

# Vicksburg Warren School District

## Notice of Request for Proposals

The Vicksburg Warren School District will receive **PROPOSALS** for the following:

### **CUSTODIAL SERVICES- RFP #25-26-01**

The Vicksburg Warren School District is soliciting sealed competitive proposals (hereafter called proposals) for the services per the specifications stated elsewhere in this solicitation document. Proposals shall be submitted in an envelope marked on the outside with the offeror's name and address and proposal number RFP #25-26-01 – Custodial Services to:

Vicksburg Warren School District  
Attn: Kathy Hughes  
1500 Mission 66  
Vicksburg, MS 39180

Proposals will be received at the above address until **10:00 AM Monday, May 12, 2025**. Proposals will be opened on Tuesday, May 20, 2025 to ensure that required components are present. Prices will not be read, nor disclosed in any other manner until award is made.

No bid shall be accepted or considered after such scheduled time. The Board of Trustees of the Vicksburg Warren School District reserves the right to waive informalities and to reject any/or all bids as might be in the best interest of the school.

Faxed proposals will not be accepted. Proposals must be submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time shown on the RFP. VWSD will not be responsible for mail delivered from the post office. Vendors must submit sealed proposals in the form of the executed Offer Form and Price Offer Sheets together with any material required by this RFP by the time and date specified.

The Vicksburg Warren School District (“the District”), through its Maintenance Program, is publishing a Sealed Request for Proposal (“RFP”) soliciting vendor proposals and qualifications for contracted services in the area Janitorial and Custodial. These services should include daily cleaning such as sweeping, mopping, dusting, waxing floors and intensive cleaning during school breaks

**This RFP will not be distributed in paper form. All distributions will be through the District website at [VWSD.org](http://VWSD.org).**

No bid shall be accepted or considered after such scheduled time. The Board of Trustees of the Vicksburg Warren School District reserves the right to waive informalities and to reject any/or all proposals as might be in the best interest of the school.

Performance Dates:

Advertise April 9, 2025

Advertise April 16, 2025

**Bid Packets Must Include:**

Certificate of Liability Insurance with Vicksburg Warren School District as additional insured

Proof of Automobile Liability Insurance

Workman's Compensation Insurance

Organizational Brochure

**Dr. Toriano Holloway**  
Superintendent

**Dr. Cedric Magee**  
Deputy Superintendent

**Eric M. Green**  
Associate Superintendent



## **VWSD Board of Trustees**

District 1 - Bryan Pratt  
District 2 - Alonzo Stevens  
District 3 - James Stirgus, Jr.  
District 4 - Linda Patterson  
District 5 - Joe Loviza

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## **Vicksburg Warren School District**

1500 Mission 66  
Vicksburg, MS 39180  
601-638-5122

## **REQUEST FOR PROPOSALS (RFP) CUSTODIAL SERVICES RFP #25-26-01**

### **I. INTRODUCTION**

The Vicksburg Warren School District (VWSD) is seeking proposals from qualified vendors to provide **comprehensive custodial services** for all district schools and facilities. The selected vendor will be responsible for maintaining clean, sanitary, and safe environments in all district buildings and for providing custodial support for after-hour events. The contract will be awarded for a term of **three (3) years**, with an annual review and the option for termination if services are deemed unsatisfactory.

### **II. SCOPE OF SERVICES**

The vendor shall provide custodial services at the following locations:

#### **Service Locations:**

- Academy of Innovation
- Beechwood Elementary
- Bovina Elementary
- Bowmar Elementary
- Central Office
- Dana Road Elementary
- Grove Street
- Redwood Elementary
- River City Early College High School
- Sherman Avenue
- South Park Elementary
- Transportation Department
- Vicksburg High School
- Vicksburg Intermediate School
- Vicksburg Junior High School

