



**Request for Bids**  
**LIGHTHOUSE COMMUNITY PUBLIC SCHOOLS COMPREHENSIVE  
CUSTODIAL AND MAINTENANCE SERVICES**

**Issued:** May 12, 2025  
**Bid Due:** May 23, 2025 at 5:00pm PST

**Contact information:**  
Belen Orozco  
Sr. Director of Operations and Enrollment  
[belen.orozco@lighthousecharter.org](mailto:belen.orozco@lighthousecharter.org)  
433 Hegenberger Rd, Suite 201, Oakland, CA 94621  
Oakland, CA 94621

**Lighthouse Community Public Schools** is soliciting competitive bids from companies ( Bidders) to provide comprehensive custodial and maintenance services outlined in the “Scope of Services” section of this request for proposals.

### **RESPONSE DATE AND DELIVERY**

**Bids from Bidders will be received at the time/date/location indicated here: Location: Electronically in PDF format to Belen Orozco, Senior Director of Operations & Enrollment at [belen.orozco@lighthousecharter.org](mailto:belen.orozco@lighthousecharter.org)**

**Time: Monday, May 26th, 2025 at 5:00PM**

**Any questions or clarifications must be sub. All inquiries about the project are to be directed to Belen Orozco, Senior Director of Operations & Enrollment at [belen.orozco@lighthousecharter.org](mailto:belen.orozco@lighthousecharter.org)**

There will not be a formal public opening for this BID, but will be posted to Lighthouse’s public website.

Lighthouse may modify this BID, any of its key action dates, or any of its attachments, prior to the Bid submittal date. Addenda will be numbered consecutively as a suffix to the BID reference number. Addenda shall be available for public view on the Lighthouse website. It is the Bidder’s responsibility to ensure they have incorporated all addenda. Failure to acknowledge incorporated addenda will not relieve the Bidder of the responsibility to meet all terms and conditions of this BID and any subsequent addenda.

Lighthouse shall award the Agreement, if it awards it at all, to the responsible and responsive bidder who scores highest on its proposal evaluation matrix based upon a number of factors including, but not limited to price, services, and qualifications.

Lighthouse reserves the right to reject any or all bids or to waive any irregularities or informalities in any bids or in the bidding process. Prior to the Bid Submission Deadline, any bidder may withdraw its bid in person or by written request. No bids may be withdrawn between the Bid Submission Deadline and the ninetieth (90th) calendar day thereafter, inclusive, and all bids shall be effective throughout that entire ninety (90) day period.

**Date of this Notice: May 9, 2025**

### IMPORTANT DATES/BID TIMELINE

By	Item	Date & Time	Additional Details
LCPS	Issue BID	May 9, 2025	
Bidder & LCPS	Optional Site Visit	May 19, 2025	Reach out to Belen @ <a href="mailto:belen.orozco@lighthousecharter.org">belen.orozco@lighthousecharter.org</a> to schedule
Bidder	Bids Due	May 23, 2025, by 5 PM PST	PDF format attached to email to be sent to belen.orozco@lighthousecharter.org
LCPS	Bidders selected for interviews will be informed	May 27, 2025 by 9 AM PST	We will inform bidders selected for interview via email and phone call to primary contact identified in bid packet.
Bidders & LCPS	Interview with selected bidders	May 28-30, 2025	
LPCS	Recommendation to LCPS Board of Education	June 4, 2025	
LCPS	Notify contractor of award	June 5, 2025	

**All dates are subject to change at Lighthouse Community Public School's discretion.**

## **OBJECTIVE & SCOPE OF WORK**

The objective of this project is to provide comprehensive custodial and facilities maintenance services at its two (2) public school facilities serving grades K-12 for the 2025-2026 SY:

- a. **Overview-** The goal is to ensure a consistent, clean, sanitized, and well environment for health, safety, and a positive environment for students, staff, and visitors.

### **Building Specifications**

Campus / # of Bldgs	Classrooms	Offices	Staff Lounge/ Copy room	Multi Purpose Rooms	Bathrooms	Outdoor Field	Other cohort spaces
Lighthouse <b>3</b>	K-5- 12 MS- 12 HS- 14	K-5-12 MS-2 HS-7	3	1	15	Field ( 1) Playground Structures (2)	FRC- Outdoor Eating Zone
Lodestar <b>1</b>	K-5-12 MS-11 HS- 4 & 10	K-5- 4 MS- 4 Admin- 9 HS-8	3	2	17	Field ( 1) Playground Structures (1)	Outdoor Eating Zone next to MPR

Campus / Location	Land Area	Building Area	Classroom Avg sf	Building Volume
Lighthouse	3.55 acres	73,832-sf	between 850 SF to 650 SF	92,384 SF
Lodestar	7.8 acres	58,966-sf	between 850 SF to 650 SF	60,159 SF

### **b. General Responsibilities**

- i. Maintain a high standard of cleanliness, sanitation, and safety throughout both campuses.
- ii. Provide reliable and consistent services according to the schedule and school needs.
- iii. Be responsive to ad hoc requests, emergencies, and schedule adjustments.
- iv. Ensure proper staffing, equipment, and supplies at all times.

