



# Custodial Services Request for Proposals

**March 5, 2018**

**Proposals must meet all specifications in this Request for Proposals, particularly the itemized rate requirements. Proposals that do not do so will not be considered.**

Freire Charter School is soliciting bids for a cleaning vendor to provide custodial, maintenance, and food service support services. We are requesting quotes that include the option of adding day porter services at one or both of our locations.

Our school is housed in two separate facilities in downtown Philadelphia, a high school at 2027 Chestnut Street (approx. 48,000 sq. ft.), and a middle school at 1026 Market Street (approx. 40,000 sq. ft.). Each facility serves roughly 500 students and 50 staff members on a daily basis and operates essentially year-round with a very limited amount of downtime during the summer.

In addition to the nightly cleaning of the school facilities, we require a vendor capable of providing daily foodservice support and performing maintenance and other facilities work such as snow removal, painting, moving furniture within and between school buildings, patching drywall, replacing light bulbs, hanging whiteboards, replacing ceiling tiles, and all other light maintenance tasks. We are also requesting quotes for a day porter at one or both sites, who would be present for nine hours daily (with one hour of breaks).

As a public charter school, we operate on a limited budget. At the same time, we demand an extremely high standard when it comes to cleanliness and maintenance work, above and beyond what may be considered acceptable by other schools. We require a vendor who is proactive and able to resolve issues independently without requiring school administration to take their focus off educating children. This includes the vendor taking responsibility to train sufficient backup staff to complete all work every day.

The chosen vendor must be able to provide, at the vendor's own expense, three types of clearances for each worker they assign to our buildings. We will explain to the vendor how to obtain those clearances.

Interested parties must notify Ami Irvin ([ami.irvin@buildthefuture.org](mailto:ami.irvin@buildthefuture.org)), Operations Coordinator at Freire's charter management organization, Build the Future Education Collaborative, of their intent to submit a proposal with a phone number and email address no later than **5:00 p.m. on Wednesday, March 28, 2018**. Prospective vendors must tour both facilities before submitting proposals, which is scheduled for April 20, 2018 at 10:00 a.m. at 1026 Market St and 11:30 a.m. at 2027 Chestnut St. If an alternate tour date is absolutely necessary, it must occur prior to April 20, 2018. Due to the number of anticipated bidders, one-on-one tours will not be possible. Final proposals will be due via email only to Ami Irvin by **5:00 p.m. on Tuesday, May 1, 2018**.

## Terminology

Freire Charter School is referred to herein as “the School,” and bidders as “Vendor.”

## Proposal Timeline

The following dates and milestones apply to this RFP and subsequent contract award. Vendors are advised that these dates and milestones are not absolute and may change due to unplanned events during the bid proposal and award process.

Activity	Date
RFP Available to Vendors	March 5, 2018
Notice of Intent Due	March 28, 2018 at 5:00 p.m.
Deadline for Written Questions	April 4, 2018 at 5:00 p.m.
Answers to Written Questions Posted to Website	April 11, 2018
Facilities Tours	April 20, 2018, 10:00 a.m. at 1026 Market St and 11:30 a.m. at 2027 Chestnut St
Final Proposals Due	May 1, 2018 at 5:00 p.m.
Interviews Conducted (if needed)	May 7 to May 11, 2018
Contract Award	May 15, 2018
Contract Period Begins	July 1, 2018

## Inquiries & Questions

All questions with regard to the interpretation of this RFP must be received in writing. Oral explanations or instructions will not be binding. Requests, questions, or other communications about this RFP must be directed to Ami Irvin, Operations Coordinator at Build the Future Education Collaborative by email at [ami.irvin@buildthefuture.org](mailto:ami.irvin@buildthefuture.org).

## No Press Releases or Public Disclosure

The School reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the School with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of the School.

## Proposal Requirements

The Vendor shall provide a detailed description of services to be provided, shall tour both facilities, and shall respond to the Scope of Work identified. A proposal must comply with the following requirements in order to be considered valid:

### Cover Letter

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the School.