**Dr. Toriano Holloway**  
Superintendent

**Dr. Cedric Magee**  
Deputy Superintendent

**Eric M. Green**  
Associate Superintendent



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- Warren Central High School
  - Warren Central Intermediate School
  - Warren Central Junior High
  - Warrenton Elementary
  - Athletic Field Houses and Locker Rooms at:
    - Vicksburg Junior High
    - Vicksburg High School
    - Warren Central Junior High
    - Warren Central High School
    - Warren Central High School Baseball Field House (behind Beechwood Elementary)

### **A. General Custodial Services**

The selected vendor will be required to provide the following cleaning services:

- **Daily Cleaning:**
  - Classrooms, restrooms, offices, hallways, and common areas
  - Sweeping, mopping, vacuuming, and disinfecting surfaces
  - Emptying trash and replacing liners
  - Restocking supplies (soap, toilet paper, paper towels, etc.)
  - Checking and addressing restroom sanitation
  - Other appropriate daily cleaning services
- **Weekly Cleaning:**
  - Deep cleaning of restrooms and high-traffic areas
  - Floor polishing and maintenance
  - Spot-cleaning walls and windows
  - Other appropriate weekly cleaning services
- **Monthly Cleaning:**
  - Intensive floor care (buffing, scrubbing, waxing)
  - Dusting and cleaning vents, light fixtures, and ceiling fans
  - Other appropriate monthly cleaning services
- **Annual Cleaning:**
  - Full deep cleaning of all facilities
  - Stripping and waxing floors
  - High-dusting and complete sanitation of all surfaces

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Superintendent

**Dr. Cedric Magee**  
Deputy Superintendent

**Eric M. Green**  
Associate Superintendent



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- Other appropriate annual cleaning services
- **Holiday Break Cleaning:**
  - Intensive sanitation of all buildings during scheduled school breaks
  - Cleaning and reorganization of classrooms and offices

### **B. Day Porter Services**

The vendor must provide **day porter services** for schools and key district buildings. Day porters will be responsible for:

- **Continuous Cleaning:** Keeping hallways, restrooms, and high-traffic areas clean during school hours.
- **Restocking Supplies:** Ensuring soap, paper towels, and toilet paper are replenished throughout the day.
- **Trash Removal:** Emptying trash bins and replacing liners as needed.
- **Spot Cleaning:** Addressing spills, stains, and high-touch surfaces (e.g., door handles, cafeteria tables).
- **Glass & Window Cleaning:** Wiping down entry doors and windows.
- **Minor Maintenance:** Reporting or assisting with small facility issues (such as changing light bulbs).
- **Event Setup & Breakdown:** Assisting with school events by setting up chairs, tables, and cleaning before/after.
- **Emergency Response:** Handling urgent cleanup situations (such as spills or restroom issues).
- Other daily services needed at the request of building administration

### **C. After-Hours Event Support**

The vendor must provide custodial services for **after-hours events** such as:

- Sporting events
- Band concerts
- School programs and performances
- Other extracurricular activities

Custodians must be available **before, during, and after events** to ensure facilities remain clean and ready for use.

**Dr. Toriano Holloway**  
Superintendent

**Dr. Cedric Magee**  
Deputy Superintendent

**Eric M. Green**  
Associate Superintendent



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### **D. Equipment & Supplies**

- The vendor **must provide all custodial equipment and cleaning supplies.**
- All cleaning products must be **EPA-approved** and safe for use in schools.
- Equipment must be properly maintained and updated as needed.
- The vendor must ensure an **adequate number of custodians** at each site to meet service demands.

### **III. VENDOR QUALIFICATIONS & REQUIREMENTS**

To be considered, vendors must meet the following criteria:

- Must have **all necessary permits and licenses** for custodial services.
- Must have **experience in school or commercial cleaning services.**
- Must provide proof of **liability insurance** and workers' compensation coverage.
- Must adhere to all **health and safety regulations.**
- Must conduct **background checks on all custodial staff** assigned to VWSD facilities.

