



PLYMOUTH-CANTON
COMMUNITY SCHOOLS

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REQUEST FOR PROPOSAL

Sanitation Services and Cleaning Supplies
FOR
PLYMOUTH –CANTON COMMUNITY SCHOOLS

PROPOSAL DUE:

Thursday, May 4, 2017 at 10:00 a.m. (local time)

Request for Proposal (RFP)

**Plymouth-Canton Community Schools
454 S. Harvey
Plymouth, Michigan 48170**

REQUEST FOR PROPOSAL: Sanitation Service and Cleaning Supplies

INTRODUCTION

A. GENERAL INFORMATION:

Plymouth-Canton Elementary Schools is requesting proposals from qualified vendors for 23 school kitchens

Submit two completed proposal forms and required signed documents that are furnished within, one of which MUST be original with full name and address of vendor. No facsimiles will be accepted.

All blank spaces on the proposal form must be completely filled in with ink or typewritten without alteration or erasure.

Proposals must be signed in longhand and executed by a principal duly authorized to enter into agreements.

Proposals must be addressed to:

**Plymouth Canton Community Schools- Board of Education
454 S. Harvey
Plymouth, Michigan 48170
Attn. Kristen Hennessey**

Proposals must be sealed in an envelope with the name and address of the submitting contractor and the words "REQUEST FOR PROPOSAL-SANITATION SERVICES AND CLEANING SUPPLIES" on the outside the envelope.

Proposals for Sanitation Services and Cleaning Supplies will be received at Plymouth Canton Community schools Board of education by Thursday, May 4, 2017 at 10:00 am. All proposals will be reviewed

Qualified vendors may be asked to meet with committee in late May 2017 for a half hour presentation.

Plymouth-Canton Community Schools and the board will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the contractor.

Plymouth-Canton Community schools and its Board has the right to reject any and all bids and to waive omissions, irregularities or clerical errors not affecting substantial compliance specifications.

All inquiries concerning this Request for Proposal shall be directed to Kristen Hennessey
(734) 416-2742 or Kristen.hennessey@pccsk12.com

B. SERVICE SPECIFICATIONS:

Successful Bidder shall provide a complete Food Service Sanitation System composed of personnel instruction and documented training including, color coded Material Safety Data Sheets, mixing and use posters, management and inventory control system, and a documented routine reporting system for Food Service Management, as an integral part of this proposal. Respondents are to attach a syllabus of their proposed service program including: schedule of routine training to each individual school (each school is to be serviced monthly during the school year), training material (indicating color coding), training outlines, copies of all cafeteria use forms, documentation reports and copies of proposed control forms and reports for management use. Additionally, a list of materials and samples of required dispensing equipment and/or bottles (displaying permanently screened OSHA compliance data) should be submitted with the proposal and subsequently made available to schools at no additional cost.

C. VENDOR SERVICES REQUIREMENTS:

- Initial ongoing site-based sanitation and safety in- service training. In-service visits every two weeks during initial training period or as needed and or requested by site manager. Initial training period should be for a period that is not less than one month, ongoing training to be provided at least every six weeks, or monthly, during the school year.
- Computerized service reports after each visit, sent to specified food service supervisor or director.
- Reports shall include date and time spent at each site and a brief description of the training and services provided.
- Implementation of complete program to each school site shall be completed within (30) working days of Bid award and vendor shall provide sufficient service personnel to coordinate complete implementation of program.
- Vendor shall provide direct delivery to each school site of cleaning items, training material, etc.
- Vendor representative shall ensure all necessary Material Safety Data Sheets for all products are posted in each school site in accordance with OSHA's Hazardous Communications Act. Vendor representative shall ensure all mixing/usage cards, charts and other instructional materials are posted throughout the food service area.
- Vendor representative MUST be certified to teach both National Restaurant Association ServSafe Manager and Employee programs.
- Vendor representative MUST have U.S. Department of Labor OSHA Awareness Training Program and be qualified to teach the five (5) OSHA Mandates.
- All charts, posters, instructional materials, support materials, bottles, containers, etc. shall be in English and Spanish. All equipment shall also be labeled with instructions in the before-mentioned languages.
 - Vendor shall agree to a 48-hour response time to any location with re-supply needs or technical needs.

