



## Memphis Merit Academy Charter School

### INVITATION TO BID

Memphis Merit Academy Charter School (MMACS) is opening competitive bidding in the Procurement Department in Memphis TN, 38118.

MEMPHIS MERIT ACADEMY CHARTER SCHOOL WILL RECEIVE AND PUBLICALLY OPEN SEALED BIDS IN THE PROCUREMENT DEPARTMENT. SUBJECT TO THE INSTRUCTIONS, CONDITIONS, SPECIFICATIONS, ADDENDA, AND ANY OTHER ELEMENTS OF THIS INVITATION TO BID, INCLUDING THOSE INCORPORATED BY REFERENCE.

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The invitation to bid document is in the format of Microsoft Word format. Any alternatives to this document made by the bidder may be grounds for rejection of bid, cancellation of any subsequent award, or any other legal remedies available to Memphis Merit Academy Charter School.

DATE ISSUED: **August 19, 2021**

SERVICE START DATE: **September 1, 2021**

RFP TITLE: **Janitorial Services**

RFP NUMBER: **100-06**

TELEPHONE NUMBER: **901-930-7032**

EMAIL ADDRESS: [bmccline@memphismeritacademy.org](mailto:bmccline@memphismeritacademy.org)

ZOOM MEETING: Optional ZOOM meeting will be held on **Wednesday August 18th at 9AM**. Please follow the link to the meeting:

<https://memphismeritacademy-org.zoom.us/j/82283832807?pwd=bmhiVm83cDZjQ3g4SEdyMmFFVFRjdz09>

All bid responses must be received and time-stamped in the MMACS Procurement Department by no later than at 3:00 pm Central Time. To review the BID requirements, please click on the link below:

<https://bit.ly/MMAJANITORIAL>

**Proposals should be in the form of a PDF document, no more than 25 pages.**

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**Download Bid Response Form Here [Janitorial Services Bid Response](#)**

**\*\*Also provided below\*\***

#### **Submit Bid Response To:**

Betty Michelle McCline at [bmccline@memphismeritacademy.org](mailto:bmccline@memphismeritacademy.org)

*\*Subject Line: Janitorial Services Response 100-06*

**OR**

#### **Mail Sealed Bid Response To:**

Memphis Merit Academy Charter Schools

Attn: Betty Michelle McCline

Procurement Department

4775 American Way

Memphis, TN 38118

Bid envelope must include the RFP Number, the bid opening date, and the bidder's address. Failure to provide this information on the envelope may result in the bid not being considered. DO NOT submit bids by fax. The submission of a bid is an official waiver of claims of confidentiality. All offers are public record and posted on the school website for review.



## Memphis Merit Academy Charter School

### RUBRIC

Points	Category	Description
45pts	<b>Overall Cost (Total Lease Cost, Cost per copy)</b>	How well does the proposal align to the school's overall budget?
25pts	<b>Service Agreement</b>	Does the total cost include equipment and cleaning supplies? Are any additional fees associated with the contract?
10pts	<b>Expertise</b>	What is the level of expertise of technicians working with our school and equipment? Are there a diverse set of references for follow-up on service experiences?
15pts	<b>Net Term Flexibility</b>	Does the vendor have the flexibility to change the net/term payment option to fit MMA needs?
15pts	<b>Organization/ Mission Alignment</b>	Is the organization willing to allow employees directly related to school to attend MMA orientation sessions (if applicable)?
<b>Total Possible Points = 100pts</b>		

### TIMELINE

Event	Timeline
Posting of BID	August 16, 2021, 5PM CST
Optional Conference Call	August 23, 2021, 9AM CST
Proposals submitted	August 26, 2021, 5PM CST
Evaluation Period	August 26- 31, 2021
Announcement of Contract Selection	August 31, 2021, 4PM CST via MMA website <a href="http://www.memphisméritacademy.org">www.memphisméritacademy.org</a>
Vendor Orientation	September 1, 2021, 8AM CST
Contract Commencement	September 1, 2021, 7AM CST

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### BID RESPONSE

**Directions:** Please complete the BID Response form for the service that you will be submitting a bid response for. A member of the Procurement team will contact you to discuss the details of your bid response.

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Memphis Merit Academy Charter School reserves the right to accept or reject any or all bids, or any part thereof, and to waive any information and/or technicalities that are deemed to be in the best interest of Memphis Merit Academy Charter School. Successful vendors shall submit the bid response to [bmccline@memphismeritacademy.org](mailto:bmccline@memphismeritacademy.org) OR mail to 4475 American Way, Memphis, TN 38118.

### INVOICE WILL BE PAID ACCORDING TO THE FOLLOWING TERMS:

- NET 15
- NET 30
- NET 45

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NAME OF FIRM

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ADDRESS

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CITY

STATE

ZIP

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