



RFP # 04012022 – 1

Request for Proposals

For

Janitorial Supplies

**Proposals Due Date: May 2, 2022, 4 pm EST**

The Children's Guild is requesting proposals for Janitorial Supplies to result in a contracting solution for its managing entities. Participant entities include thousands of staff and students at P-K thru 12 and Special Educations schools in Central Maryland and the District of Columbia.

#### Solicitation Schedule

Public Notice of RFP Published:	April 1, 2022, 4 pm EST
Pre-proposal Conference vis Zoon:	April 11, 2022, 2 pm EST
Question Submission Deadline:	April 15, 2022, 4 pm EST
Responses to Questions No Later Than:	April 20, 2022, 4 pm EST
Proposals Due Date:	May 2, 2022, 4 pm EST

Proposals are due no later than May 2, 2022, 4 pm EST. Proposal are to be delivered to:

The Children's Guild  
Attn: Thomas Rivard-Willis  
6802 McClean Boulevard  
Baltimore, Maryland 21234

## I: The Children's Guild

The Children's Guild, founded in 1953, is a nonprofit organization serving children, families and child-serving organizations and is dedicated to transforming how America cares for and educates its children through education, behavioral health and national training and consultation services.

Proposals delivered after the deadline will not be considered. The Children's Guild is not responsible for delays in mailing services.

## Participating Entities

1. The Children's Guild Corporate Headquarters  
6802 McClean Boulevard  
Baltimore, Maryland 21234
2. The Children's Guild Baltimore City Campus  
410 East Jeffrey Street  
Baltimore, Maryland 21225
3. The Children's Guild Prince George's Campus  
5702 Sargent Road  
Chillum, Maryland 20782
4. The Children's Guild Transformation Academy  
6802 McClean Boulevard  
Baltimore, Maryland 21234
5. The Children's Guild District of Columbia Public Charter School  
2146 24<sup>th</sup> Place NE  
Washington, DC 20018
6. Monarch Preschool College Park  
9606 50<sup>th</sup> Avenue  
College Park, Maryland 20740
7. Monarch Academy Annapolis  
2000 Capital Drive  
Annapolis, Maryland 21401
8. Monarch Academy Glen Burnie  
6730 Baymeadow Drive  
Glen Burnie, Maryland 21060
9. Monarch Global Academy Laurel  
430 Brock Bridge Road  
Laurel, Maryland 20724

## II: Janitorial Supplies

This RFP and contract award process is a solutions-based solicitation; meaning that The Children's Guild is seeking products that meet the general requirements of the scope of this RFP and that are commonly desired in accordance with industry standards.

1. Requested Products:

The Children's Guild is seeking proposals for Janitorial Supplies to include a digital catalog system permitting The Children's Guild and its participating entities to make web-based purchases (preferably with a mobile device application), and receive delivery of:

- a. Cleaning supplies and chemicals, including, general purpose cleaners, restroom cleaners, disinfectants institutional products, and floor care products;
- b. Consumable items, including facial tissue, toilet tissue, dispensers, towels, liquid soap, foam soap, hand sanitizer, and antibacterial wash;
- c. Facility and sanitary maintenance products, including brooms, mops, brushes, trash receptacles, and liners;

## 2. Requirements

It is expected that Proposers have knowledge of all applicable industry standards, laws and regulations and possess an ability to market and distribute the equipment, products or services to Participating Entities.

- a. Safety Requirements. All items proposed must comply with applicable safety or regulatory standards or codes.
- b. Deviation from Industry Standard. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide an equivalent function, coverage, and/ or performance.
- c. New Products. Proposed products must be new, current model; however, Proposer may offer certain close-out equipment or products if it is specifically noting in the Pricing Proposal.
- d. Delivered and operations. Unless clearly noted in the Proposal, products must be delivered to the Participating Entity as operational and ready to be used.
- e. Warranty. All equipment, products and supplies must be covered by a warranty that is the industry standard or better.

## 3. Anticipated Contract Term

The Children's Guild anticipated that the term of any resulting contract will be for one (1) year. Up to two one-year extensions may be offered based on the best interest of The Children's Guild and its Entities.