D. MATERIAL SPECIFICATIONS:

The vendor shall provide the appropriate quantities of the various premeasured concentrated liquid detergents needed for the program. These are to be readily available for individual distribution and easily opened for use. Package labeling must exhibit clear dilution and use directions in English and Spanish. Respondents to proposal shall specify proportions to be mixed with water under normal usage. Detergents must dilute instantly in hot or cold, hard or soft water. Products shall make a solution that leaves no film, or residue, and shall not stain or discolor equipment when used at recommended proportions. (see attachment A)

Successful vendors shall provide two copies of Materials Safety Data Sheet (MSDS) on material covered by OSHA Standard 1910.1200 as a condition of purchase.

E. MATERIALS/ANCILLARY ITEMS VENDOR TO PROVIDE:

- Vendor shall provide MSDS sheets, temperature logs, procedures for cleaning materials, charts, posters and any training materials pertinent to employee training and follow-up. Adhesive or method to secure posters etc. at each site must be provided.
- Vendor shall provide notebooks, binders and any materials deemed necessary for proper documentation and training for each school site.
- Vendor shall provide pac cutters, sanitizer test kits, oven scrapers, spray bottles, dispensing equipment, protective gloves and goggles as needed, including re-supply throughout the program

- But not to exceed (6) six of each type per school year. After the (6) six have been expended, and then it is the decision of the vendor to provide additional quantities at no additional cost.
- Vendor shall ensure all bottles, containers, dispensing equipment has OSHA Compliant labeling.
- Vendor shall provide Spanish and English training videos, which shall include all the facets of the program to the Food Service Department to be used for continuous training and retraining of staff and new employees. These videos shall not replace the personalized training provided by the service personnel.
- The amounts of support material for each site shall be mutually agreed upon before the start of service program.
- Vendor to provide procedure and reference manual covering the mixing, use and application of all materials used in the program. Reference guide to be complete with bilingual usage, application tools and task list.
- Vendor to provide after the implementation period, a detailed schedule of all service call times and dates for each site for the entire school year.
- All the “said materials”, i.e. charts, booklets, videos, support material, etc. shall be submitted to the Nutrition Department at the time of Proposal submission for review and qualification.
- Service shall also be continued for all sites “opened” for summer school.
- Vendor must provide a minimum of (3) three written references (with contact person and phone number included) from school districts or learning centers from within this state where the vendor has the program in use. Each reference must be from a different school district or learning center.
- Vendor shall be sole contractor and shall fulfill all items and requirements of the proposal.
- Vendor shall provide a staff recognition and motivation program tied into the monthly site visits.
- Recognition shall be on a monthly and yearly basis. The details shall be determined by the Nutrition Department and the Vendor.
- Vendor shall train employees on the following, proper racking and unloading of trays, pots, pans and utensils, routine de-liming procedures and personal protective equipment, dish/machine operation/ maintenance, dish room maintenance and general safety.
- Training program shall include a Loss Prevention Program. Each site shall be provided with a training curriculum designed to reduce, or eliminate common accidents in the food service department. Vendor shall be required to work with the Nutrition Department to assess risks and quantify the impact of this program. The progress of the Loss Prevention Program shall need to be monitored, documented and reviewed with the staff during regularly scheduled service calls. Vendor to develop, write and maintain a Hazardous Communication Plan for the Nutrition Services Department. Program to include MSDS, Written Training Plan, Chemical Inventory Roster, and Training Documentation.

F. **AWARD CRITERIA:**

Since routine scheduled service, training and efficiency analysis are a mandatory part of the requirements of this proposal, quality of service, training program, documentation, cleaning materials and price will be considered equally in determining the award.

The Bid shall be awarded based on the best value to the **Plymouth- Canton Community Schools** and this determination shall be made solely by this office. The award shall be determined by these items.

Quality and Convenience of Cleaning Materials

- Method of dispensing product / packaging
- Effectiveness of cleaning product
- Product appropriateness for School Food Service Environment
- Clarity of user instruction, written directions
- Safe use for employees

Training Resources

- Training Programs, documentation and certification

Quality of Knowledge Demonstrated

- Commitment / preparedness for multi-site training and response plan
- Familiarity with School Food Service Environment
- Knowledge of OSHA Guidelines

Quality of References and Contacts

- Letters of recommendation / length of relationship
- Number of other school districts using system

Total Program Cost

Total Possible Score

100pts

RESPONSE **SHEET**

Costing of the Program:

The price quoted shall be for delivery of the specified Sanitation System on a **St Annual Cost** basis. Monthly service billings shall be based on the annual cost **divided by ten** and billed in equal installments from date of award. If there is a discount for full payment please indicate percentage discount.