Narrative Questions

In order to ensure that the School has a clear understanding of each Vendor’s background and capabilities, proposals must contain responses to the following three prompts to aid in overall qualitative evaluation:

1. Describe your qualifications and experience (years in business) in providing services of similar project scope and size (including specific experience with educational institutions).
2. Describe your ability to address all of our personnel needs as expressed within the scope of this RFP, including day porter, cafeteria services, and maintenance services. Include a description of how you will ensure backup staff are trained so that your business can meet the school’s needs each day when your regular staff are unavailable for any reason.
3. Describe your demonstrated commitment to management, personnel, products, and equipment, as well as financial stability.

Documentation

The proposal must contain documentation of the following:

- City of Philadelphia Commercial Activity License
- Proof of Insurance (see coverage requirements below)

Rate Requirements

The School seeks a separate monthly price for servicing each location as described below in the Scope of Work (including the regular night crew during the school year and the summer deep clean). Please make careful note of the following points about the rate requirements:

- **In order for your proposal to be considered, it must include itemized and severable rates exactly as detailed here.** You are welcome to optionally submit alternative pricing, such as a discount for the School electing to use all services quoted. However, such pricing offers must be *in addition to*, not instead of the itemized rates.
- The cafeteria rates must always be billed hourly in order for the School to be reimbursed through the national school lunch program.
- You must provide details on which light maintenance services your daily work crew would perform as part of the monthly service rate vs. the type of maintenance tasks would require additional billing. We realize that each businesses may handle this in a different way. Certain maintenance services are only called for as needed.
- The School may elect to contract for a day porter either at both locations, one location only, or at neither location.
- The rate for stripping and waxing vinyl floors may be a package price or time and materials rate with an estimate of the number of hours needed. Please use the tour to assess this. The School will call for floor treatment only as needed and when the budget allows.

ITEM #	DESCRIPTION	PRICE
1	Middle School Monthly Service Price (night crew and summer deep clean)	
2	High School Monthly Service Price (night crew and summer deep clean)	
3	Rate per Hour for Cafeteria Staff	
4	Rate per Hour for Maintenance Services (including additional snow removal)	
5	Rate per Hour for Day Porter	
6	Pricing for stripping and waxing floors	

	6a: Middle School – vinyl hallways only 6b: Middle School – all vinyl floors (include furniture moving & resetting) 6c: High School – vinyl hallways only 6d: High School – gymnasium only 6e: High School – all vinyl floors (include furniture moving & resetting)	
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Completeness

Vendors’ proposal must respond to each and every requirement outlined in the RFP criteria in order to be considered responsive. Proposals must be clear and concise. Incomplete proposals or proposals received after the deadline will not be considered. Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP. Failure to do so will be at the sole risk of the Vendor. Should the Vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, the Vendor shall notify the School’s contact in writing. All unresolved issues should be addressed in the proposal.

Discounts

Vendors are invited to offer in their proposal value added discounts (e.g. speed to pay discounts for specific payment terms). Cash or separate discounts should be computed and incorporated into unit bid prices.

Tax Exemption

Material covered by this proposal is exempt from all Federal and State taxes. Such taxes shall not be included in prices quoted. Each Vendor shall take its exemption into account in calculating its bid for its work.

Shipping Costs

All shipping/transportation charges for materials shall be paid by the Vendor.

**Proposal Terms**

Contract Period

The Vendor’s proposed contract shall be valid for a twelve-month period from July 1, 2018 through June 30, 2019. Each contract may be renewed for subsequent one-year periods through negotiation between the Vendor and the School. Negotiation may be initiated no later than ninety days prior to the termination of the current agreement. The School reserves the right to extend the contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

Vendor Responsibility and Non-Performance

Any vendor awarded a contract by the School shall be responsible for all products and services as required by this RFP, whether or not the Vendor provides final fulfillment of the order. All work described in these specifications shall be completed with reasonable promptness. The School shall be the sole judge of the term “reasonable.” If the Vendor does not complete the work in a reasonable amount of time, it will be notified that if it fails to complete the work promptly, the contract may be terminated, and the School will proceed to collect for nonperformance of work.

In the event the Vendor does not fulfill its obligations under the terms and conditions of any awarded contract, in addition to proceeding with termination of the contract, the ordering agency may purchase equivalent product or service on the open market. Any difference in cost between the contract prices and the price of

open market product shall be the responsibility of the Vendor. Under no circumstances shall monies be due the Vendor in the event open market products can be obtained below contract cost. Any monies charged to the Vendor may be deducted from an open invoice.

*Force Majeure*

Neither the Vendor nor the School shall be held liable for non-performance under the terms and conditions of any awarded contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of the contract.

