

8.0 CONTRACT AND CONTRACTING PROVISIONS8.1 Standard Form of Contract

The District's Contract for Consulting Services is included as Attachment 4. The proposal should include any comments or requested changes. **Please note: The District reserves the right to reject any firm that is not willing to accept the District's terms and conditions as noted in the standard form of contract.**

8.2 Additional Contract Document Requirements

The selected firm shall be required to provide the following documents to the District prior to execution of the contract:

- W-9 Form
- Washington State Business License
- Certificate of Insurance, including endorsement pages, with the following limits:

workers' compensation	statutory
employer's liability (stop gap)	\$1,000,000 each accident \$1,000,000 disease-policy limit \$1,000,000 each employee
commercial general liability	(per occurrence/aggregate)
bodily injury and property damage	\$1,000,000/\$2,000,000
personal and advertising injury	\$1,000,000/\$2,000,000
products and completed operations	\$1,000,000/\$2,000,000
fire legal liability	\$100,000
automobile liability (owned, non-owned, leased or hired)	\$1,000,000 per occurrence
umbrella/excess coverage	\$2,000,000 per occurrence
professional liability	\$1,000,000 each occurrence

8.3 Protest Procedures

1. Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of this contract may protest to the District in accordance with the procedures set forth herein. Protests based on the terms in this Request for Proposal, which are apparent prior to the date established for submitting the proposal must be received seven (7) days prior to the submittal deadline. Protests based on other events must be received within three (3) working days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if the protest is received after the award for this contract.
2. In order to be considered, a protest shall be in writing and shall include: the name and address of the aggrieved person; the contract title under which the protest is submitted; a detailed description of the specific grounds for protest and any supporting documentation; and the specific ruling or relief requested. The written protest shall be mailed to:

JoLynn Berge
Chief Financial Officer
Seattle School District No.1
MS 33-300
P.O. Box 34165
Seattle, WA 98124

Or delivered to:

JoLynn Berge
Chief Financial Officer
Seattle School District No.1
MS 33-300
2445 3rd Avenue South
Seattle, WA 98134

And shall be labeled: "Protest"

Upon receipt of a written protest, the District shall promptly consider the protest. The District may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. The District decision may be appealed to the Superintendent's designated representative, Clover Codd, Chief Human Resources Officer, not more than two (2) working days after receipt of the decision by written notice together with all supportive evidence, received at Seattle School District No. 1, MS 33-157, 2445 3rd Avenue South, Seattle, WA 98134. The Superintendent's decision shall be final and conclusive.

3. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the District's final decision.
4. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

End of Request for Proposal

ATTACHMENTS:

Attachment 1: Area Summary
Attachment 2: Fixture Count Per Building
Attachment 3: Sample Custodial Work Assignment
Attachment 4: Sample Contract for Consulting Services

Attachments are available to view at [Builders Exchange of Washington](#)