

## ***Legal Notice***

Attention: Janitorial Service Providers

Vision Academy Charter School is requesting proposals for school cleaning services. Cleaning areas will include daily janitorial services such as sweeping/vacuumping carpets, emptying trash, spot cleaning for classrooms, lobbies, foyers, entrances, kitchen, lunchroom and gymnasium totaling 25,000 square feet. Contracts will be effective September 1, 2020 to June 30, 2021.

The Cleaning Services vendors may obtain further bid information by contacting the Business Manager below.

E-mail: [bm@vacharter.org](mailto:bm@vacharter.org) phone: 484-466-2124

Submit proposals to:

Vision Academy Charter School

Attn: Business Manager

41 East Baltimore Avenue, #45 Lansdowne, PA 19050

Vision Academy Charter School Board of Education reserves the right to accept or reject any and/or all proposals or to accept the proposal that it finds, in its sole discretion, to be in the best interest of the school.

All proposals must be submitted no later than 4pm on July 31, 2020. All proposals should be delivered in a sealed envelope and addressed to Vision Academy Charter School and be clearly marked: Cleaning Services Bid Proposal.

**Broad description of project:** The purpose of this event is to receive proposals from qualified contractors for complete professional janitorial services, including floor care, at several City facilities. The service provider must be reputable, experienced, and capable of providing superior cleaning services for Vision Academy Charter Schools facilities. The intent in soliciting proposals is to obtain a timely, consistent, and cost-effective contract from one contractor to ensure clean and safe facilities for students, parents, employees, and visitors.

**Scope of Services:** The awarded firm shall be required to provide and/or furnish required materials, equipment, transportation, machinery, supplies, tools, incidentals, labor, and supervision necessary to perform complete janitorial services for designated VACS buildings, except as otherwise specified. The supplies and materials shall be of a good commercial quality, environmentally friendly whenever possible, suitable for the purpose intended, and shall deliver results necessary to provide the high standards of cleanliness required under this contract. The contractor shall not use any material that VACS determines unsuitable for the purpose or harmful to the surface to which applied.

- The required services will include, but not be limited to, cleaning, dusting, mopping, stripping, waxing, vacuuming, disinfecting, and deodorizing.
- The proposer shall be responsible for providing all necessary supplies and shall submit with the proposal a list of all chemicals/supplies that are to be used and furnished by the proposer under this contract. These supplies shall include all cleaning agents, window cleaner, detergents, floor cleaner, floor wax, disinfectants, and any other cleaning products that will be used to perform the work under this contract. Disposable paper supplies, such as paper towels and toilet paper shall be supplied by Vision Academy Charter School. Additionally, soaps, deodorizers, and trash can liners shall also be supplied by VACS.
- The proposer shall supply all necessary equipment and tools to perform all work under this contract, including brooms, dustpans, mops, buckets, gloves, wiping clothes and sponges, squeegees, scrapers, and ladders. All necessary cleaning equipment, including power driven floor scrubbing machines, waxing polishing machines, and industrial type vacuum cleaners needed for the performance of the work specified shall be furnished by the successful contractor. Such equipment shall be of the size and type customarily used for work of this kind.
- Equipment and electrical cords shall be in good condition and be safe to use. Equipment failure will not constitute an acceptable reason for failure to provide services.
- The proposer shall submit a list of all power-driven equipment, including but not limited to vacuums, buffers, and carpet shampoo machines, indicating description, manufacturer, and age that will be used in the proposal.
- VACS will provide water and electricity to allow the contractor to perform their services. A designated storage closet will be provided in each building for janitorial supplies. Storage closets shall be organized and kept in a neat condition. Cleaning products and supplies shall be stored in the designated area and shall not be left in other areas such as offices or common areas. Flammable chemicals shall be placed in designated cabinets for flammable materials.

- **Proposal Format:** Proposals shall be submitted in the following format and include the following information. a) Cover letter stating the intent of the proposer for this event. Cover letter must include acknowledgement of all addenda issued for this proposal. If addenda are not acknowledged in the cover letter, proposals will not be considered further. b) Introduction and history of firm including statements of qualifications, capabilities, and experience. d) Fee Proposals shall be submitted in a separate, sealed envelope, per instructions and signed by a responsible party. No pricing shall be submitted anywhere else in the proposal. e) Proposed Schedule of Disadvantaged Business Enterprise (DBE) Participation and Non-Discrimination Statement. f) References with contact information of customers of similar size and scope. g) Cleaning industry certification.
  