*Severability*

If any term or provision of this document or any awarded contract is found by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of the agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties set forth herein and in any awarded contract.

*Prices*

Prices quoted in the proposal shall remain fixed and binding on the Vendor at least through June 30, 2019 unless further negotiations are deemed necessary by the School. The pricing policy must cover the full spectrum of services required and its structure must be clear, accountable, and auditable.

The Vendor is not prohibited from offering a price reduction under the contract, and the School is not prohibited from requesting a price reduction during the initial term or any subsequent options that the School may agree to exercise.

*Authority of School*

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the execution of the work, and the determination of payment due or to become due, the decision of the School shall be final and binding.

*Incurred Expenses*

The School will not be responsible for any expenses incurred by any vendor in preparing and submitting a proposal, nor for any expenses incurred by any vendor in subsequent steps of the negotiating process toward the potential awarding of a contract.

### Interpretation of Quantities

Unless stated otherwise, the quantities given in the RFP are to be considered to be approximate only and are given as a basis for the comparison of bids. The School may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract, and a change in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

### Silence of Specifications

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the Vendor.

### Changes

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Vendor's compensation, which are mutually agreed upon by and between the School and the Vendor shall be incorporated in written amendments to the contract.

### Vendor Emergency Response Point of Contact

Any Vendor to which a contract is awarded shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty-four hours a day, seven days a week where there is a critical need for services.

### Laws to be Observed

The Vendor is presumed to know and shall strictly comply with all Federal, State, County, and City laws, regulations, ordinances, orders, and decrees in any manner affecting the conduct of the work or applicable due to serving as a contractor to the School as a public entity. Laws to be observed include, but are by no means limited to, those requiring equal employment opportunity and non-discrimination and those establishing minimum wages and employee benefits.

### Permits and Licenses

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.

### Indemnification

By submitting a proposal, the Vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless Freire Charter School, and all officers, agents, and employees thereof from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the Vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, in whole or part, to the State, the School, or officers, agents or employees thereof. This includes claims arising from or based upon the Vendor's violation of any Federal, State, County, or City laws, regulations, ordinances, orders, or decrees whether by itself, by its employees, or by its subcontractors.

### Insurance Coverage

As a part of the contract requirements, the vendor must obtain at its own cost and expense and keep in force and effect during the term of any awarded contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the School. The School shall not be named as an additional insured. Should any of the described policies be cancelled before the expiration date thereof, notice must be delivered in accordance with the policy provisions. All vendors must carry the following coverage depending on the type of service or product being delivered:

- Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate
- Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate
- Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage
- Such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under any awarded contract. The Vendor is an independent contractor and is not an employee of the School.

#### Personnel, Equipment and Services

The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under any awarded contract. All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including any subcontractors, engaged in the work shall be fully qualified and shall be authorized under any applicable laws and regulations to perform such services.

No premium time for overtime will be paid without prior written authorization. Indirect overhead cost shall not be applied to the premium portion of the overtime.

#### Clearances

A Vendor awarded a contract must provide, at the Vendor's own expense, the clearances required under state law for each worker assigned to the School. The School shall provide details regarding such clearances and the methods of obtaining them.

#### Independent Contractors

The parties to any contract awarded from this solicitation shall be independent contractors to one another, and nothing herein shall be deemed to cause the agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers' compensation, unemployment, disability insurance, social security withholding, and all other similar matters. Neither party shall be liable for any debts, accounts, obligations, or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums, or any income or other similar taxes.

Vendor agrees that any individual or group of temporary staff persons provided to the School pursuant to this solicitation shall remain the employees of the Vendor for all purposes including any required compliance with the Affordable Care Act by the Vendor. Vendor agrees that it shall not allege, argue, or take any position that individual temporary staff persons provided to the School pursuant to this solicitation must be provided any benefits, including any healthcare benefits by the School and Vendor agrees to assume the total and complete responsibility for the provision of any healthcare benefits required by the Affordable Care Act to

aforesaid individual temporary staff persons. In the event that the Internal Revenue Service, or any other third party governmental entity determines that the School is a dual employer, or the sole employer of any individual temporary staff persons provided to the School pursuant to this Solicitation, Vendor agrees to hold harmless, indemnify, and defend the School to the maximum extent of any liability to the School arising out of such determinations.

