

Request for Proposal for Janitorial Services

Scope of Work

Vendors will provide all night, holiday, school breaks, teacher planning days, and summer custodial services to the Academy. Services shall be performed between the hours listed below: Night Services 5:00 pm - 4:00 am

- Cleaning must be completed in a manner so as not to disrupt normal school functions
- Vendors must maintain a minimum daily cleaning Level 2 per current APPA cleaning standards. (Third Edition APPA custodial standards are current as of this RFP. All subsequent editions will apply as work proceeds.)
- All methods, including but not limited to, equipment, personnel, materials, cleaning approach, etc, used in performing the work herein specified shall be in accordance with the current best practices of the International Executive Housekeeping Association (IEHA) and affiliate ISSA-Interclean World Wide Cleaning Group of the building cleaning industry. Standards may be viewed at www.issa.com or www.ieha.org.
- Vendors must have experience in APPA, Leadership in Educational Facilities Level 2, or a qualifying equivalent cleaning environment.

Procurement Method

The Procurement Method will be the Competitive Sealed Proposals method (commonly known as a Request for Proposals or RFP). The Competitive Sealed Proposals method differs from the traditional sealed bid method in the following ways:

- Competitive sealed proposals allow discussions with competing offerors and adjustments to the initial proposal.
- Comparative judgmental evaluations may be made when selecting among acceptable proposals for award of the Contract.

Quality of Work and Standards of Cleanliness

The vendor is expected to use first quality workmanship and quality equipment, materials, and supplies in carrying out its duties. Best management practices of the building cleaning industry are required with regard to sanitation, housekeeping, safety, and public relations. The Academy requires compliance with cleaning standard level 2 at a minimum. The Academy's cleaning standards Level 1 and Level 2 are defined as follows:

Level 1:

- Floors and base moldings shine and/or are bright and clean, and colors are fresh.

- There is no buildup in corners or along walls.
- All floors are swept daily.
- All carpets are vacuumed daily.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
- Lights and fixtures are clean (no bugs or dirt observed).
- Washroom and shower fixtures, urinals, toilets, and tile shine and are odor-free. Supplies are adequate.
- Trash containers hold only daily waste and are clean and odor free.

Level 2:

- Floors and base moldings shine and/or are bright and clean.
- There is no buildup in corners or along walls.
- All floors are swept daily.
- All carpets are vacuumed daily.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation.
- Lights and fixtures are clean (no bugs or dirt observed).
- Washroom and shower fixtures, urinals, toilets, and tile shine and are odor-free. Supplies are adequate.
- Trash containers hold only daily waste, and are clean and odor-free.

Only single-level subcontracting is allowed, and all subcontractors must be equally qualified and completely understand the scope and terms of the contract. All subcontractors must be approved by the Academy prior to starting work under this contract. All subcontractors are required to adhere to all state, local, and federal employment practices, including, but not limited to, the Fair Labor Standards Act.

Objectives

The following are the key objectives of this contract:

- To deliver a minimum APPA cleaning standard Level 2 cleaning at the Academy.
- To ensure that all methods used in performing the work herein specified shall be in accordance with the best current practices of the building cleaning industry.
- To insure all services are completed in a manner and at a time so as not to disturb administrative functions as determined by the Academy.