

Educare of Washington, DC

**NOTICE FOR
REQUEST FOR PROPOSAL**

CLEANING SERVICES

Educare of Washington, DC ("Educare DC") is accepting sealed proposals for cleaning services for Educare DC Early Head Start and Head Start childcare facility located at 640 Anacostia Avenue NE, Washington, DC 20019. Sealed proposals clearly labeled Proposal for Cleaning Services will be received until May 19, 2014, 5:00pm. All proposals should be addressed to Educare DC's Administrative Management Company as Attn: Valarie Hunt, Chief Administrative Officer, UPO Community Development Corporation, 301 Rhode Island Avenue NW, Washington, DC 20001. Proposal Instructions and Service Specifications have been included in the request for proposal.

UPO Community Development Corporation reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of Educare DC.



Valarie M. Hunt, MSLS
Chief Administrative Officer
UPO Community Development Corporation

Cleaning Service Specifications
Instructions/Information to Prospective Contractors

1. PROPOSAL SUBMISSION: Proposals shall be complete and submitted in a sealed envelope and addressed to Attn: Valarie Hunt, Chief Administrative Officer, UPO Community Development Corporation, 301 Rhode Island Avenue NW, Washington, DC 20001, by May 19, 2014, 5:00pm and clearly labeled Proposal for Cleaning Services. After the proposal has been submitted, it may not be withdrawn for fourteen (14) calendar days after the date of opening.

Prices shall cover a period of 12 months, beginning July 1, 2014 and ending June 30, 2015. All services are to be in accordance with the minimum specifications as provided herein.

2. ALTERNATE/MULTIPLE PROPOSALS: The specifications describe the cleaning services that Educare DC feels are necessary to meet the performance requirements for its facility. It is not the desire or intent of Educare DC to eliminate or exclude any company from submitting a proposal because of minor deviations, alternatives or changes that may be deemed an improvement to the level of service provided.

Prospective contractors desirous in submitting a proposal on items which do not comply with the specifications but which they believe are equivalent or necessary to providing satisfactory cleaning services to Educare DC are requested to submit an alternate proposal. Such alternate proposals must be clearly indicated as such, and deviations from the applicable specifications are to be clearly noted. The proposal must be accompanied by complete specifications for the items offered or deviation proposed. Prospective contractors wishing to submit a secondary proposal must submit it as an alternative proposal. Only one proposal per sealed envelope shall be accepted.

Educare DC shall be the sole and final judge unequivocally as to whether any substitute is of an equivalent of better quality and/or is necessary for providing satisfactory cleaning services.

3. BID BOND REQUIREMENT: No bid bond or certified check shall be required.
4. BASIS OF AWARD: Educare DC is seeking firm fixed annual price quotations to provide the specified cleaning services for a period of 12 months. Generally, the contract award shall be made to the lowest qualified bidder based on the overall lowest rates and overall level of service deemed appropriate for Educare DC for the 12 month period. Other factors such as quality and quantity of work will be considered when awarding the contract.

Educare DC reserves the right to reject or accept any proposal, in total or in part, or to waive any irregularities in any proposal deemed to be in the best interest of Educare DC.

5. PRE-PROPOSAL MEETING AND SITE VISIT: Prospective firms must attend a mandatory pre-proposal meeting in order to receive consideration. The meeting shall take place at 10:00am on Monday, May 12, 2014 at Educare DC. The facility is located at 640 Anacostia Avenue NE, Washington, DC 20019. The meeting will include a walk-through site visit of the facility to allow prospective contractors to assess and survey the scope of work involved. Prospective contractors are encouraged to collect all necessary information and to satisfy any questions.

Prospective Contractors are also required to register their attendance by contacting (202) 741-2114 and providing their name, number of attendees (**maximum 2** per company), and the name of their organization.

6. INSURANCE AND THIRD PARTY LIABILITY: The successful Contractor shall procure and maintain, or produce holding for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work by the Contractor, his agents, representatives, employees or subcontractors.