## 4. Additional Considerations

- a. Contracts will be awarded to Proposers able to best meet the need of Participating Entities. Proposers should submit their line of products that match or equivalent item that match similar specifications of the items listed in Appendix A. The list of products in Appendix A is a sample list of items currently in use at The Children's Guild and its entities.

- b. Proposers should include all relevant information in its proposal, since The Children’s Guild cannot consider information that is not included in the proposal.
- c. Depending upon the responses received in a given category of products, The Children’s Guild may need to organize responses into subcategories in order to provide the broadest coverage of products to Participating Entities. Awards may be based on a subcategory.

### III: Pricing

#### 1. Requirements

All proposed pricing must be:

- a. Either line-item pricing or percentage discount from catalog pricing, or a combination of these.
  - i. Line-item Pricing is pricing based on each individual product. Each line must indicate the Vendor’s published ‘List Price’, as well as the ‘Contract Price.’
  - ii. Percentage Discount from Catalog is based on a percentage discount from a catalog or list price, defined as a published Manufacturer’s Suggested Retail Price (MSRP) for the products. Proposers will be responsible for providing and maintaining current published MSRP with The Children’s Guild, and this pricing must be included in its proposal and provided throughout the term on any contract resulting from this RFP.
  - iii. Clearly complete and fully describe the total cost of acquisition to include delivery of products to The Children’s Guild and its Entities.

### IV: RFP Process

#### 1. Pre-Proposal Conference

The Children’s Guild will hold a pre-proposal conference via zoom on the date and time noted on page one of this RFP. The purpose for this conference is to allow potential Proposers to ask questions regarding this RFP. Pre-proposal conference attendance is optional.

The zoom meeting information is:

Topic: The Children's Guild RFP - 04012022-1 - Janitorial Supplies

Time: Apr 11, 2022 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/83395005658>

Meeting ID: 833 9500 5658

One tap mobile

+16465588656,,83395005658# US (New York)

+13017158592,,83395005658# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 833 9500 5658

Find your local number: <https://us06web.zoom.us/j/83395005658>

## 2. Questions Regarding this RFP and Oral Communications

Questions regarding this RFP must be submitted via email to [Rivard-WillisT@ChildrensGuild.org](mailto:Rivard-WillisT@ChildrensGuild.org). The deadline for submitting questions is found in the Solicitation Schedule. All questions and answers will be published as an addendum to this RFP and will be answered by the date and time indicated in the Solicitation Schedule.

All questions, whether specific to the Proposer or generally related to the RFP must be submitted using this process. Do not contact individual staff to ask questions or request information as this may disqualify the Proposer from responding to this RFP. The Children's Guild will not respond to questions submitted past the deadline.

## 2. Proposal Submission

Proposer's complete proposal must be submitted to, The Children's Guild, 6802 McClean Blvd, Baltimore, Maryland 21234 not later than the date and time specified in the Solicitation Schedule. Late proposals will not be considered. It is the Proposer's sole responsibility to ensure that the proposal is received on time.

It is recommended that Proposers allow sufficient time for delivery of the proposals. The time and date that a proposal is received is solely determined by the web clock at the reception desk at The Children's Guild.

Hand delivered proposals will be given a date/time stamped receipt. Submissions delivered via USPS, UPS, FedEx... will be logged in as received using the web clock at the reception desk at The Children's Guild.

## 3. General Proposal Requirements

Proposals must be:

- In substantial compliance with the requirements of this RFP or it will be considered non-responsive and be rejected.
- Complete. A proposal will be rejected if it is conditional or incomplete.
- Submitted in English.
- Valid are irrevocable for 90 days following the Proposal Due Date.

Any and all cost incurred in responding to this RFP will be borne by the Proposer.

#### 4. Proposal Withdrawal

Prior to the proposal deadline, a Proposer may withdraw its proposal.

