

Request for Proposal

The Center for Family Services (CFS) Head Start, herein, details a REQUEST FOR PROPOSAL FOR PROFESSIONAL CLEANING SERVICES. The facilities will serve pre-school children and administrative functions. CFS Head Start has the express right to reject any and all proposals. CFS Head Start, serving the City of Camden and Camden County, is an equal opportunity employer. All bids must be submitted by 5PM on May 21st, 2018.

Scope of Work:

- Cleaning services required at eight Head Start locations.
- Contract will be a per unit price agreement; whereas, CFS Head Start may add or remove locations as requested. The costs of new locations shall be negotiated as required.
- Responsibilities of the cleaning service company include the close supervision of all custodial cleaning at all CFS Head Start locations provided
- Use of hazardous or toxic materials in proximity of child activity is unacceptable. All necessary MSDS documentation will be posted in each janitorial space, with a copy provided to CFS. This documentation will be updated as needed by the contractor.
- Security of the building during custodial servicing must be closely supervised. Unauthorized personnel cannot gain access into the sites during cleaning operations.
- Quarterly Cleaning of all floors and area rugs; consisting of cleaning, stripping, waxing and sealing. Quarterly cleanings are to be scheduled during the school breaks (i.e. spring, winter and summer). Schedule for this cleaning must be provided in advance.
- Contractor will be responsible for the procurement of necessary consumables (paper products, soap, detergents). The cost of consumables will be borne by the cleaning contractor. Therefore, the bid application should express by line item the cost of consumables.
- Contractor will maintain a cleaning schedule specific to the needs of each location.
- Bidder will be responsible for all costs and labor presented in their proposal. If routine or special request cleanings are performed unsatisfactory as deemed by the CFS Head Start Facilities Manager, the bidder shall redo the cleaning at no charge until standards are met.
- Proof of completion of service must be recorded on-site, this includes date of service and system conditions.

Cleaning Schedule:

Cleaning services to be performed for 235 calendar school days at child care centers and 251 calendar days at the administrative building (500 Pine Street). VCT floor scrubbing and waxing, and carpet cleaning will take place at all locations during observed breaks in the calendar year. The number of days may vary based on the new upcoming school calendar, which would be provided to the awarded contractor.

Typically, all CFS Head Start locations are available for cleaning Monday thru Friday after 5:30PM and before 7:00AM daily. To maintain a good quality of service the contracted service provider should inspect the locations, with the locations Site Supervisor, on a regular

basis. This frequent assessment, coupled with internal location visits, will determine the quality rating of the services provided.

The list of CFS Head Start locations in need of professional cleaning service is attached to this request for proposal. In order for bidders to become familiar with the locations times have been allotted for the visitation of each location, please contact CFS Head Start Facilities Manager Daryl White at dwhite@centerffs.org.

Services:

- Services will be provided over a 12 month contract period from August 1st, 2018 to July 31st, 2019.
- Contract will be a per unit price agreement; whereas, CFS Head Start may add or remove locations as requested. The costs of new locations shall be negotiated as required.
- Include a total cost of services for each site location.

The bidder will be responsible for adequately performing the following cleaning services:

<u>Classroom:</u>	<u>Clean</u>	<u>Disinfect</u>	<u>Frequency</u>
Move furniture to clean floors and carpets	X	X	Daily
Windowsills/Window Tracks	X	X	Weekly
Classroom Furniture (cubbies, cabinets, tables)	X	X	Daily
Floors mopped	X	X	Daily

Restroom Area:

Bathrooms will be thoroughly sanitized each evening.

Remove and dispose of all waste in trash receptacles	X	X	Daily
Damp wipe all partitions, spot clean walls	X	X	Daily
Floors swept	X	X	Daily
Floors mopped	X	X	Daily
Hand washing sinks	X	X	Daily
Faucets/ Handles	X	X	Daily
Counter/ Vanities	X	X	Daily
Toilets	X	X	Daily

Baseboards	X	X	Daily
Mirrors	X	X	Daily
Paper towel dispenser/ surrounding wall to be wiped	X	X	Daily
Replenish consumables as needed	X	X	Daily

Offices, Teacher's Lounges, and Conference Rooms:

All cleaning standards for General Cleaning apply to the Office, Teacher Lounge and Conference Room settings.

Clean and disinfect all tables and counters.

Shampoo carpets monthly per the quarterly cleaning obligation.

Kitchen

Floors swept and mopped	X	X	Daily
Baseboards	X	X	Daily
Large Appliances wiped down	X	X	Weekly
Walls wiped down (as needed)	X	X	Weekly

Facility-Wide Cleaning (General Tasks):

Floors swept and mopped	X	X	Daily
Carpets/ Area Rugs	X	X	Daily vacuum

	<u>Clean</u>	<u>Disinfect</u>	<u>Frequency</u>
Empty and Remove Waste	X	X	Daily
Damp wipe interior/exterior of trash receptacles	X	X	Daily
Dispose of any trash/waste into the dumpster			Daily
Dust mop smooth, rough wood and concrete floors, including corners, baseboards, under furniture and other hard to reach places.			Daily
Wet Mop smooth floors with a neutral disinfectant	X	X	Daily
Vacuum and spot clean all rugs & carpeted areas. Furniture to be re-arranged as need to ensure that all carpet is attended to. Furniture to be moved back upon completion.			Daily
Clean all sinks and fountains	X	X	Daily
All horizontal surfaces (tables, desks, furniture) are to be wiped clean with a neutral disinfectant and remove any ink, markers, crayon, etc. from all surfaces.			Daily

Mats vacuumed	X	X	Daily
Ceilings/ Vents dusted	X		As needed
Window blinds cleaned	X		Upon Request
Clean Interior glass (Doors, Windows, and Partitions)	X		Daily
Doorknobs	X	X	Daily
Walls wiped down	X	X	As needed
Floors (Swept, Mopped, Stripped, Waxed, Sealed, Carpet Cleaned)	X	X	Quarterly

Exterior:

Maintain cleanliness of exterior waste containers			Daily
Place all center generated waste into the provided dumpster			Daily
Perform litter clean-up exterior of property			Twice a Week

Qualifications:

Respondent should include the following information:

- Previous experience
- Certification of License
- Certificate of Insurance

Please email Daryl White at dwhite@centerffs.org for the Site Location Walkthrough Schedule or any questions.

Proposals must be mailed to the below address no later than 5:00 PM on May 21st, 2018.

Center for Family Services
 Attn: Daryl White
 500 Pine Street
 Camden, New Jersey 08103

Site Location Walkthrough Schedule

CFS Head Start Facilities Manager: Daryl J White

If you would like to physically assess the properties please review the dates and times listed below. These scheduled allotments of time are of an open house concept. Any questions or concerns can be communicated to Daryl White at Email: dwhite@centerffs.org or Phone: 856-425-3311.

Times	Monday, May 7th	Tuesday, May 8th	Wednesday, May 9th	Thursday, May 10th
8:30 AM - 10:30AM	345 Chews Landing Rd Lindenwold, NJ 08021	195 New Freedom Rd Clementon, NJ 08021	1475 S. 8 th St Camden, NJ 08104	35 East Church St Blackwood, NJ 08021
11:00AM - 1:00PM	156 Norcross Rd Winslow, NJ 08009	120 S. White Horse Pike Lindenwold, NJ 08021	33 W Haddon Ave Oaklyn, NJ 08107	500 Pine St Camden, NJ 08103