#### Audit Access to Records

The Vendor shall maintain books, records, documents, and other evidence pertaining to any awarded contract to the extent and in such detail as shall adequately reflect performance hereunder and to preserve and retain said records for a period of five years from the date services were rendered by the Vendor. The Vendor shall make such records available, upon request, to any authorized agent (which shall be defined as the School, the State, the Federal government, or their duly authorized employees, agents, contractors, or representatives, including independent auditors). Records involving matters in litigation shall be retained for one year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any authorized agent in the performance of their duties under any awarded contract. Upon notice given to the Vendor, authorized agents may inspect, monitor, and/or evaluate the cost and billing records or other material relative to any awarded contract. The cost of any contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the School for disallowances shall be drawn from the Vendor's own resources and not charged to contract cost or cost pools indirectly charging contract costs.

#### Interest of Vendor

The Vendor affirms that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under any awarded contract. The Vendor further affirms, that in the performance of any awarded contract, no person having any such interest shall be employed.

#### Acknowledgement of Understanding

By submitting a bid, each Vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

### **Proposal Evaluation**

Vendors submitting proposals may be afforded an opportunity for discussion and negotiations may be conducted with responsible Vendors who submit proposals found to be reasonably likely to be selected for award. Vendors may be asked to provide a best and final offer during the negotiation process. The contents of any proposal shall not be disclosed so as to be available to competing vendors during the negotiation process.

This RFP does not constitute an offer by the School. Any vendor's participation in this process may result in the School selecting it to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the School to execute a contract nor to continue negotiations. The School may terminate negotiations at any time and for any reason, or for no reason. No employee of the Vendor is to begin any work prior to receipt of a properly executed contract signed by authorized representatives of the School. The School makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.



### Rights Reserved by the School

During the vendor selection process, the School reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP
- Waive or modify any information, irregularity, or inconsistency in proposals received
- Request modification to proposals from any or all vendors during the contract review and negotiation
- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time
- Cancel this solicitation at any time during the procurement process, for any reason or for no reason
- Make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever is determined to be the most advantageous to the School

### Proposal Evaluation Criteria

The school may use the following criteria, among others, to evaluate the proposals received:

- The Vendor's financial, physical, personnel or other resources, including subcontracts
- The Vendor's record of performance and integrity;
- Whether the Vendor is qualified legally to contract with the School;
- Whether the Vendor supplied all necessary information concerning its responsibility

### Right to Reject Proposals

The School reserves the right to reject any or all proposals in whole or in part. Any one or more of the following causes may be considered as sufficient for the disqualification of a vendor and the rejection of its proposal or proposals:

- There is evidence of collusion among vendors
- The Vendor has an unsatisfactory performance record as evidenced by past experience with a school in the Freire charter network or reference checks with other customers
- There is any suspension or debarment of the parent company, subsidiary, or individual involved with the Vendor by federal, any state, or any local governments within the last five years
- The proposed price is unreasonable
- The unit prices are obviously unbalanced either in excess or below reasonable cost analysis values
- There are any unauthorized additions, interlineations, conditional, or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning
- The person responding to the solicitation is determined to be nonresponsive or non-responsible
- The Vendor is found not to be legally qualified to contract with the School
- The Vendor is not adequately licensed or insured
- The Vendor has not toured both School's campuses
- The proposal is otherwise unacceptable or not advantageous to the School

### **Scope of Work**

Freire Charter School opened its high school in August 1999 and its middle school in August of 2012. Each campus serves approximately 500 students and 50 staff members, 5-8<sup>th</sup> grades at the middle school facility and 9-12<sup>th</sup> grades at the high school. We are soliciting bids for a cleaning contractor to provide services for

each of our facilities, the high school at 2027 Chestnut Street and the middle school at 1026 Market Street. The Vendor must provide all equipment, materials, and labor to provide daily custodial services to the School, including a day porter, as well as maintenance as required.

We are a public charter school operating on a limited budget. At the same time, our school demands an extremely high standard when it comes to cleanliness and maintenance work, above and beyond what is typically considered acceptable for schools. Additionally, we require a vendor who is proactive and able to resolve issues independently without requiring school administration to take their focus off of educating children. Further, we value a vendor that is flexible and attentive to staffing changes, ensuring that all backup staff are adequately trained in the tasks that the school requires.