Prices quoted are to be F.O.B. delivered to any and all locations of PCCS. Quotations should not include city, state sales and federal excise tax. Prices are for one year contract as designated below. The option of extending for two (2) one (1) year contracts under the same conditions is available providing The Board and Vendor agree.

Contract Period: Beginning July 1, 2017 and ending June 30, 2018 –year one

Bid Price for Sanitation Services and Cleaning Supplies:

Annual Cost for Sanitation Services and Cleaning Supplies:
Annual Cost of Sanitation Services/Cleaning Supplies with Disposable Glove program:
Annual Cost of Sanitation Services/Cleaning Supplies with Hand Soap Program:
Annual Cost with Sanitation Services/Cleaning Supplies/Glove and Hand Soap Program:

Discount for Full Annual Payment

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Signature of Company Representative/Title

Date

Attachment A

Bid Details and Specifications

Cleaning Product/Materials Specifications

The vendor shall provide the following detergents and hand care products as specified below.

Foaming Liquid Hand Soap:

Product must be an anti-microbial hand cleaner with strong washing power and good skin compatibility. Must clean all light dirt without the use of scrubbers and solvents. Product must prevent excessive swelling of the skin. Must maintain the skin's natural protective acid mantle, which serves to protect it from bacterial or fungal infection. Must be a clear viscous liquid; density (at 20°C) approximate 1.03 g/cm³; pH 6 to 8. Must be packaged in ready to use containers that are used in conjunction with a dispenser or be able to be poured into a dispenser. Product shall be unscented or lightly scented.

Go-Jo Luxury Foaming Hand Soap or equal.

All Purpose Cleaner (For floor cleaning and spray applications):

To be used with manual and/or machine cleaning methods. To be low sudsing, easy to rinse detergent. Product to be biodegradable. Product shall make a clear, soluble solution that leaves no film or residue and shall not stain or discolor when used at recommended proportions. Must dilute in hard or soft water. Chemical composition: concentrated liquid blend of organic detergents, solvents, water conditioners and alkaline builders. Pleasant scent. Approximate PH: $9.8 \pm .3$ in solution. Must be portion packed in easy to handle packaging. **SFSPac5 or pre-approved equal. Green Seal approved.**

Multi-Purpose Degreaser (For degreasing floors and spray applications):

To be used for heavy duty cleaning, degreasing of floors, food service equipment and other difficult to clean surfaces. Product to be biodegradable and must dilute in hard or soft water. Chemical composition: Blend of mixed liquid quaternary ammonium chlorides. Approximate PH: $7.2 \pm .3$ in solution. Must be portion packed in easy to handle packaging. **SFSPac30 or pre-approved equal.**

Pot and Pan Detergent:

Multi purpose compound for medium, soft or hard water that shall cut grease and clean pots and pans. A pre-measured liquid compound is required. The compound should not cause irritation to hands. Product shall demonstrate excellent grease cutting ability, removal of excess cooked on foods and have sustaining sudsing ability. Product must have pleasant fragrance. Must be portion packed in easy to handle packaging. **SFSPac 15 or pre-approved equal. Green Seal approved.**

Sanitizer (Quaternary Solution – no chlorine):

Concentrated liquid blend of quaternary ammonium compounds. Must be EPA registered. Product to be biodegradable and must dilute in hard or soft water. Provide active quaternary sanitizer equivalent to 50-ppm available chlorine. Chemical composition: Blend of mixed liquid quaternary ammonium chlorides. Approximate PH: $7.2 \pm .4$ in solution. Must be portion packed in easy to handle packaging. **SFSPac17 or pre-approved equal.**

Germicidal Detergent (For Cleaning and Disinfecting):

To be concentrated liquid quaternary ammonium compound or equally effective compound to provide a broad spectrum of effectiveness against a variety of gram positive and gram negative organisms including antibiotic resistant staphylococcus. Cleans all surfaces including those that are resilient. Gets rid odors by removing odor forming bacteria. Leaves no masking or cover up odor. Must be biodegradable and equal to EPA registration No. 8722-1, USDA list Category D-1. Product shall make a clear, soluble solution that shall leave no film or residue and shall not stain or discolor when used at recommended proportions. Must be portion packed in easy to handle packaging. **SFSPac20 or pre- approved equal.**

Laundry Detergent:

Tide or pre-approved equal.