A. During the term of the contract, the Contractor shall provide the following types of insurance in limits no less than:

1. **Commercial General Liability**: The Contractor shall have \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
2. **Worker's Compensation and Employers' Liability**: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

B. The Contractor shall furnish to Educare DC satisfactory proof of coverage of the above requirements by a reliable company or companies prior to the implementation of the contract. Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy may not be cancelled or changed without thirty (30) days advance written notice to Educare DC. In addition, certificates of insurance shall list Educare DC, its officers, agents, and employees as additional insured on all required policies.

7. INDEMNITY AND HOLD HARMLESS PROVISIONS: To the fullest extent permitted by law, the Contractor shall agree to defend, indemnify and hold harmless Educare DC, its officials, agents, and employees, against all injuries, deaths, loss, damages, claims,

patent claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against Educare DC, its officials, agents, and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in anyway result therefore, except that arising out of the sole legal cause of Educare DC, its agents or employees, the Contractor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against Educare DC, its officials, agents and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

The Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend Educare DC, its officials, agents and employees as herein provided.

8. **QUALIFICATIONS FOR PROPOSING CONTRACTOR:** The prospective Contractor must be satisfactory to Educare DC from the standpoint of such matters as experience, length of time in the business, reliability and demonstrated ability to provide the services required by the specifications. A qualified Contractor must satisfy the following requirements:
 - A. Maintain a permanent place of business.
 - B. Have adequate manpower and equipment to perform services in an expeditious and adequate manner.
 - C. Have satisfactorily furnished services of similar size and scope for a period of at least 12 months.
 - D. Provide no less than three (3) current reference contacts for services of similar size and scope. **These references are to be submitted as part of the Proposal.**
 - E. Ownership and onsite staff must submit to a criminal background investigation and FBI check conducted at the D.C. Superior Court.
9. **EXECUTION OF CONTRACT/CONTRACTOR STATUS:** It is anticipated that the contract will be awarded by Educare DC on **June 6, 2014**. The successful Contractor shall execute the contract in accordance with the Proposal form, the Information to Prospective Contractors, and the Specifications as accepted by Educare DC, furnish the necessary insurance certificates, provide the necessary personnel information, and commence work on **July 1, 2014**. Once the contract is properly executed and all the required insurance certificates and other required instruments are received and approved, the successful vendor will be designated as a Contractor of Educare DC.
10. **PRE-START MEETING:** Prior to the July 1, 2014 start date, the successful Contractor shall be required to meet with the Educare DC Administrative Manager to discuss the terms, provisions, stipulations, and procedures of the contract, as well as, chemicals, cleaning

supplies and other materials to be used in performance of the cleaning services. Upon approval of the chemicals, cleaning supplies and other materials, the Contractor shall within thirty (30) days, provide or cause to provide Educare DC with the corresponding Material Safety Data Sheet (MSDS) for said chemicals, cleaners, and materials. Educare DC, as part of its commitment to preserving the environment and in accordance with its LEED Certification, has chosen to utilize low volatile organic compound ("low VOC") cleaning products.

11. **ASSIGNMENT AND SUBCONTRACTING:** The successful Contractor may not assign, transfer, convey, sublet, subcontract, or otherwise dispose of this contract, or the Contractor's right, title, or interest therein, or the power to execute such contract to any other person, firm, or corporation without prior written consent of Educare DC.
12. **INVOICE AND PAYMENT:** Invoices must be submitted on a monthly basis for services rendered. Invoices should be submitted to UPO Community Development Corporation c/o Educare DC, 301 Rhode Island Avenue NW, Washington, DC 20001 for payment within net 30 days.
13. **TAX EXEMPTION:** Educare DC is a 501(c)(3) tax-exempt organization that is not subject to state and local taxes on the delivery of services and supplies directly to Educare DC.
14. **CANCELLATION:** Educare DC reserves the right to terminate services at any time during the term of the contract upon receipt of a thirty (30) day written notice to the Contractor.
15. **DEFAULT:** In the case of default of the Contractor, Educare DC reserves the right to terminate the contract and purchase similar services in the open market, charging against the Contractor in excess costs Educare DC incurs thereby.
16. Any questions or requests for additional information are to be directed to Valarie M. Hunt, Chief Administrative Manager of UPO Community Development Corporation, at (202) 238-4600.

