

Center for Family Services (CFS) Head Start, herein, details a REQUEST FOR CLEANING SERVICES. CFS Head Start has the right to reject any and all proposals. CFS Head Start Serving the City and County is an equal opportunity employer.

### 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 the Mike Stinson, Facilities Manager, (856)964-2100 and Site Supervisor. The on-site supervisor is the respective Center Team Leaders.
11. 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.
12. 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

	<u>Clean</u>	<u>Disinfect</u>	<u>Frequency</u>
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:	X	X	Daily
Toilet paper, soap etc			

<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
<u>Agency Wide</u>			
Floors mopped	X	X	Daily
Carpets/Area rugs (spot clean as required)	X	X	Daily vacuum: Clean Quarterly
Small Rugs	X	X	Daily vacuum: Clean Quarterly
Wastebasket	X	X	Empty daily, sanitize interior & exterior and if food is present clean immediately
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	3x yrly (Mar,Aug,Dec)
Stip & wax		X	Daily

**STATEMEN OF THE QUALIFICTIONS: WILL BE PART OF THE EVALUATION IN THE TECHINICALS KNOWLEDGE OF THE RATING SHEET:**

Respondent should include the following information:

- Previous experience in Fire Protection, prevention and maintenance
- Certification of licensing and insurance

Proposals must be mailed to the address below no later than November 10<sup>th</sup>, 2013.

Center for Family Services

Attn: Kelly Fischer

500 Pine Street

Camden, New Jersey 08103

Questions can be emailed to [Kelly.fischer@centerffs.org](mailto:Kelly.fischer@centerffs.org)

## Head Start Locations & Hours

Blackwood  
35 E. Church Street  
Blackwood, NJ 08021  
856-232-4943

Chews Landing  
345 Chews Landing Road  
Lindenwold, NJ 08021  
856-566-9672

Collingswood  
710 Collings Avenue  
Collingswood, NJ 08108  
856-869-3378

Centerville  
1475 S. 8<sup>th</sup> Street  
Camden, NJ 08104  
856-964-1910

Clementon  
195 New Freedom Road  
Clementon, NJ 08021  
856-566-0552

Florence Road  
156 Norcross Road  
Winslow, NJ 08009  
856-875-1417

West Atco  
125 New Jersey Avenue  
West Atco, NJ 08004  
856-767-1616

Lindenwold  
120 S. White Horse Pike  
Lindenwold, NJ 08021  
856-784-0845

Pine Street  
500 Pine Street  
Camden, NJ 08103  
856-964-2100