

# IOTA Community Schools

6000 Poplar Avenue, Suite 250, Memphis, TN 38119

## **REQUEST FOR PROPOSALS (RFP) for JANITORIAL SERVICES**

### **Bid # 27-ICC01**

IOTA (IOTA Community Schools) is soliciting a Request for Proposal (RFP) for janitorial services at Bluff City High School and Wooddale Middle, which is located in Memphis, TN.

The enclosed RFP is for IOTA Community Schools All bids must be sent electronically to [operations@iotaschools.org](mailto:operations@iotaschools.org) on or before **Monday, April 26, 2026, at 2PM.**

### **Important dates for Bid 26-TN01:**

	<b>Due Date</b>
RFP Released	March 25, 2026
Last date for questions	April 10, 2026 – 2:00PM
Final addendum (if any) issued	April 17, 2026
<b>Due Date of the RFP</b>	<b>April 26, 2026 – 2:00PM</b>

### **SCOPE OF SERVICES**

- Janitorial Services for IOTA Community Schools

Janitorial services will cover the specifications as follows and it is expected that all areas will be maintained, and the necessary spot cleanings performed to ensure the continued satisfaction of the staff, students, and parents. Vendor agrees to supply all labor, equipment, and materials necessary to perform such services. Services provided are for five days per week unless otherwise specified. Services shall include, but not be limited to, the following:

Twenty-seven (27) hours of daily janitorial services, including a lead supervisor, daily porters, and general cleaners.

#### **Basic Cleaning Frequencies and Specifications**

- Janitorial staff shall ensure all room lights are turned off and doors and windows are closed and locked after cleaning a room. Services should also include provisions for the following items:
  - Purchase of supplies needed to fulfill the Scope of Services effectively and efficiently, as described in the Proposal
  - Purchase of new equipment needed to fulfill the Scope of Services effectively and efficiently.
  - Purchase, installation, and maintenance of bathroom dispensers for all restrooms, including automatic paper towel dispensers, automatic soap dispensers, and coreless toilet paper dispensers
- Deep cleaning/pandemic response

## **1. Daily**

### **(Restrooms, Locker Rooms, Common Areas, Classrooms, Offices, Cafeteria, Miscellaneous Exterior/Interior Areas)**

- Remove graffiti as necessary.
- Spot clean all doors, partitions, and walls.
- Vacuum sweep all rugs, including walk-off mats. Spot clean all stains on carpeted areas.
- Mop all spills during breakfast and lunch service times.
- Clean all tabletops after breakfast and lunch service times.
- Empty wastepaper and sanitary napkin receptacles. Replace plastic bag liners. Sanitize as required.
- Empty all trash receptacles, clean container with clean, damp cloth and replace plastic liner.
- Restock or refill towel and tissue dispensers and check for operation. Report malfunctions to the Office Coordinator.
- Refill soap dispensers and check for operation. Report malfunctions to the Office Coordinator
- Clean and sanitize all commodes, urinals, and lavatories inside and out, top and bottom (to be performed 2x's during am hours, 1x during pm hours, & the end of shift.)
- Clean and polish mirrors and other bright work.
- Clean and polish all chrome fixtures including faucets, flush valves, lavatory taps and piping.
- Clean and sanitize counter tops (to be performed 2x's during am hours, 1x during pm hours, & the end of shift.)
- Dust and mop hard floor surfaces using quality germicidal detergents.
- Dust toilet partition tops and sanitize partition surfaces.
- Bag and remove trash to outside dumpsters.
- Damp mop all hard surface floors with disinfectant
- Clean all windows.

## **2. Weekly**

### **(Restrooms, Locker Rooms, Common Areas, Classrooms, Offices, Cafeteria, Miscellaneous Exterior/Interior Areas)**

- Dust & damp wipe door frames, hinges, and partition fasteners.
- Flood mop hard surface floors using a quality germicidal detergent.
- Wet mop all janitorial closets.
- Spray buff vinyl floor covering
- Wash door handles, push bars, push plates and kick plates.
- Spot clean all desks, tables, filing cabinets, conference room tables and break room tables.
- Clean dry erase boards, without removing any intentional writing or assignments on the board.
- High/low dust, without moving items on surfaces, including blinds, desks, chairs, and other office furniture.
- Clean chairs and seats {dust or vacuum} as needed.
- Dust and wipe clean all baseboards.
- Vacuum all rugs and carpeting.
- Spot clean all tabletops and serving areas.
- Stock and inventory cleaning supplies.