Minimum Specifications for Cleaning Services

INTRODUCTION:

Educare DC is requesting proposals for routine cleaning services for its childhood facility located at 640 Anacostia Avenue NE, Washington, DC 20019.

The general areas to be serviced include the following:

Lobby & Entrances	Conference Rooms
Private Offices	Classrooms
Restrooms	Motor Skills Rooms
Hallways	Teacher Resource/Workroom
Kitchen	

The contract will be for a period of 12 months. Educare DC will have the option to renew these services for two additional one-year periods upon mutual consent and agreement of both parties at least ninety (90) days prior to the expiration of the service contract.

OVERALL REQUIREMENTS:

1. Cleaning services will be performed after **6:00pm**. Additionally, Educare DC allows community partners and/or community groups to utilize its facility in the evening to host meetings. The Contractor must not interfere with any scheduled meeting(s). Notification of evening meetings will be provided by Educare DC staff in advance.
2. The following holidays are excluded: New Years' Day, President's Day, Memorial Day, 4th of July, Labor Day, Martin Luther Jr. Day, Veteran's Day, Columbus Day, Emancipation Day, Thanksgiving Day, Thanksgiving Friday, and Christmas Day.
3. The cleaning service shall provide a working supervisor or manager capable of fluently speaking, reading, and writing English to be on the premises every day while cleaning services are in progress. The cleaning staff must be professional at all times. The working supervisor or manager will be replaced within twenty-four (24) hours if Educare DC reasonably determines that he/she is unsatisfactory.
4. For security purposes, the Contractor will be required to submit a list including the names and addresses of the personnel who will be regularly assigned to Educare DC property. In addition, all cleaning staff assigned to Educare DC premises must be bonded and insured. All cleaning staff shall wear a work uniform or smock that

clearly displays the company and worker's name, as well as, display an Educare DC issued identification tag. Shorts will not be accepted as work clothing.

5. The Contractor warrants, covenants and otherwise agrees that the personnel it sends to Educare DC shall be responsible individuals free of felony convictions. The Contractor shall obtain waivers or consent forms from its employees and shall otherwise comply with all federal, state and local laws with regards to background checks. In this regard, the Contractor agrees to obtain waivers from its employees and will perform a background check for criminal history with the District of Columbia. This background check shall include fingerprints for a nationwide criminal record check (i.e. FBI check) in addition to all other relevant information, such as date of birth, address history, social security number, etc. The results of these background checks shall be sent to the UPO Community Development Corporation prior to any personnel being assigned to Educare DC and/or its premises.
6. The Contractor may not substitute any employee on Educare DC property without prior notification to Educare DC. In the event that a substitute employee is to be utilized, they must report it to Educare DC 24-hours in advance; and, submit all the required paperwork to UPO Community Development Corporation.
7. The Contractor's personnel shall not disturb papers on desks or open drawers, cabinets, files, or bookcases. Educare DC's telephones shall not be used by the Contractor's personnel for personal use. Under no circumstances shall the Contractor's personnel be allowed to bring visitors', children, or other relatives into Educare DC's building.
8. A task binder will be kept in the Piazza that will note special instructions or specific tasks (such as a spill clean-up) that are to be attended to that night. The Supervisor shall initial each item as completed and make any necessary notations.
9. The Contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of Educare DC caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by Educare DC management personnel.
10. To provide for open communication and quality assurance, the Contractor's representative shall perform site visits, upon request of Educare DC, during regular business hours.
11. The Contractor will notify Educare DC of the cleaning schedule. In addition, any items on the specifications listed as monthly or quarterly tasks are to be scheduled with the Educare DC Administrative Manager in advance.

12. Educare DC reserves the right to discount the monthly invoice for work not performed and/or performed in an unsatisfactory manner. The discount is not to be considered a penalty, but rather will be in direct proportion to the time and materials necessary for Educare DC staff to perform those services as described in the contract at a satisfactory level. A discount will be demanded after written notice is given to the Contractor via first class mail outlining a specific complaint(s) and/or how the terms of the contract are not being fulfilled.

On the first occurrence of a specific service complaint or breach, the Contractor will have five (5) working days to evaluate the performance and/or source of the complaint and implement corrective measures. If, after the five-day period, improvements to the service or contract breach are not evident by Educare DC, then the discount will be levied to the monthly invoice.