In general, the day porter and nightly cleaning crew will be needed on almost all business days throughout the year. This includes all days when the school is open as well as most days when the school is closed. When the school is closed to students, the day porter and night crew are typically needed to provide services for staff, for deep cleaning, and/or to complete special projects. The cafeteria staff are only needed on days when students are in school.

While typical working hours and the anticipated number of working days are provided below, both are subject to change based upon the needs of the School. Unexpected cleaning or maintenance issues may arise that require additional hours. Planned events that may alter the cleaning schedule include school half-days and parent events in the evenings or on weekends. The School will provide as much notice as is reasonably possible to the Vendor of any planned changes to its scheduling needs. Whether services are required during an emergency closing will depend on the specific situation (snow removal is always needed).

### *Building Specifications*

The high school building at 2027 Chestnut St is approximately 48,000 square feet, including an annex located in the basement of the building next door, a basement, and floors one through three of a 7-story building. The basement annex houses 2 restrooms, 1 nurse's office, 7 offices, 2 regular classrooms, 1 computer lab, 1 Art and Music classroom, and 1 Science lab classroom. The basement of the main building houses 3 restrooms, 6 offices, and 5 regular classrooms. The first floor houses a lobby, gymnasium/cafeteria, 3 offices, 3 restrooms, and no classrooms. The second-floor houses 2 restrooms, 1 computer lab, and 2 general classrooms. The third-floor houses 2 restrooms, 2 offices, and 10 regular classrooms. The building has two elevators and two regular stairwells. There is also an emergency fire stairwell and storage and mechanical rooms throughout the building that do not require regular cleaning.

The middle school operates in the basement and third floor of its building. The basement houses 7 restrooms, 1 gymnasium/cafeteria, 1 nurse's office, 1 meeting room, 2 locker rooms, 1 kitchen, and 8 offices. The third floor houses 4 restrooms, 12 offices, and 20 regular classrooms. The building has one elevator and two stairwells. There are also storage and mechanical rooms throughout the building as well as a large vacant area that do not require regular cleaning.

*Breakdown of Flooring Surface Types by Approximate Square Footage:*

**Please note that these flooring square footage counts represent only our best rough estimate.** We ask that you use the school tour to refine your assessment of our needs. These figures do not add up to the total building square footages because some unused spaces are not included (significant at the middle school).

## High School (2027 Chestnut St):

- Vinyl (found on all four floors): 35,000 sf
- Terrazzo (second and third floors): 6,500 sf
- Marble tile (first floor and second floor landing): 1,900 sf
- Stone stair treads (throughout): 1,000 sf
- Carpet (second floor only): 100 sf

## Middle School (1026 Market St):

- Vinyl (all third floor only): 20,000 sf
- Terrazzo (basement and stairs): 3,000 sf
- Gym flooring (basement): 2,000 sf
- Steel (front stairs to basement): 300 sf
- Carpet (front vestibule): 300 sf

*Summary of Services with Frequency*

- One summer deep cleaning (timing and details to be coordinated with the School)
- Sweeping and dust mopping of all non-carpeted areas daily.
- Vacuuming of carpeted areas, stairwells, classrooms, offices, and nurse's office daily
- Trash removal daily throughout the year
- Cleaning and disinfecting of the restrooms, water fountains, and classroom sinks daily
- Cleaning and disinfecting of classroom and office desks, chairs, and countertops daily
- Cleaning and disinfecting of the kitchen daily (microwave, counter surfaces, sink, other appliances)
- Cleaning and disinfecting of cafeteria table tops and seating daily.
- Clean indoor, door, and entrance glass daily
- Ensure outside pavement in the front and back of the building is swept free of debris daily.
- Ensure paper and soap dispensers in kitchen and restroom areas are replenished daily
- Remove any graffiti daily
- Lock all windows and doors daily
- Wipe all handrails, door handles, push plates, and elevator buttons with disinfectant daily
- Remove prints from walls, doorways, frames, handrails, and light switches twice a week
- Mop all floors with germicidal solution at least once a week. The gym/cafeteria must be mopped daily.
- Dust all horizontal surfaces, including handrails, window sills, fire extinguishers, partitions, smoke detectors, monitors, furniture, tops of lockers, and other fixtures, once a week
- Wipe clean and disinfect all lockers once a week
- Monthly sanitization of trash receptacles, inside and outside of trash receptacle
- Clean all ceiling vents and grates on an as needed basis
- Remove snow and ice from outside front and back pavements of the building and apply salt to these areas on an as needed basis
- Hallways stripped and waxed upon request (no more than twice per year)

- Meal service on days when students are in school
- Daily day porter services
- Provision of basic maintenance services on an as-needed basis

### Supplies

The Vendor is to supply its own cleaning equipment, supplies, and trash liners as part of the monthly price. Restroom paper products must be supplied by the Vendor and billed to the School.