Protective Barrier Cream:

Product to be a water repellent protective cream for the skin for use against aqueous media such as cleaning and disinfectant agents, acids, alkalis and water mixed oils. Slightly or unscented, fatty, silicone free cream of the water in oil emulsion type. Product to be packed in individual portion packets or easy to use tubes. **Durapro or equal.**

The above listed products are to be packaged as indicated. Product should be easily opened and package labeling must exhibit clear directions in English and Spanish. Specific proportions must be listed regarding the product mixing with water under normal usage. Products must dilute instantly in hot or cold water, soft or hard water. Products shall make a solution that leaves no film or residue and shall not stain or discolor equipment when used in the recommended use and proportions. All products shall have a neutral or non-toxic odor. Products must be biodegradable, non-toxic and safe for use around food service preparation, serving, storage and dining areas.

High Temp Dish Detergent:

Aluminum-safe metal cleaning detergent capsule especially formulated for commercial food service operations to emulsify heavily-soiled dishes. Packaged in 1 Gallon Easy to Use Containers. **Smart Systems Envirowash or equal.**

High Temp Rinse Additive for Use in Rinse Injections:

Reduces surface tension causing water droplets to form a continuous water film that sheets off leaving a spot and streak free surface. Packaged in 1 Gallon Easy to Use Containers.

Lime Scale Remover:

Removes lime, food film and scale from stainless steel, aluminum, ceramic, glass and plastic surfaces and equipment in food processing operations. Packaged in 1 Gallon Easy to Use Containers. **Smart Systems Cling De-Limer or equal.**

Detergents must dilute instantly in hot or cold, hard or soft water. Products shall make an effective cleaning solution, which leaves no film or residue, and shall not stain or discolor equipment when used at recommended proportions

Additionally, vendors shall provide a Rinse Additive that shall allow dishes and trays to dry faster and eliminate potential bacteria buildup from storing wet dishes or towel drying.

Disposable Gloves:

Vendor shall provide a complete disposable glove program based on the needs of the district. Gloves provided shall include disposable powder-free vinyl gloves which are to be free of latex and proteins to which some users may be sensitive. Multiple sizes shall be provided. Disposable Cast Polyethylene Gloves shall be 100% latex free and be rated for food processing as well. Gloves are to be made with component materials that meet USDA and FFDCA standards (21 CFR for use in Food Processing). As part of the program all staff will receive on-site training related to proper use of disposable gloves. Training to include review of FDA code application related to disposable glove use, change frequency, cross contamination prevention, hand washing, and other topics related to proper glove use and “best practices”. **Tradex or approved equal.**

REQUIRED SIGNED DOCUMENTS

AGREEMENTS

The undersigned understands that the District reserves the right to reject any and all bids and to waive informalities and irregularities in bidding.

District also reserves the right to hold bids for a period of 60 days from bid opening date.

The District reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informality therein. If in the District's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reason of establishing uniformity, delivery time, etc.

If award is made to us under this proposal, we agree to enter into an Agreement with Plymouth-Canton Community Schools to furnish products and/or services, in strict accordance with this proposal, bid documents and all pertinent portions of plans and specifications.

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth in this RFP.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Plymouth-Canton Community Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Plymouth-Canton Community Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Plymouth-Canton Community Schools.

I hereby certify that I am authorized to sign as a Representative for the Firm:

Name, title, and signature of individual duly authorized to execute contracts:

Name: _____

Title: _____

Signature: _____

**AFFIDAVIT OF BIDDER
IRAN ECONOMICS SANCTIONS ACT**

The undersigned, the owner or authorized officer of _____
(the "Bidder"), pursuant to the Iran Economic Sanctions Act (MCL 129.313),
hereby represents and warrants that it is not an "Iran linked business".

BIDDER: _____

By: _____

Its: _____

STATE OF MICHIGAN)
COUNTY OF WAYNE)

The instrument was acknowledged before me on the _____ day of _____, 20 _____,
by

Notary Public

_____County, Michigan

Acting in the County of: _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT (This statement must be notarized)

We state that no familial relationship exists between the owner or any employee of the company and/or any member of the Board of Education, superintendent or executive of the Plymouth Canton Community School District. If such a relationship exists, please explain:

Name: _____

Title: _____

Signature: _____

NOTARY: _____

(Print or type)

DATE: _____

COUNTY: _____

STATE: _____

SIGNATURE OF NOTARY: _____

MY COMMISSION EXPIRES: _____