## **3. Monthly**

### **(Restrooms, Locker Rooms, Common Areas, Classrooms, Offices, Cafeteria, Miscellaneous Exterior/Interior Areas)**

- Thoroughly wash and sanitize all tile and hard surfaces.
- Dust or vacuum all supply and exhaust registers, ceiling vents and grills, light fixture lenses, ledges, etc.
- Edge vacuum as needed.
- High speed buff or wax vinyl floors.

#### 4. Winter Break

- Scrub and recoat vinyl flooring throughout the building, including common areas, classrooms, cafeteria, and offices.
- Remove classroom furniture before buffing and replace after the wax has dried.
- Shampoo all carpeted areas.

#### 5. Summer (to be completed by workers outside of the daily hours found above and within a mutually agreed upon period outside of the school year)

- 10 hours a day during June and July while still stripping and waxing floors.
- Strip and wax all vinyl flooring throughout the building applying a minimum of four (4) coats of wax, including common areas, classrooms, cafeteria, and offices. Remove classroom furniture before buffing and replace after wax has dried.
- Shampoo all carpeted areas.
- Wash all windows and glass partitions on the inside and outside.

#### Campuses

Campus	Address	Square Footage
Wooddale Middle School	3467 Castleman St, Memphis, TN 38118	184,760
Bluff City High School	4100 Ross Rd, Memphis, TN 38115	79,534

#### POINT OF CONTACT

All questions due on **April 3, 2026 – 2:00PM** will be answered to all vendors and posted on the IOTA website. An email will also be sent to any bidder who sent in questions with all the questions and answers posed, and an e-mail will be sent to each bidder with the same information, along with a final addendum with all questions. Questions should be directed to:

IOTA Community Schools  
Attn: Patricia Adams  
3467 Castleman Street, Memphis, TN 38118  
Email: [operations@iotaschools.org](mailto:operations@iotaschools.org)

The bidder is responsible for verifying that the bids were timely received by IOTA. IOTA shall not be responsible for any late delivery of bids.

For your convenience, an electronic copy of this RFP can be accessed from <https://iotaschools.org/about/procurement/>

Documents are available in PDF and Excel format.

#### QUESTIONS, POSSIBLE ADDENDUMS AND WITHDRAWAL OF PROPOSALS

For questions or comments regarding this RFP process or the RFP documents, please submit your questions or comments in writing. You may submit requests for information and/or clarification in writing to [operations@iotaschools.org](mailto:operations@iotaschools.org) until **April 10, 2026 – 2:00PM CST**. IOTA shall not be obligated to answer any questions received after the above-specified deadline or any questions submitted in a manner other than as instructed above.

IOTA will respond in writing to all questions by **April 17, 2026 - 5PM CST**. All answers will be provided as a numbered question and answers document. For example: RFP Q&A #1.

IOTA shall not, under any circumstance, be liable for any pre-contractual expenses incurred by potential Vendors, and potential Vendors shall not include any such expenses as part of their RFP. Pre-contractual expenses are defined as any expenses incurred by a potential Vendor in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to IOTA; (3) negotiating with IOTA any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP.

Withdrawal of Proposal: Any proposer may withdraw a proposal, either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.

To withdraw your proposal, contact:

**IOTA Community Schools**

**Attn: Patricia Adams**

**3467 Castleman Street, Memphis, TN 38118**

**Email: [operations@iotaschools.org](mailto:operations@iotaschools.org)**

**GENERAL INSTRUCTIONS FOR BID 27-ICC01**

- 1. Scope of Contract.** The scope of work and services, without limiting the generality thereof, consists of furnishing all labor, material, equipment necessary to perform janitorial services.
- 2. Response to Request for Proposal.** Response to Request for Proposal to receive consideration shall be made in accordance with the following instructions:
  - A. In addition to the RFP, the Vendor shall also complete as a part of the RFP the following documents: Non-Collusion Affidavit.
  - B. Response to Request for Proposal shall be delivered to District, on or before the day and hour set for the receipt of Response to Request for Proposal, enclosed in a sealed envelope and bearing the title of the work and the name of the Responding Vendor. Any Response to Request for Proposal received after the scheduled closing time for receipt of Response to Request for Proposal shall be returned to the Responding Vendor unopened.
- 3. Withdrawal of RFP.** Any Responding Vendor may withdraw his/her RFP, either personally or by written request, at any time prior to the scheduled closing time for receipt of Response to Request for Proposal. However, a Responding Vendor is prohibited from responding again on the same work after withdrawing his/her RFP.
- 4. Agreement.** The form of agreement for the Contract, which the successful Responding Company, as Vendor, will be required to execute is included in and forms a part of this section and the Contract documents.