### Nightly Cleaning

The building requires cleaning five days a week (Monday-Friday) excluding certain School holidays or emergency closures. Cleaning is to be done generally between the hours of 5:00 p.m. and 9:00 p.m. Special events and other school activities may alter night cleaning hours slightly.

### Cafeteria Service

Two cafeteria staff are needed at each building each day students are in school. At the high school, staff are only needed on full school days for lunch, from 10:00 a.m. to 2:00 p.m. At the middle school, staff are needed for breakfast and lunch. On half days, only breakfast is served. Cafeteria staff at the middle school will work from 7:00 a.m. to 3:30 p.m. The middle school has four, 30-minute lunch periods with 100-140 students eating during each lunch period. The high school has two, 45-minute lunch periods. Approximately 75 students will need to be served school lunch in each period, with a maximum of 250 students in the cafeteria during each lunch period (most students at the high school get their own lunch).

The cafeteria staff have the following responsibilities:

- Setting up service of breakfast for the middle school (on some days a cold meal only and some days a hot breakfast is served)
- Counting the number of students who take a meal that is reimbursable as defined by the USDA
- Recording the number of meals served in the appropriate system
- Receiving daily deliveries, ensuring that all food has been received, checking and recording food temperature, and holding the food appropriately
- Setting up service of hot lunches by heating prepackaged frozen meals in ovens
- Returning cold/dry foods to inventory
- Cleaning the cafeteria between meals (wipe tables and sweep)
- Cleaning the kitchen and serving utensils at the end of each day
- Mopping the floor of the kitchen (middle school only) and gym/cafeteria with germicidal solution daily
- Using appropriate food safety measures, following the school's HACCP plan
- Periodically conducting inventory of food and service items
- Notifying the administration immediately of any delivery or equipment problems
- Holding required Serv-Safe certification (at least one certified staff member must be present each day; school will pay hourly rate for staff to attend course and take exam; Vendor will make staff available for 2-day training courses available to the School at no cost)

The School and its meal vendor will provide training in these responsibilities. The Vendor is responsible for notifying the School immediately of any staffing change which will require training new personnel in order to meet these responsibilities of the Vendor. Vendor must source and ensure safe use of all necessary chemical cleaning products to ensure food safety.

Snow Removal

During winter weather, snow and ice must be cleared from the sidewalks at the front and back of each building, and the surfaces treated with salt. This must be done routinely, whether or not the school is open, due to our location on busy city sidewalks. For snow removal that cannot be handled by the night crew or day porter for timing or other reasons, Vendor may bill for snow removal at the maintenance rate.

Light Maintenance

In addition to the daily cleaning of the school facilities, we require a vendor capable of performing maintenance and other facilities work such as painting, moving furniture, patching drywall, replacing light bulbs, hanging whiteboards, replacing ceiling tiles, and all other light maintenance tasks. Maintenance services are requested on an as-needed basis. Please provide details on which light maintenance services your daily work crew would perform as part of the monthly service rate vs. the type of maintenance tasks would require additional billing.

Day Porter

The School will make a decision about the level of day porter services to include in the contract after reviewing all proposals. We will decide from the following options in the final contract: two day porters with one at each facility, one day porter at only one building, or no day porter service for either facility. The day porter will generally work from 7:00 a.m. to 4:00 p.m. every business day year-round. One hour of break time must be scheduled outside of student lunch service needs. The Vendor must train at least one backup for days when the regular day porter is unavailable for any reason. This includes all days when the school is open as well as days when the school is closed, in order to complete tasks that cannot be done while the school is open. The responsibilities will include a daily routine of cleaning tasks that must be completed during the school day. A sample daily schedule is included below. In addition, the day porter will also be charged with other day-to-day tasks (moving boxes, cleaning up student messes, tasks as assigned by Head of Academic Supports). This list may be modified on an ongoing basis to best serve the needs of our students. The day porter should be comfortable lifting 60-80 lbs.