- **Basis of Award:** Proposals will be evaluated according to the following criteria and weight:
  - a) Proposer's qualifications and experience, including certifications (35 points)
  - b) Methodology (project/service approach (30 points)
  - c) Fees (20 points)
  - d) References (10 points)
  - f) Local vendor participation (5 points)
  - Proposals shall be evaluated by VACS board members. The committee may, at its option, request any or all proposers to provide on-site demonstrations of the proposed system. A short list may be developed and interviews conducted with those proposers deemed to be most qualified. Vision Academy CS reserves the right to conduct interviews of any or all proposers at the school's discretion. VACS also reserves the right to request a best and final offer (BFO) and to re-score evaluations based on the best and final offer. Proposers may be required to provide clarification of their proposal as part of the BFO response.

Copies: Printed and signed original, two identical, printed copies, and one electronic copy of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

**Methodology:** The proposal shall include a strategy for complete janitorial services with a detailed description of the approach and methodology to be used to accomplish the scope of work of this RFP. The methodology section should include an implementation plan that describes in detail how the firm manages projects of this type, detailed project schedule including a work plan, staffing numbers, duration of daily cleaning, overall anticipated completion time, and specific tasks that will be required

Proposers are encouraged to provide additional innovative and creative approaches for providing the service that will maximize efficient, cost-effective operation, or increased performance capabilities.

Proposals shall include a work schedule for weekly services for all facilities. The schedule shall include the number of employees and supervisors for each building along with the labor-hours to perform the required work for each building. The proposal shall also include the method by which all employees will be trained.

Schedule: Each proposer shall submit a proposed time schedule for the project.

Cleaning Tasks The following are minimum tasks required for this contract:

**Daily Services:**

- Clean and disinfect all restroom facilities, including all sinks, basins, urinals, and commodes.
- Replenish all paper products, soaps, and trash liners.
- Clean and disinfect all partitions, restroom walls, door and stall handles, and fixtures.
- Clean all mirrors.
- Clean and disinfect all countertops and tables in breakrooms/kitchen areas and wipe down chairs.
- Clean and clear all drains.
- Clean inside and outside of all microwave units.
- Clean outside of all refrigerators, coffee machines, and other appliances.
- Clean and disinfect all drinking fountains.
- Sweep and clear debris at all landings and hallways.
- Empty all garbage and trash receptacles and replace liners.
- Properly dispose of recyclable materials.
- Remove all garbage and trash from premises.
- Dust mop all hard surface floors with treated dust mop.
- Damp mop all hard surfaces to remove stains and spills as necessary.
- Damp mop or wet mop floors when necessary due to inclement weather.
- Wet mop and disinfect all restroom and kitchen floors in all buildings.
- Vacuum all carpeted areas, excluding locked areas.
- Vacuum floor mats and wipe walls behind trash containers
- Spot clean carpet as needed.
- Sweep and/or vacuum all stairs.

**Weekly Services**

- Wet mop all hard surface floors thoroughly, including the removal of dirt along baseboards and corners.
- Clean all door fronts and handles.
- Clean all light switches.
- Dust all blinds, windowsill, doorframes, shelves, furniture, and picture frames in all areas.
- Dust file cabinets, counters, partitions, conference tables, and desk tops provided no papers are on them. Use a streak-free product intended for the surface being cleaned.
- Clean and disinfect all telephones.
- Dust railing around rotunda and stairwells.
- Wash and clean all glass surfaces including partitions, doors, and interior windows.
- Clean outside stairs and entrances to buildings.
- Clean and dust all hall and lobby walls.

**Quarterly Services (For this section you may give a separate quote)**

- Scrub, strip, and wax all tile floors (Classrooms and hallway of basement in Chapel building, main building Cafeteria . This includes all floor areas including corners and along baseboards that may not be serviced by electrical scrubbers and strippers.
- Shampoo all carpeted area throughout the school.

**References:** A minimum of three references with contracts similar in size and scope to this contract shall be included. Each reference should include a contact person, phone number, company name, and address. This must be included with the proposal to be further considered.

**Contract Monitoring** All services required to be performed under this agreement will be subject to inspection by our Director of Operations while in process or after completion. If any such services are found to be unsatisfactory and not in accordance with the requirements of this contract, VACS representative will notify the contractor and the contractor must take immediate steps for corrective action. The contractor or site supervisor shall be available to meet on site with Director of Operations upon request to review and ensure that contract service levels are being met.