**5. Addenda.** Any addenda or bulletins issued during the time of RFP issuance or forming a part of the documents furnished for the preparation of RFP, shall be covered in the RFP, and shall be made a part of the contract. Failure to acknowledge receipt of all addenda on the proposal response page or to include all addenda with the RFP proposal documents may be sufficient cause for rejecting the submitted proposal.

**6. (Reserved)**

**Award or Rejection of Response to Request for Proposal.** The contract will be awarded at District's sole discretion. District reserves the right to reject any or all Response to Request for Proposal and/or waive any RFP informality. It is the intent of the District to award Contract(s) either "individually", "as a whole" or "in any combination", whichever would be in the best interest of the District. Award is contingent upon timely compliance with all RFP conditions and specifications, and negotiations. The District reserves the right to award a Contract to the qualified responder(s) whose proposal meets the evaluation standards and will be most advantageous to the school district with eligible price and all other factors considered, or to reject all Response to Request for Proposals, whichever is in the best interest of the District. The district further reserves the right to award RFP items on an individual per line-item basis to one or more Responses, whichever is in the best interest of the district. The successful Responder(s) will be notified in the event of an award.

**7. Taxes.** The Contract payments shall exclude all applicable taxes. The District shall pay only the State Sales and Use Tax, and/or County local taxes and Use Tax on the rates (unit costs), when applicable will be listed separately on the monthly service invoice. The Federal Taxes or other additional communication charges may be applicable, including but not limited to FCC charges, etc., and will be reflected on monthly service invoices.

Charges and Taxes for any related issued hardware will be billed on account and appear on monthly invoices for service, or separately on a monthly service invoice.

**8. Inspection of Responding Vendor's Facility.** As part of the District's evaluation process, the District reserves the right to inspect the facilities of the Responding Vendors prior to awarding the contract. If representative(s) of the District determine after such inspection that the Vendor may not be capable of providing proper and satisfactory service/product to the District, the Vendor may not be considered for an award. Additionally, the District reserves the right to inspect the Vendor's facility during the contract period, any time during normal business hours upon prior notice. Responding Vendor may also be required to show evidence of their ability to furnish standard material from identified manufacturer. For the purposes of this RFP, the District understands that, due to the nature of wireless communications, verification of facility may be ability to contact and connect with Vendor's Customer Service centers & support systems. The District will make these contacts as a verification of availability and may act as sole judge as to the responsiveness; and therefore, the Vendors' available facility.

**9. Vendor's Past Performance.** A Vendor may be ruled "Non-Responsive"/" Non- Responsible" based upon Vendor's unacceptable past performance which may include but not limited to: constant late/non deliveries, constant partial deliveries, delivery of wrong materials, products not meeting specification, providing incorrect prices, invoicing problems, default, etc.

**10. Vendor Qualifications.** To be considered for an award, the Vendor shall meet the following requirements:

The Vendor shall be required to verify that they have been “In the Business” of providing this type of equipment/services for a **minimum period of three (3) consecutive years**.

#### **11. Award Criteria.**

The document ‘Evaluation Standards’ included as part of this RFP will determine award(s) of various services and related equipment. Each prospective Vendor will be required to respond to the Evaluation Standards to their best ability. The Evaluation Standards are considered part of this RFP, and no RFP will be accepted without a response to the Evaluation Standards. The District understands that the Evaluation Standards will require some narrative in response. Please use additional pages and be as complete as possible in providing responses.

#### **12. Conflict of Interest.**

By its signature hereunder, Vendor certifies that no District employee whose position in the District’s service enable him/her to influence any award of your offer or any competing offer and no District employee, spouse or economic dependent of such employee, shall have any direct financial interest in any transaction resulting from this request for proposal. If such conflict exists, the Vendor will notify the District in writing.

#### **13. If Bidder Protest.**

Any bidder who submitted a proposal to the District may file a protest provided that each and all of the following are complied with:

- 11.1 The protest is in writing;
- 11.2 The protest is filed and received by the District’s Executive Director, Jocquell Rodgers, not more than three (3) calendar days following the date of the District’s selection of the apparent lowest responsible bidder.
- 11.3 The written protest sets forth, in detail, all grounds for the protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the ground for the protest; any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible, and credible evidence. Any protest not conforming to the foregoing shall be rejected by the District as invalid. Provided that a protest is filed in strict conformity with the foregoing, the District’s Director of Purchasing or such individual(s) as may be designated in his/her discretion, shall review, and evaluate the basis of the protest, and shall provide a written decision to the bidder submitting the protest concurring with or denying the protest. The District’s written decision shall be final and not subject to reconsideration or appeal. No bidder shall seek judicial relief, in any form, relative to the District’s intent to award the Contract, or the protest thereof, unless the foregoing protest procedure has been strictly and timely complied with by the bidder. The issuance of a written decision by the District shall be an express condition precedent to the institution of any legal proceeding relative to the proposal process, the District’s intent to award the Contract, or the District’s determination to reject all proposals.