Floor Stripping and Waxing

The School will call for stripping and waxing vinyl flooring only as needed and when the budget allows. When requested, such work must be scheduled over summer, winter, or spring break. This includes moving and replacing all furniture. Please see the rate requirements and flooring type estimate sections above for details, and use the school tours to further assess needs.

Tasks

The tasks below represent the standard weekly tasks to be completed. These lists will be updated from time to time with agreement between Vendor and School.

**ALL BUILDING AREAS**

Frequency	Tasks
Daily	Empty all trash receptacles, wipe lids, and replace liners. Spot clean all trash receptacles as needed.
	Vacuum, remove gum, debris, and stains from all carpets and floor mats.
	From all floors, remove all gum, sweep any debris, and spot-mop messes with germicidal solution
	Clean all entrance, door, and indoor glass

	Remove all graffiti
	Lock all doors, close and lock all windows
	Wipe all handrails, door handles, push plates, and elevator buttons with disinfectant
2x Weekly	Remove prints from walls, doorways, frames, handrails, and light switches
Weekly	Dust all horizontal surfaces, including handrails, window sills, fire extinguishers, partitions, smoke detectors, monitors, furniture, tops of lockers, and other fixtures
	Mop all floors with germicidal solution (daily in gym/cafeteria and middle school kitchen)
Monthly	Sweep, scrub, and buff all floors
	Thoroughly clean and sanitize inside and outside of trash receptacles
As Needed	Clean all ceiling vents and grates
	Polish all kick and push plates

**COMMON AREAS (LOBBY, FRONT ENTRANCES, VESTIBULES, STAIRWELLS, HALLWAYS ETC.)**

Frequency	Tasks
Daily	Sanitize and polish all water fountains
	Sweep, remove all debris from outside pavement areas
Weekly	Dust, wipe clean, and disinfect all lockers
As Needed	Remove all snow and ice from front and back pavement and apply salt

**CLASSROOMS**

Frequency	Tasks
Weekly	Clean and wash all tables, desks, chairs, countertops, and staff desks (accessible areas only; do not move items on staff desks)

**STAFF LOUNGES AND KITCHEN**

Frequency	Tasks
Daily	Clean and sanitize all counter tops, chairs, and tables
	Clean the outside of all refrigerators, microwaves and all other appliances
	Replenish all paper and soap dispensers
	Clean and wash all water dispensers, sinks, and refrigerators
Weekly	Clean the inside of all refrigerators, microwaves, ovens, and all other appliances

**OFFICES, NURSE'S OFFICE & CONFERENCE ROOMS**

Frequency	Tasks
Daily	Wipe clean all surfaces, including tables and desks (accessible areas only; do not move items on staff desks)
	<i>(Nurse's Office Only)</i> Clean and wash all sink basins and counter tops
	<i>(Nurse's Office Only)</i> Clean and sanitize all furniture

**LUNCHROOM/GYM**

Frequency	Tasks
Daily	Disinfect and clean all tables and seating
	Sweep and mop cafeteria floor with germicidal solution

**RESTROOMS**

Frequency	Tasks
Daily	Clean and polish all mirrors, powder shelves, and dispensers and fixtures
	Empty and sanitize all feminine napkin containers and replace insert liners
	Wash, with germicidal solution, all sides of toilet seats, bowls, urinals, and wash basins
	Replenish all paper and soap dispensers
	Spot clean prints from all partitions, ventilation grills, and tiled walls
	Spot clean prints and stains from all walls adjacent to hand basins and dispensers
Monthly	Clean and sanitize entirely all walls, partitions, and ceramic tiles

Sample Daily Schedule for Day Porter

The following is provided merely as an example of a typical daily schedule for the day porter and is not intended to be comprehensive. Responsibilities will include other duties as described above.