### **Scope of Work- Schedule Requirements**

All custodial and maintenance work must be performed outside of regular school hours (typically M-F

7:30am-6pm per the School Calendar), during times when no students and limited school personnel are present on campus. This may include evenings, weekends, and/or school holidays, as needed. The selected vendor must be flexible and willing to schedule work accordingly to ensure the safety, security, and minimal disruption to school operations. Specific scheduling will be coordinated in advance with school administration.

**Please provide a clear fee schedule including fixed fee rates for all regular services and individual rates for any additional services not included in the fixed fee schedule. Please make sure to be clear about which services would be included in any fixed fee for the following services:**

- **Daily Cleaning (School Days After 6PM or before 6AM ) When School/Students Are In Session**
  - Sweep, mop, and vacuum floors.
  - Empty trash and recycling bins.
  - Clean and sanitize all bathrooms, staff lounges, and kitchenettes.
  - Refill consumables: soap, toilet paper, paper towels, hand sanitizer.
  - Disinfect all high-touch surfaces (doorknobs, handrails, switches, desks, etc.).
  - Spot-clean windows, glass doors, and walls as needed.
  - Clean and maintain outdoor atriums and field areas.
  - Monitor and organize custodial closets and supply inventory.
- **Weekly Cleaning (After 6PM or before 6AM)**
  - Power wash main entrances and exterior areas.
  - Clean windows (interior and exterior up to reachable height).
  - Walkthrough inspection with school designee.
  - Trash pickup and general cleanup around playgrounds and outdoor areas (adjusted to daylight hours during Daylight Saving Time).
- **Biweekly Grounds Maintenance (Weekends)**
  - Landscaping, mowing, gardening of green areas.
  - Trimming vines, hedges, and bushes.
  - Blowing and clearing of parking lots and campus perimeter.
- **Monthly Services (As part of weekly schedule and/or on weekends as needed)**
  - Deep cleaning of classrooms and offices as scheduled.
  - Detailed dusting (vents, ceiling fans, ledges).
  - Floor polishing or waxing where applicable.
  - Field and playground maintenance.
  - Comprehensive building walkthrough with facility team.
- **Break Period Deep Cleaning (Summer, Winter, Spring—please note if these services are inclusive of the fixed fees or price individually the fee/rate to be charged)**
  - Carpet shampooing and extraction.
  - Hard floor stripping, waxing, and buffing.

- Bathroom deep cleaning.
- High surface dusting (vents, ceilings).
- Interior and exterior window washing.
- Touch-up painting as needed.
- Power washing of buildings and surrounding pavement.
  
- **As-Needed Services**
  - Graffiti removal within 24 hours of report.
  - Disinfection of spaces affected by illness or outbreak.
  - Day porter services for coverage when school custodians are absent.
  - Event setup and breakdown (tables, chairs, equipment).
  - Emergency support and special project cleaning.
  - Opening and alarming buildings, as directed.
  
- **As-Needed Maintenance & Repairs- General Building Upkeep**
  - Installation of flooring/carpets
  - Installation of outlet covers
  - Installation of water fountains
  - Installation of classroom fixtures/ educational equipment
  - Wall surface repair/ Drywall repair
  - Changing of light bulbs
  - Changing of water filters

### **Staffing and Scheduling**

- **Provide additional staffing during:**
  - Breaks (for deep cleaning)
  - Special events (as requested)
  - Absence of school custodians

### **Equipment and Supplies**

- **Vendor is responsible for providing:**
  - All cleaning equipment and tools.
  - All cleaning products and chemicals (must be school- and child-safe).
  - Inventory management and restocking of consumables (toilet paper, soap, etc.).

### **Reporting and Communication**

- **Maintain a daily log of tasks completed and issues observed.**

- Provide monthly service reports, including:
- Work completed
- Photos of deep cleaning/landscaping progress
- Maintenance issues reported
- **Immediate reporting of:**

- Structural damage
- Pest activity
- Graffiti or vandalism
- Unsafe conditions

### **Quality Control**

- Participate in weekly and monthly walkthroughs with school facility staff.
- Ensure a clean, sanitized, and welcoming environment at all times.
- Be proactive in identifying and addressing cleanliness or maintenance concerns.

