

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 16th, 2016.

Scope of Work:

- 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.
- 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).
- 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:

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, 2016 to July 31st, 2017.
- 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
<u>Toilet Area:</u>			
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	X	X	Daily
Replenish consumables as needed	X	X	Daily
<u>Kitchen</u>			
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
<u>Facility-Wide Cleaning:</u>			
Floors swept and mopped	X	X	Daily

Carpets/ Area Rugs	<u>X</u> <u>Clean</u>	<u>X</u> <u>Disinfect</u>	<u>Daily vacuum</u> <u>Frequency</u>
Wastebasket (emptied and sanitized)	X	X	Daily
Mats	X	X	Daily
Ceilings/ Vents	X		As needed
Window blinds	X		Upon Request
Windows (interior and exterior)	X		Quarterly
Doorknobs	X	X	Daily
Front Door (Glass)	X	X	Daily
Walls wiped down	X	X	As needed
Floors (Swept, Mopped, Stripped, Waxed, Sealed, Carpet Cleaned)	X	X	Quarterly

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 May 16th, 2016.

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 9th	Tuesday, May 10th	Wednesday, May 11th	Thursday, May 12th	Friday, May 13th
8:30 AM - 10:30AM	125 New Jersey Ave West Atco, NJ 08004	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	500 Pine Street Camden, NJ 08103	345 Chews Landing Rd Lindenwold, NJ 08021	
1:30PM - 3:30PM			37 W Haddon Ave Oaklyn, NJ 08107		

