

## 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 28th, 2019.

### 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.
- Quarterly Cleanings will also include a finer detailed general cleaning of each location, based on the provided scope.
- A cleaning schedule and checklist must be provided to custodial staff at each location. This schedule will address the daily, weekly, monthly and quarterly requirements of the contract, as well as, provide accountability.
- Contractor will be responsible for the necessary quantity of consumables (paper products, soap, and trash bags) required to sufficiently supply each location. The associated costs of these supplies will be invoiced directly to CFS Head Start. All Order Requisitions must be approved by the CFS Head Start Facilities Manager.
- All cleaning equipment and products (i.e. mops, brooms, trashcans, cleaning chemicals, etc.) will be purchased and maintained by the custodial contractor.
- Cleaning Chemicals selected must be safe for use around children in an early education setting. Additionally, the products must ensure that surfaces are disinfected of germs.
- 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.

Cleaning Schedule:

Routine cleaning services are to be performed for a 12 month period, Monday through Friday (unless a holiday or scheduled break is noted). 500 Pine Street and 33 West Haddon Ave have an administrative portion and may be open when the other locations are closed. VCT floor scrubbing and waxing, and carpet cleaning/extraction 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](mailto:dwhite@centerffs.org).

Services:

- Services will be provided over a 12 month contract period from August 1<sup>st</sup>, 2019 to July 31<sup>st</sup>, 2020.
- 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
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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 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](mailto: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 28th, 2019.

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](mailto:dwhite@centerffs.org) or Phone: 856-425-3311.

<b>Times</b>	<b>Monday, May 13th</b>	<b>Tuesday, May 14th</b>	<b>Wednesday, May 15th</b>	<b>Thursday, May 16<sup>th</sup></b>
8:30 AM - 10:30AM	345 Chews Landing Rd Lindenwold, NJ 08021	195 New Freedom Rd Clementon, NJ 08021	1475 S. 8 <sup>th</sup> 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