## V: Evaluation and Award

### 1. Evaluation

It is the intent of The Children’s Guild to award one or more contract to responsive and responsible Proposer(s) offering the best overall quality, selection of products and price that meet the commonly requested specifications of The Children’s Guild and its entities. The award(s) will be limited to the number of Proposers that The Children’s Guild determines is necessary to meet the needs of its entities. Factors to be considered in determining the number of contracts to be awarded in any category may include the following:

- The Number of and geographic location of:
  - Proposers necessary to offer a comprehensive selection of products for its entities’ use.
  - A Proposer’s sales and service network to assure availability of product supply and coverage to meet The Children’s Guild and its Entities anticipated needs.
- Total evaluation scores.
- The attributes of Proposers, their products to assist The Children’s Guild and its Entities achieve environmental and social requirements, preferences, and goals.
- Information submitted as part of a proposal should be specific as possible when responding to the RFP. Do not assume The Children’s Guild and its Entities’ knowledge about a specific vendor or product.

### 2. Award(s)

Awards will be made to the Proposer(s) whose proposal conform to all conditions and requirements of the RFP, and consistent with the award criteria defined in this RFP.

The Children’s Guild may request written clarification of a proposal at any time during the evaluation process.

Proposal evaluation will be based on the following scoring criteria:

#### Metrix Used for Award(s)

	<b>Points</b>	<b>Percentage of Points</b>
Pricing	400	40%
Depth and Breadth of Offered Products	200	20%
Delivery of Products	100	10%
Ease of Ordering	100	10%
Conformance to RFO Requirements	75	8%
Value Added Attributes	75	8%
Warranty	50	5%
	<u>1000</u>	<u>100%</u>

### 3. Disposition of Proposals

All materials submitted in response to this RFP will become the property of The Children's Guild after negotiations are complete. The Children's Guild considers that negotiations are complete upon execution of a resulting contract. It is the Proposer's responsibility to clearly identify any data submitted that it considers to be protected.

The Children's Guild will not consider the prices submitted by the proposer to be confidential, propriety, or trade secret materials.

# Appendix A

## Supply Items Currently in Use

<u>Item Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>
BCO0751200	Toilet Bowl Cleaner, Thick formula, 9% Hydrochloric Acid, 32 Ounces	1	Each
BCO1540500	Floor Stripper, AX-IT Plus, 5 Gallon Bucket	1	Each
BCO2174700	Degreaser, Green Earth, Natural, 2 Liter Bottle	1	Each
BCO3314700	Clean, Bath, AF79, Concentrate, 2 Liter Bottle	1	Each
BCO3364700	Cleaner, Peroxide, Green Earth, 2 Liter Bottle	1	Each
BCO4130B200	Pure Linen Odor Eliminator, 2 Liters, Fast Draw	1	Each
BCO5354700	Cleaner, Glass, Green Earth, 2 Liter Bottle	1	Each
BCO5364700	Cleaner, Daily Floor, Green Earth, 2 Liter Bottle	1	Each
BCO6060400	Floor Finish, Scuff-Resistant Technology, Untouchable, 1 Gallon Bottle	1	Each
BCO6180400	Cleaner, Floor, Restorer, One Step, 1 Gallon Bottle	1	Each
BCOE829600	Bags, Vacuum, backpack lite, replacement bags, 10/PK	1	Pack
BET7812900	Betco Clario Luxurious Foaming Skin Cleanser - Neutral Garden Scent - 33.8 fl oz (1000 mL) - Skin, Hand - Green - 6 / Carton	1	Carton
HOS260	Hospesco Kraft Napkin Receptacle Liner - 7.50" Width x 10.25" Length x 3.50" Depth - Kraft - Wax Paper - 500/Carton - Sanitary Napkin	1	Carton
BNZ614SSLEF	Supersorb Instant Absorbant, 12 oz	1	Case
AMO401520	Burnisng Pad, 2-Inch, Beige	1	Carton
BRI900090	Bright Air Super Odor Eliminator Air Freshener - 450 ft <sup>3</sup> - 14 oz - Cool, Clean - 60 Day - 1 Each	1	Each
HERZ6037XNR01	Heritage Standard High Density Coreless Roll Liners - 30 gal - 30" Width x 37" Length x 0.63 mil (16 Micron) Thickness - High Density - Natural - High-density Polyethylene (HDPE) - 500/Carton - Can	1	Carton
CLO31547	CloroxPro™ Commercial Solutions Disinfecting Wipes - Ready-To-Use Wipe - Fresh Scent - 700 / Canister - 1 Each - White	1	Each
DIA15020CT	Soft Scrub Total All Purpose Cleanser - Cleaning Cream - Lemon Scent - 6 / Carton	1	Carton
FGP27100WH00	21" Spin Klean Carpet Bonnet, 5 Per Case	1	Carton
HERZ6037XNR01	Heritage Standard High Density Coreless Roll Liners - 30 gal - 30" Width x 37" Length x 0.63 mil (16 Micron) Thickness - High Density - Natural - High-density Polyethylene (HDPE) - 500/Carton - Can	1	Carton
HERZ6640HNR01	Can Liners, 33 x 40, 14 Mic, High Density, Natural	1	Carton
HERZ7660VNR01	Heritage High Density 16.0 Mic Liners - 60 gal - 38" Width x 60" Length x 0.63 mil (16 Micron) Th...	1	Carton
HERZ7660XNR01	Heritage Standard High Density Coreless Roll Liners - 60 gal - 38" Width x 60" Length x 0.67 mil (17 Micron) Thickness - High Density - Natural - High-density Polyethylene (HDPE) - 200/Carton - Can, Garbage	1	Carton
HOSO3904	Hospesco Vinyl Urinal Screen - Lasts upto 30 Days - Flexible, Odor Neutralizer, Clog Remover - 12 / Carton - Blue	1	Dozen
HOS260	Hospesco Kraft Napkin Receptacle Liner - 7.50" Width x 10.25" Length x 3.50" Depth - Kraft - Wax Paper - 500/Carton - Sanitary Napkin	1	Carton
KCC83610	Wypall Microfiber Cloths - General Purpose - Cloth - 15.75" Width x 15.75" Length - 6 / Pack - Yellow	1	Pack