### **IV. PROPOSAL REQUIREMENTS**

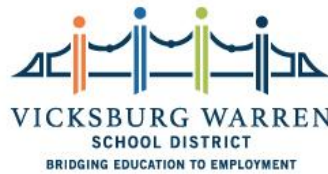
Each proposal must include:

1. **Company Information:** Name, address, contact details, and company background.
2. **Experience & References:** List of current or previous custodial service contracts in school or commercial settings.
3. **Service Plan:**
  - Detailed cleaning schedules (daily, weekly, monthly, annual, and holiday cleaning)
  - Day porter staffing plan
  - After-hours event coverage plan
  - Staffing plan with assurance of adequate custodians at each location
  - List of supplies and equipment provided
4. **Pricing Structure:**
  - Cost per location for daily custodial services
  - Cost for day porter services
  - Cost for after-hours event coverage
  - Minimum wage per hour will be no lower than \$11 per hour
  - Additional costs for deep cleaning, supply replenishment, or other services

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Superintendent

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- Services will be paid on a monthly basis at one twelfth of the overall contract.

### **5. Proof of Licenses & Insurance.**

## **V. CONTRACT TERM & TERMINATION**

- The contract will be awarded for a **three (3) year period**, beginning on the date of execution.
- The district reserves the right to terminate the contract **annually** if services are deemed unsatisfactory, with **30 days' written notice**.

## **VI. PROPOSAL SUBMISSION DEADLINE**

All proposals must be submitted by **Monday, May 12, 2025** no later than **10:00 AM**. Late submissions will not be considered.

Proposals should be submitted to: **Vicksburg Warren School District**

Kathy Hughes

1500 Mission 66 Vicksburg, MS 39180

kathy.hughes@vwsd.org

### **1. First Advertisement**

**Date:** Wednesday, April 9, 2025

### **2. Second Advertisement**

**Date:** Wednesday, April 16, 2025

### **3. Site Walkthrough (Optional but recommended)**

**Date:** Thursday, April 17, 2025

**Time:** 9:00 AM

**Location:** Meet at VWSD Central Office

### **4. Pre-Bid Meeting (Optional)**

**Date:** Tuesday, April 22, 2025

**Time:** 2:00 PM

**Location or Virtual Link:** VWSD Central Office Board Room

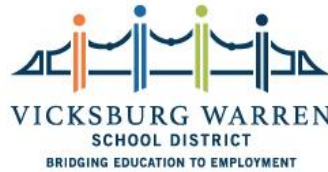
### **5. Deadline for Vendor Questions**

**Date:** Wednesday, April 23, 2025

**Dr. Toriano Holloway**  
Superintendent

**Dr. Cedric Magee**  
Deputy Superintendent

**Eric M. Green**  
Associate Superintendent



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**Time:** 4:00 PM

**Email:** [kathy.hughes@vwsd.org](mailto:kathy.hughes@vwsd.org), [ben.dodd@vwsd.org](mailto:ben.dodd@vwsd.org), and [eric.green@vwsd.org](mailto:eric.green@vwsd.org)

### **6. Addenda/Clarifications Issued**

**Date:** Friday, April 25, 2025

### **7. Deadline for RFP Submission**

**Date:** Monday, May 12, 2025 **Time:** 10:00 AM

### **8. RFP Opening**

**Date:** Tuesday, May 20, 2025

**Time:** 10:00 AM

**Location:** VWSD Central Office Board Room

## **VII. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- Compliance with RFP requirements (10%)
- Experience in school/commercial settings (20%)
- Service approach and effectiveness (20%)
- Event support and emergency response capabilities (20%)
- Cost-effectiveness (30%)

## **VIII. ADDITIONAL INFORMATION**

- VWSD reserves the right to reject any and all proposals.
- For detailed information, please refer to the full RFP document available on our website or contact Ben Dodd at 601-415-6075 or [ben.dodd@vwsd.org](mailto:ben.dodd@vwsd.org).