#### **14. Term of Contract.**

Any contract will be contingent upon the approval of funding and governing board approval.

**BID 27-TN01 BID FORM A** – This form is required to be submitted with your proposal.

**BID 27-ICC01 BID FORM SITE 1**

**Total RFP Proposal Amount of all items for Item A: Bluff City High School**

The proposal must be in ink or typewritten. Write out the total amount of your proposal:

Numeric Proposal Amount: \$ \_\_\_\_\_

**BID 27-ICC01 BID FORM SITE 2**

**Total RFP Proposal Amount of all items for Item A: Wooddale Middle School**

The proposal must be in ink or typewritten. Write out the total amount of your proposal:

Numeric Proposal Amount: \$ \_\_\_\_\_

**In the event of a conflict between the written and numeric version of the proposal, the *written* will prevail.**

**BID 27-ICC01 BID FORM B** – This form is required to be submitted with your proposal.

**CERTIFICATION**

I certify that I have read the enclosed **Request for Proposal** and the instructions for submitting an RFP.

In submitting this Request for Proposal, the undersigned acknowledges receipt of all Addendums issued by or on behalf of the District, as set forth below. The undersigned further confirms that this Request for Proposal incorporates and is inclusive of, all items or other matters contained in Addendums (if any) issued. The **Addendum**

**Nos. \_\_\_\_\_ received, acknowledged and**

**incorporated into this Request for Proposal are noted above.** The undersigned hereby proposes and agrees to furnish and deliver the goods or services as quoted in accordance with the terms, conditions, specifications, and prices herein quoted.

Signature

Typed or Printed Name

Title

Company

Address

Address

Telephone

Fax

Date

E-Mail

If you are responding as a corporation, please place your corporate seal in the space below.

**BID 27-ICC01 BID FORM C** - This form is required to be submitted with your proposal. **NON-COLLUSION AFFIDAVIT**

STATE OF TENNESSEE

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ being first duly sworn, deposes

and (Typed or Printed Name)

says that I am the \_\_\_\_\_ of \_\_\_\_\_, the party  
(Title) (Bidder Name)

submitting the foregoing Request for Proposal (the "Bidder"). In connection with the foregoing Request for Proposal,  
the undersigned declares, states, and certifies that:

- 1.01 The Request for Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation.
- 1.02 The Request for Proposal is genuine and not collusive or sham.
- 1.03 The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
- 1.04 The Request for Proposal is genuine and not collusive or sham.
- 1.05 The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or shame bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
- 1.06 The Bidder has not any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price, or that of any other bidder, or to fix any overhead, profit or cost element of the proposal price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
- 1.07 All statements contained in the RFP and related documents are true.
- 1.08 The Bidder has not, directly or indirectly, submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_  
(City, County and State)

I declare under penalty of perjury under the laws of the State of Tennessee that the foregoing is true and correct.

Signature (Address)

Name Printed or Typed (City, County and State)

**BID 27-ICC01 BID FORM D**

This form is required to be submitted with your proposal, if applicable.

**SUBCONTRACTORS LIST**

The following is a list of the subcontractors that will be used in the work if the Proposer is awarded the contract, and no subcontractor not listed below will be used without the written approval of the IOTA Community Schools. Additional numbered pages outlining this portion of the Proposal may be attached to this page. NOTE: Subcontractor’s address, telephone number, license number, and expiration date information may be omitted from this form but MUST be submitted within twenty-four hours; (1) working day, following the opening of Proposals. The subcontractor’s name, city of location, and type of work must be stated on the Proposal enclosed in the sealed envelope.

Proposer Name  
 SUBCONTRACTORS LIST  
 All subcontractors in excess of  
 ½ of 1% of total Proposal must  
 be listed. Add additional sheets  
 as needed.

SUBCONTRACTOR:		TYPE OF WORK:
Location/Address:		
LICENSE NO.:	Expiration Date: / /	Phone: ( )
SUBCONTRACTOR:		TYPE OF WORK:
Location/Address:		
LICENSE NO.:	Expiration Date: / /	Phone: ( )
SUBCONTRACTOR:		TYPE OF WORK:
Location/Address:		
		Phone: ( )