



# Alliance for Progress Charter School

1821-39 N. Cecil B. Moore Ave. Philadelphia, PA, 19121 Tel: 215-232-4892 Fax: 215-232-4894

## Request for Proposal

### General Description:

Alliance for Progress Charter School is accepting bids for cleaning to be completed from **August 1, 2019-June 30, 2020.**

Locations: Lower School: 1821 Cecil B. Moore Ave. Philadelphia, PA 19121

Upper School: 1630-32 N. 16<sup>th</sup> Street Philadelphia, PA 19121 (2 small buildings)

### **THE FOLLOWING MUST BE PERFORMED DAILY:**

#### **ALL Offices, Entrances, Reception Areas, Hallways, Conference Rooms, Stairs etc.**

1. Dust & clean all fixtures and office furniture (including cabinets, desks, credenzas, counter tops, doorframes, light switches, spot clean walls, and properly position furniture).
2. All wastepaper receptacles emptied and relined.
3. All entrance glass, door and partition glass must be dusted and smudge/fingerprint free.
4. Clean and sanitize drinking fountains and/or water coolers.
5. Damp wipe all shelf surfaces and corners beyond the reach of normal dusting.
6. Dust and sanitize all telephones.
7. Vacuum all carpets (Including all area rugs)
8. Vacuum under and behind all accessible desks and chairs.
9. Dust mop all floor areas.
10. Damp mop all floor areas.

#### **Cafeterias, Lunch Room & Staff Lounges**

1. Dust & clean all fixtures (including doorframes, light switches, spot clean walls, and properly position furniture).
2. Clean with an approved disinfectant, all surfaces (floors, tables, chairs, kitchen sink, counters and oven, etc.).
3. Cafeteria floor must be swept and mopped daily and after each lunch period.
4. Dump all trash and recycling daily and after each lunch period (change bags)
5. Appliances in teacher lounge(s) must be clean with an approved disinfectant (include all appliances: coffee maker, toaster, microwave and refrigerator)



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## Classrooms and Trailers

1. Dust & clean all fixtures (including doorframes, light switches, spot clean walls, and properly position furniture).
2. Clean with an approved disinfectant, all surfaces (tables, desk, chairs, lockers)
3. Dump all trash and recycling bins daily (change bags)
4. Dust and sanitize all telephones
5. Vacuum all carpets (Including all area rugs)
6. Vacuum under and behind teacher desk and chair
7. Dust mop all floor areas.
8. Damp mop all floor areas.

## Student Restrooms & Staff Restrooms

1. Dust & clean all fixtures (including doorframes, light switches, spot clean walls).
2. Clean with an approved disinfectant, all surfaces (toilets, sinks, bathroom partitions,
3. Bathroom floor must be swept and mopped regularly throughout the day.

## Outdoor Curb Appeal

1. Pick up all trash/debris on sidewalks, entryways, steps, playground and school grounds
2. Dump trash from all outdoor receptacles
3. Ensure all trash is INSIDE dumpsters and dumpsters are positioned correctly
4. Stack all milk crates and cones in an organized fashion in designated areas
5. Sidewalks, entryways, steps should be swept (as needed)

## Other:

1. Open all buildings by 7am daily (Mondays-Fridays).
2. Close and secure all buildings upon completion of cleaning daily.
3. At least one porter (per school) must be present during school day hours that can assist with moving/lifting items that up to at least 40 lbs. as needed

## **THE FOLLOWING MUST BE PERFORMED WEEKLY:**

1. Vacuum edges & corners of all carpeted areas.
2. Buffing/Burnishing of VCT Floors must be performed weekly (according to schedule). All floors must be maintained at a high gloss level that is acceptable to the client. All edges & corners in classrooms to be cleaned. (SEE APPENDIX A)
3. All Student restrooms (walls and partitions) to be scrubbed



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4. Dust all blinds, windows, window sills, lockers, light fixtures and vents etc.
5. Clean out and disinfect all cafeteria and restroom trash cans and recycle bins.

## **THE FOLLOWING MUST BE PERFORMED ONCE MONTHLY:**

1. Dust light fixtures & ceiling vents.
2. Clean out and disinfect all classroom and office trash cans and recycle bins.

## **IN ADDITION TO ITEMS ABOVE, THE FOLLOWING MUST BE PERFORMED DURING WINTER & SPRING BREAKS:**

1. Shampoo all carpeted offices and carpeted rooms via hot water extraction. (All buildings)
2. As needed: Light-scrub and re-wax all hard tile floors. Strip, if needed.
3. Pressure wash exterior sidewalk to remove stains and gum. (AUGUST ONLY)

**\* All cleaning supplies including but not limited to liners, cleaning products, mops, brooms, buckets, rags, buffing/stripping devices, carpet machines, are the responsibility of the vendor.**

**\* All companies are to keep a daily log book**

**All proposals must be submitted by Friday, June 10, 2019 and must include the following:**

1. A cost breakdown for day porters and night crew.
2. Proof of Insurance including theft bond. (Upon acceptance of proposal contractor must provide a certificate of insurance naming Alliance for Progress Charter School as additional insured.) See <http://www.afpcs.org/bids.html> for insurance requirements.
3. At least five verifiable, professional references must be provided prior to acceptance of bid package.
4. List of Vendor provided equipment to be used at the site.
5. List of chemicals that will be used/stored at the site. Upon acceptance of contract, it is the responsibility of the contractor to stock products and maintain janitors closet in a



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neat and orderly fashion. All supplies must be visible during each quality control inspection.

6. List any services that you are not capable of providing.
7. List recommendations that you feel based on your observations could enhance service.
8. All Custodial workers selected for this site must have recent (2019) background check (FBI and criminal) and child abuse certificates upon request.
9. Current vendors do not need to be present for the walkthrough.

**Walkthrough and Q&A: available upon request. Contact Latoya Harris at [lharris@afpcs.org](mailto:lharris@afpcs.org) or 215-232-4892.**

## Selection Criteria

Proposals will be evaluated and ranked using the value assigned to each criterion. Once the technical and cost criteria have been evaluated and ranked, AFPCS may negotiate both components with any vendor receiving an average of **80 points** or more (See Appendix B).

<i>Criteria</i>	<i>Maximum Points</i>
<i>Cost</i>	<i>40</i>
<i>Service Capability</i>	<i>20</i>
<i>Financial Conditions/Stability, Business Practices</i>	<i>10</i>
<i>Personnel Management</i>	<i>10</i>
<i>Experience and References</i>	<i>20</i>



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**APPENDIX A:** Buffing/Burnishing of VCT Floors must be performed weekly (according to schedule). All floors must be maintained at a high gloss level that is acceptable to the client. All edges & corners in classrooms to be cleaned.

**THE FOLLOWING MUST BE PERFORMED WEEKLY:**

**Lower School Building 1821 Cecil B. Moore**

Front Vestibule/Entryway  
Cafeteria  
First & Second floor hallways  
Both Stairwells

**Upper School Annex - 1630 N. 16<sup>th</sup> Street**

Front Vestibule/Entryway (partially carpet)  
Cafeteria  
Lobby

**Upper School - 1632 N. 16<sup>th</sup> Street**

Front Vestibule/Entryway (partially carpet)  
First & Second floor hallways  
Both Stairwells