



Request for Proposal

Custodial Services

Higher Institute of Arts and Technology is seeking competitive proposals to provide Custodial Services.

Proposals are due no later than Friday, January 27, 2023.

School Overview

The A-rated Higher Institute of Arts and Technology (HIAT) is Merrillville's first and only charter school. We work to provide students grades K-8 with an outstanding educational experience in the arts, humanities, and sciences. At HIAT, each student is loved and encouraged to reach their maximum potential, and all of our students are scholars. We utilize a strong researched-based educational curriculum that connects our scholars with the arts, computer technology and STEM while also working to equip them with the skills they need to not only master their academics but to also demonstrate strong character, as exhibited by honesty, service to others, a superior work ethic, and a strong vision for and belief in their futures.

Additional information on the school is available at www.Phalenacademies.org.

Contact Information

All communication regarding this RFP shall be delivered via email to Monica Jackson mojackson@the-hiat.org. Please include your point of contact's email to get answers to questions, updates, etc.

Response Submission Guidelines

Responses to the RFP must be no more than thirty pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Inquiries/questions regarding this RFP should only be directed to HIAT's representative, Monica Jackson at mojackson@the-hiat.org.

Scope of Work

HIAT is requesting proposals for the following services:

Service	Description & Requirements
Custodial Services	<ul style="list-style-type: none">● 10-months of evening cleaning service.● Monday through Friday.● (1) Deep Clean over Winter Break● (1) Deep Clean over Summer Break

Response Requirements

Responses will be accepted until Friday, January 27, 2023 and should include the

following information:

1. Proposals are to be submitted in **PDF Format** via email to:
mojackson@the-hiat.org Attn: Monica Jackson
2. To be considered, each vendor must submit a complete response to this solicitation.
3. Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals; failure to do so will be at the vendor's own risk and he/she cannot secure relief on the plea of error.

Respondent Qualifications

Vendors who can provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to HIAT that:

- It is licensed to do business in the city of Merrillville Indiana;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;
- It and its employees who will provide services to HIAT are legally and professionally qualified to provide services in Merrillville Indiana;

- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

Response Evaluation Criteria

HIAT will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in Indiana, for provision of relevant services;
- Clarity of goals and objectives;
- Cost structure;
- Capacity for success;
- Potential impact;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to HIAT.

The contract will be awarded to the firm, which in HIAT's judgment, best represents the interests of HIAT. HIAT, in its sole discretion, reserves the right to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.