KCC83620	Wypall Microfiber Cloths - General Purpose - Cloth - 15.75" Width x 15.75" Length - 6 / Pack – Blue	1	Pack
KCC83630	Wypall Microfiber Cloths - General Purpose - Cloth - 15.75" Width x 15.75" Length - 6 / Pack – Green	1	Pack
MMM08395	3M™ Red Buffer Pad 5100 - 20" Diameter - 5/ Carton x 20" Diameter - Polyester Fiber – Red	1	Carton
MMMSPP20	Scotch-Brite™ Surface Preparation Pad, 20" - 3" Width x 20" Length x 20" Diameter - 10 / Box – Maroon	1	Carton
NIT0635012	Kitchen Towels, White 85 Sheets/Roll, 30 Rolls/Carton	1	Carton
NITNP216	Toilet Tissue, 2-Ply, 1000', 12 Rolls	1	Carton
NITP5301	Paper Towels, ,M-Fold, White, 16 Packs, 250 Sheets Per Pack	1	Carton
NIT826100	TISSUE, FACIAL, 2PLY, 100/BX, 30/C	1	Carton
NITNP58596U	Toilet Tissue, 4.2"X3.66", 2-Ply, 500 Sheets Per Roll, 96 Rolls per case	1	Carton
NITNP6800EW	Paper Towels, Universal, 7.5"X800', 6 Rolls/Carton	1	Carton
NITNPTSCR20250	Toilet Seat Covers, 1/2-Fold, 5000 Per Case	1	Carton
PGC16449	Mr. Clean Extra Durable Magic Eraser Cleaning Pads - Pad - 30 / Carton - Blue, White	1	Each
QRT551	Quartet Whiteboard Cleaner/Conditioner - 8 fl oz - Used as Ink Remover, Stain Remover, Ghost Remover - Non-toxic, Low Odor - White - Silicon - 1Each	1	Each
RCP1924782	Rubbermaid Commercial Large Maximizer Blend Mophead - 11.2" Width x 19.5" Length – Fiber	1	Each
RCP1924812	Rubbermaid Commercial Maximizer Large Wet Mop - 11.2" Width x 19.5" Length – MicroFiber	1	Each
RCP1924814	Rubbermaid Commercial Maximizer Large Wet Mop - 11.2" Width x 19.5" Length – MicroFiber	1	Each