### **Professional Conduct & Communication**

- Ensure all personnel are trained, licensed, and background-checked in accordance with state and local regulations.
- Maintain a professional appearance and demeanor at all times
- Communicate effectively with school staff, families, and students while maintaining authority and discretion.
- Monitor the effectiveness of all personnel assigned by contractor to Lighthouse campuses and meet periodically with Lighthouse management to review the effectiveness and performance of contractor's assigned staff.
- Investigate and take appropriate corrective actions if any personnel fails to perform to Lighthouse's satisfaction or engages in any behavior that violates Lighthouse or the contractor's code of conduct or professional standards.
- The winning bidder will be expected to uphold a code of ethics and professional conduct throughout the terms of this contract. Any actions considered unethical or unprofessional may result in a penalty fee, request for dismissal of assigned personnel and provision of a replacement, and/or termination of the contract. Examples of unethical or unprofessional conduct include but are not limited to sleeping on duty, falsifying reports, not wearing approved security uniform, delayed responses or failure to be at assigned post or following assigned patrol schedule, not conducting thorough rounds as scheduled, discriminatory jokes and language

### **Other Contractor Responsibilities**

- The winning bidder shall provide consultation services to Lighthouse to make any necessary recommendations as appropriate
- The winning bidder is to provide a uniform for their custodial personnel
- The custodians/ maintenance personnel should have a photo ID card identifying them at all times
- The winning bidder is responsible for providing its staff with any necessary equipment or materials to perform their duties

## Site Locations

- School A: Lighthouse Community Charter School and High School, 444 Hegenberger Road, Oakland, CA 94621
- School B: Lodestar, 701 105th Avenue, Oakland, CA, 94703
- Each school site serves approximately 750-850 students.

## REQUEST FOR PROPOSAL & INSTRUCTIONS FOR BIDDERS.

1. To be considered a Bidder, the candidate must submit the complete original proposal, in the format stated below, and provide fully executed copies of all addenda[s] required to be returned
2. BID Submission: PDF attached via email by Monday May 26, 2025 at 5:00PM to the following email address:  
belen.orozco@lighthousecharter.org
  - a. Email Subject Line: Lighthouse Custodial/Maintenance Bid

## PROPOSAL SUBMITTED IN ANY OTHER FORMAT WILL BE CONSIDERED NON-RESPONSIVE

### Bid Requirements:

Responding vendors must include the following in their proposal:

- Company overview and relevant experience with school custodial and maintenance services—This should include a brief overview of the firm, identifying the firms' experience with TK-12 cleaning requirements, facilities plan management, and overall experience with providing custodial and maintenance services.
- Staffing plan (number of custodians/maintenance workers per site and per shift)
- Training and certification procedures
- Pricing breakdown/Rate Schedule including fixed/flat monthly fee and per service rates for any services not included in monthly fixed fee. All rates should already include any overtime, weekend, after-hours, holiday, or other special rates within their pricing model that may apply.
- References from at least three similar custodial/maintenance contracts (preferably in K-12 schools or other education environments). Reference information should include but is not limited to the scope of project costs, length of contract, and contact information of the client. Lighthouse reserves the right to contact the provided references.
- Verification and proof that the Contractor can meet all insurance requirements by and throughout the start of the contract period. A certificate of insurance or letter is required from Bidder's insurance broker indicating compliance or ability to comply with the insurance requirements as stated below shall be provided with Bidders' Proposals.

### Request for Information and Clarification Clarifications/RFI's.

All requests for clarification must be made via email to:

**Attn: Belen Orozco at belen.orozco@lighthousecharter.org no later than May 21, 2025.**

Proposals found to be incomplete may be rejected as non-responsive; and proposals not deemed to be competitive will be rejected. Lighthouse may choose to ask clarification questions or request additional information. All responses will be required in writing; incomplete or unclear responses will result in rejection of proposal.

### Term Pricing



The term of the Fixed Pricing Period shall commence upon Lighthouse execution of the contract, tentatively scheduled for July 1, 2025. The period of time that prices quoted herein shall remain in effect for a minimum period of 12 months after bid award. The Bidder must provide in writing any price changes 90 days prior to the annual renewal date. Time extensions may be granted upon mutual consent of all parties involved within the conditions of this bid, but not to exceed three (3) years.

**Contract Specifications**

Lighthouse reserves the right to add or delete related items from the contract at any time during the period of the contract. Lighthouse reserves the right to cancel immediately any awarded contract for any reason determined by Lighthouse to be detrimental to the health and welfare of the students and school personnel or that seriously affects the quality of the service. Lighthouse will hold the Respondent Bidder in default if they have caused such condition to arise. Failure to comply with any of the above requirements will be sufficient cause for the cancellation of the contract.

**All inquiries about the scope of work, pricing or contract template are to be directed to Belen Orozco, Senior Director of Operations & Enrollment at [belen.orozco@lighthousecharter.org](mailto:belen.orozco@lighthousecharter.org)**