7:00 - 8:15 AM	Open building Pick up any trash out front Inspect dumpsters (must be locked) and back sidewalk and pick up any trash Check all emergency exits are clear Take down wall posters not in designated areas Clean elevators Building Check* Check that bathroom passes are in all classrooms Assist with buzzing in arrivals from 7:00 a.m. to 7:30 a.m. (Middle School only) Assist with transporting hot and cold breakfasts from basement to third floor from 7:30 a.m. to 8:15 a.m. (Middle School only) Clean gym/cafeteria after students leave breakfast (Middle School only) Check in with Head of Academic Supports
8:15 - 10:15 AM	Building Check Clean all glass in front of building Clean front of building Vacuum floor mats in front lobby/entranceway Handle any previously assigned projects Dust the tops of lockers
10:15AM	Set up Lunch - if done before lunch starts, do Building Check
11:00 – 1:00	In gym for lunch. If lunch is slow, do a Building Check
1:00 – 1:20 PM	Clean gym, take out trash and break down tables
1:30	Building Check Check all emergency exits are clear Clean front door glass again
3:30	Building Check Check in with Head of Academic Supports

\*Building Check Activities:

- Make sure hallways, both stairwells, bathrooms, and all common spaces are clean
- Pick up any trash if necessary
- Fill empty soap dispensers, paper towel machines, and hand sanitizer dispensers
- Empty full trash cans

Sample Yearly Cleaning Calendar

In general, the day porter and nightly cleaning crew will be needed on almost all business days throughout the year, including days when the school is closed. When the school is closed to students, the day porter and night crew will typically still be needed to provide services for staff, for deep cleaning, and/or to complete special projects. From mid-June to mid-August, nightly cleaning duties will be reduced, with time devoted to deep cleaning and furniture moving projects as directed by the School. Specific hours and tasks will be arranged with the Head of Academic Supports for each building. Please note that each location will have a slightly different calendar.

Below are **approximate** totals of the number of days each type of service will be required each month for both schools. The actual calendar for the 2018-19 year has not yet been created, but further detail may be agreed to during the contract negotiation process. As stated above, the numbers given are subject to change based upon the needs of the School. Reasons the schedule may need to be altered include unexpected issues, emergency closings, or planned events.

### July

10 days – summer school (day porter; limited night crew)

9 days – building open for staff (day porter most/all days; limited night crew/special projects)

### August

10 days – building open for staff during deep clean, except floor stripping/waxing if requested (day porter most/all days; limited night crew; staffing as needed to complete deep clean and floor stripping/waxing)

5 days – building open for staff (day porter; night crew)

2 days – school open for orientation activities (day porter; night crew; cafeteria staff breakfast only)

3 days – school open as usual (day porter; night crew; cafeteria staff)

### September

16 days – school open as usual (day porter; night crew; cafeteria staff)

1 day – professional development day; no students (day porter; night crew)

1 half day – (day porter; night crew; cafeteria staff breakfast only)

### October

20 days – school open as usual (day porter; night crew; cafeteria staff)

1 day – professional development day; no students (day porter; night crew)

1 half day – (day porter; night crew; cafeteria staff breakfast only)

### November

16 days – school open as usual (day porter; night crew; cafeteria staff)

2 days – professional development; no classes (day porter; night crew)

### December

13 days – school open as usual (day porter; night crew; cafeteria staff)

7 days – winter break (floor stripping and waxing and/or special projects if requested)

1 day – professional development day; no students (day porter; night crew)

1 half day – (day porter; night crew; cafeteria staff breakfast only)

### January



16 days – school open as usual (day porter; night crew; cafeteria staff)

3 days – half days for midterm exams at the high school (day porter; night crew)

1 day – professional development day; no students (day porter; night crew)

February

18 days – school open as usual (day porter; night crew; cafeteria staff)

1 day – professional development day; no students (day porter; night crew)

1 half day – (day porter; night crew; cafeteria staff breakfast only)

March

15 days – school open as usual (day porter; night crew; cafeteria staff)

1 day – professional development day; no students (day porter; night crew)

1 half day – (day porter; night crew; cafeteria staff breakfast only)

April

18 days – school open as usual (day porter; night crew; cafeteria staff)

6 days – spring break (floor stripping and waxing and/or special projects if requested)

3 half days – (day porter; night crew; cafeteria staff breakfast only)

May

21 days – school open as usual (day porter; night crew; cafeteria staff)

1 day – professional development day; no students (day porter; night crew)

1 half day – (day porter; night crew; cafeteria staff breakfast only)

June

7 days – school open as usual (day porter; night crew; cafeteria staff)

4 days – half days for final exams (day porter; night crew)

11 days – summer break (day porter most/all days; limited night crew/special projects)