Hickman County Schools Board Agenda Item Request

Date: 4/16/25

Name of School: Maintenance Department

Item Request: Schools Janitorial Contract Bid Result

Explanation:

We had 1 bid for the school janitorial bid. SSC was the only bid received.

Attachments (if necessary and appropriate):

Bid results attached.

Signature of Person requesting to be placed on the agenda:

Signature of Building Principal:

Bill Lynch - Maintenance Director

The Hickman County Finance Office will be accepting bids for a 3 year "Schools Janitorial Contract" – July 1, 2025 – June 30, 2028.

All bidders must have a minimum of 5 years in the janitorial business of cleaning facilities of not less than 100,000 sq. ft. and up to 225,000 sq. ft.

Bidders must provide a notarized affidavit attached to the bid, that employees must be random drug tested yearly and have security background checks. Bidders must comply with TCA 49-5-406 local, state, federal regulations regarding working on school properties.

All bidders must attach:

- TN business license
- 1-million-dollar business insurance
- Workers compensation insurance certificates to the bid
- Background Acknowledgement Form
- Iran Divestment Act Certification
- Non-Boycott of Israel Certification
- A conflict-of-interest disclosure form can be obtained at https://ww.hickmank12.org/requestforproposal.

Bidders are required to attend a pre-bid meeting. The pre-bid meeting will be held at East Hickman County High School, 7700 Hwy 7, Lyles TN, 37098 on April 1, 2025, at 9:00 a.m.

Specifications and Part B specs can be found online at: https://www.hickmank12.org/requestforproposal

Sealed bids must be mailed or hand delivered to the Hickman County Finance Office, 114 North Central Avenue, Suite 203, Centerville, TN 37033 and clearly marked on the outside of the envelope "Schools Janitorial Contract". Bids will be opened on April 14, 2025, at 11:00 a.m. in the Finance Office.

The Hickman County Board of Education reserves the right to accept or reject any and all bids or parts of the bids and to waive any informalities that would prevent the acceptance of a better bid.

Bid Rec'd SSC 742,075.00 Present Penny Mayberry Misty Watson

Service Fee Adjustments

Annual Inflation Adjustment

As a standard practice, At the end of each year of an Agreement, the Annual Contract Price and any other fees in the Agreement ("Service Fees") shall be increased by an amount equal to the greater of: (i) Consumer Price Index -W, Less Food and Energy, for the most recently published 12-month period, as published by the U.S. Department of Labor, Bureau of Labor Statistics or (ii) Employment Cost Index, Private Industry, Compensation, Not Seasonally Adjusted – CIU2010000000000A. Should the applicable inflation rate over the most recently published 12-month period decrease, the Service Fees shall not change from the previous year.

SSC has agreed to waive this inflation adjustment at Hickman County Schools for the next 2 years.

Labor Changes

The Annual Contract Price will be subject to change in the event of (i) a change to existing or new federal, state or local payroll taxes (including changes to any payroll based taxes or withholdings such as FICA, SUI and FUI); (ii) a change related to unionization of Contractor employees at a Facility (whether an initial collective bargaining agreement, amendments to an existing collective bargaining agreement, or the negotiation of a subsequent, successor collective bargaining agreement); (iii) an increase in the minimum wage rate or the enactment of any "living wage" laws by any governmental entity; and/or (iv) new or additional fees, taxes, assessments or other charges or costs incurred by Contractor arising out of changes to existing or new federal, state or local legislation or legal requirements related to employee medical insurance or other employee benefits. The Annual Contract Price will be increased to account for the change in such costs effective from the date such changes impose additional costs on Contractor.



Total Financial Offering

As part of the largest global support services organization, SSC is proud to offer our clients unmatched financial resources and stability to support their long-term goals.

SSC Services for Education has decided to keep our pricing at a flat rate for the next 2 contract years. We have not proposed an increase from our current contract price and will be waiving our standard annual inflation adjustment (normally a 2.8% annual increase) until 2027.

This will save Hickman County Schools $20,778 for the first year and an estimated $21,360 for the second. The total value of these savings to Hickman County Schools is $42,138.

TOTAL ANNUAL COST

2025: $742,075

2026: $742,075

2027: $742,075

SSC also remains committed to supporting and investing into our on-site team members to ensure that they are able to continually deliver the highest quality service and are well rewarded for their hard work.

We will be raising the Average Wage Rate for our hourly staff by 6.5%.

Current Hourly Average Wage Rate: $11.02/hour

Increased Hourly Average Wage Rate: $11.74/hour

SSC also recognizes the value that Unit Director, Victoria Cravens has offered Hickman County Schools and truly the whole community. We are very excited to be increasing her salary by 9.5%, a total raise of $5,000 per year.

Current Salary: $52,607/year

Increased Salary: $57,607/year

Proposed Contract Price Summary

We are committed to full operational and financial transparency in our partnership with Hickman County Schools. The table below details our proposed contract price, and below the table we have highlighted the data and creative solutions that went into building your custom proposal package.

Custodial Staff & Management	Salary	FTEs	School Days	Summer/ Holiday	Annual Days	Annual Cost
Unit Director	$57,607	1				$57,607
Dayporter	$11.74/hr	7.1	180	25	205	$108,302
General Cleaning	$11.74/hr	18.3	180	25	205	$324,905
Management Health Care Costs					22.6%	$13,000
Hourly Health Care Costs					8.8%	$38,307
Wage Associated Taxes, Insurances and Fringe Costs					15.2%	$74,480
Total Productive Labor						**$616,600**

Other Operating Costs		Annual Cost
Janitorial Supplies		$12,375
Paper, Hand Soaps		$28,500
General Liability Insurance		$5,451
Computer Support and Updates		$2,445
Computer Leasing Charge		$1,560
Annual Cell Phone Service		$1,200
Annual Vehicle Expense, Including Insurance, Maintenance, and Fuel		$6,486
Leased Vehicles		$9,191
Background Checks		$788
Hourly Recruiting Fee		$1,688
Employee Uniforms		$3,825
Time Tracking		$914
Regional and Corporate Support	**Contribution to SSC Regional & Corporate Support Includes:** • *RVP & Regional Manager Support* • *Human Resources & Training* • *Purchasing* • *Accounting & Finance* • *Research & Development* • *Legal & Audit*	$28,353
Total Other Operating Costs		**$102,775**
Contribution to Pre-Tax Profit		$22,700
Total Contract Price		**$742,075**