

REQUEST FOR BIDS
CLEANING SERVICE CONTRACT

Center for Family Services (CFS) Head Start, Serving the City and County of Camden, New Jersey, herein, details a REQUEST FOR PROPOSAL FOR CLEANING SERVICE CONTRACT. The facilities primarily serve pre-school children and administrative functions. Bids will accepted until October 31, 2012. CFS is an equal opportunity employer.

Term of Agreement: One Year (option to renew)

Contact: Mike Stinson - (856) 964-2100 - Michael.stinson@centerffs.org

BID/CONTRACT REQUIREMENTS

Proposals must be mailed to the address below no later than October 31, 2012:

Center for Family Service Head Start- Camden
ATTN: Mike Stinson
500 Pine Street
Camden, New Jersey 08103

OPERATIONAL POLICIES

1. The Program/Facilities Service Area is responsible for the oversight of the custodial cleaning services at all CFS Head Start physical plants.
2. The successful bidder must present evidence of satisfactory experience with other clients, similar in facility, size and scope.
3. Proposal should entail evidence of liability insurance, (\$500K umbrella) indemnifying CFS Head Start, for injury or property loss emanating from vendor's neglect.
4. Use of toxic materials or industrial equipment in the proximity of child activity is prohibited.
5. Building security should be adhered to at all time by disallowing unauthorized personnel entry into sites during cleaning operations.
6. The tri-annual cleaning (March-August-December) refers to one (1) stripping/wax procedure in August and two(2) top scrub treatments in March and December.
7. Contractor will be responsible to the procurement of needed consumables (paper towels, soap, detergents, etc.)
8. The cost of consumables (paper towels; hand soap/dispensing) will be borne by the cleaning contractor. Therefore, the bid application should express, by line item, the cost of consumables; Tri-annual cleanings, etc.
9. Contractor will maintain a cleaning schedule specific to the center's needs.
10. Coordination to visit sites for evaluation/estimates should be made through Michael Stinson at 609-929-7745.
11. Candidate should forward a copy of their proposal to Michael Stinson and address named above, no later than _____.

12. Candidate will be responsible for all cost and labor in this proposal. If schedule cleaning is not done correctly or to the standards of the Head Start Facility manager, contractor shall at his cost redo cleaning until it meets the satisfaction of the Facility Manager.
13. CFS Head Start reserves the right to reject any and all proposals and CFS Head Start is an equal opportunity employer. This contract will last for a period of one (1) year.

OPERATIONAL CLEANING SCHEDULE

In most instances, the contracted sites, Childcare Centers, are available for cleaning after 5:30 PM and before 7:00 AM daily, Monday thru Friday. In order to sustain a high state of housekeeping, the Facilities Service Area, in conjunction with the center Team Leader, will inspect all contracted buildings on a frequent basis. Their assessment, coupled with agency visitations will result in a quality rating and serve as the basis for retaining or terminating the cleaning service agreement. The Facilities Manager maintains the Quality Control files for monitoring/administrative purposes.

The list of targeted childcare centers and their respective profiles are herewith attached for your review. In order to become familiar with the physical layout of targeted center, candidates must coordinate visits through the Head Start Facilities office previously stated.

In most instances, the contracted sites (childcare centers) are available for cleaning after the hours of 4:30pm and before 7:00 am, daily, Monday thru Friday.

The successful bidder will be responsible for the following services:

<u>Classroom:</u>	<u>Clean</u>	<u>Disinfect</u>	<u>Frequency</u>
Move furniture to clean floors, carpet	X	X	Daily
Windowsills/Window Track	X	X	3xYrly (Mar/Aug/Dec)
Front cupboards (spot Clean)	X	X	Daily
Floors Mopped	X	X	Daily

Toilet Area

Floors Mopped	X	X	Daily
Hand washing sinks	X	X	Daily
Faucet/handles	X	X	Daily

Clean Disinfect Frequency

Surrounding Counters	X	X	Daily
Toilet bowls	X	X	3xYrly (Mar/Aug/Dec)
Seats	X	X	Daily
Flushing handle	X	X	Daily
Baseboards	X	X	Daily
Mirrors	X	X	Daily
Paper towel dispenser & surrounding wall	X	X	Daily
Replenish consumables (paper towels: Toilet paper, soap etc	X	X	Daily

<u>Kitchen</u>	<u>Clean</u>	<u>Disinfect</u>	<u>Frequency</u>
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Under range/refrigerator	X	X	Daily
Floors mopped	X	X	Daily

Agency Wide

Floors mopped	X	X	Daily
Carpets/Area rugs (spot clean as required) Quarterly	X	X	Daily vacuum: Clean
Small Rugs	X	X	Daily vacuum: Clean Quarterly
Wastebasket interior & immediately	X	X	Empty daily, sanitize exterior and if food is present clean
Mats	X	X	Quarterly w/carpet cleaning
Ceiling/Vents	X		Check for cob web daily
Window Blinds (wash)			Upon request
Window (interior/exterior)		X	3x Yrly (Mar, Aug, Dec)
Doorknob	X		Daily
Front door & glass	X		Daily

Wall (spot clean)

Upon Request

Floors (mop)

X

X

Daily

Stip & wax

X

3x yrly (Mar,Aug,Dec)

Questions can be emailed to Michael.stinson@centerffs.org