On the second occurrence of the same incident or complaint, only three (3) days will be given before the discount is applied. The third and subsequent occurrence of the same incident or breach will result in an automatic discount to the monthly invoice and will be considered a breach of contract.

13. The Contractor shall comply with all applicable federal, state, and local regulations and ordinances including but not limited to Equal Opportunity Employment and Sexual Harassment laws.
14. The work schedule and/or specifications are subject to change by mutual written agreement between Educare DC and the Contractor.
15. Educare DC reserves the right to terminate service at any time during the term of the contract upon thirty (30) days written notice to the Contractor.

SUPPLIES:

The cleaning service shall provide all cleaning equipment and supplies including plastic trash can liners, deodorizers, all disinfectants, floor cleaning products, polishes, etc. Educare DC will supply paper towels, toilet tissue, and liquid hand soap.

All cleaning products shall be low VOC cleaning solvents and of a quality acceptable to Educare DC. Generally, preferred products are those from the Envirox line, most specifically, H2Orange2 Concentrate 117 and Mineral Shock.

The Contractor or supply vendor will be required to submit to Educare DC the corresponding Material Safety Data Sheets (MSDS) for all cleaners, polishes, soaps, and other chemicals used to provide the specified cleaning services.

As an alternate in the proposal, please indicate project cost if Educare DC supplies all cleaning products and a fixed rate for additional services.

SPECIFICATIONS FOR CLEANING SERVICES

A. General Cleaning Five (5) Times a Week ("Daily")

1. Empty waste baskets/shredder, replace liner, and recycle material in proper receptacles.
2. Remove trash and recycling to appropriate outside dumpster(s).
3. Wipe down entrance glass door panels and partition.
4. Dust and disinfect (where appropriate) furniture, including desktops, computer equipment, tables, and chairs with treated cloth.
5. Dust window sills.
6. Remove coffee and soda rings/smudges from accessible desks, tables and countertops.
7. Vacuum carpeting and all walk-off mats and under and behind all accessible desks.
8. Sweep and damp mop all tile and hard surface floors.
9. Clean and sanitize restrooms to include porcelain fixtures, countertops, mirrors and bright metal. Empty and remove all receptacles. Sweep and wet mop floors. Damp wipe walls and partition to remove handprints and smudges.
10. Clean and sanitize plumbing fixtures, refill dispensers, remove splash marks from areas around sinks, counters, and door handles.
11. Clean, sanitize, and polish all drinking fountains and door handles.
12. Damp mop hard surface floors with germicidal disinfectant in restroom, teacher resource room, and employee locker area.
13. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture.
14. Clean and maintain break rooms and kitchenette area.
15. Clean counters and sinks in teachers break room, main kitchen and workroom.
16. Wipe down outside of cabinets and tables. Clean and disinfect sinks only in classrooms (dishes must be removed from sink prior to cleaning).

B. Monthly

1. Vacuum along all wall edges and corners.
2. Damp mop, spray buff, and dust mop all hard surfaced floors in lobby and hallways.

C. Quarterly

1. Scrub and recoat floors with approved floor finish.
2. Damp wipe waste containers.
3. Damp wipe air distribution units and radiators.

4. Dust air return vents.
5. Damp wipe frames and trim of doors.
6. Vacuum cobwebs along baseboard, ceiling and in corners.
7. Polish wood furniture and wood wall surfaces.

D. Annually

1. Wash exterior office windows in and out.
2. Vacuum window sills between interior and exterior windows.
3. Shampoo carpeted areas and strip and wax tile floors.
4. Clean bugs from light fixtures.
5. Special cleaning for those rooms that are inaccessible. Special cleaning must be done during business hours, preferably during professional development days, when no children are present in the building.
6. Clean ceramic tile with grout cleaner and reseal.

SPECIFICATION FOR EDUCARE DC CLEANING (32,700 sq. ft)

A. Office Area and Private Offices

1. All cleaning as specified under General Cleaning A, B, C, and D.
2. Clean and disinfect phones weekly.
3. Spot clean walls, partitions, drawers and file cabinets weekly.

B. Restrooms

1. Clean daily with sanitary spray and polish to a shine all dispensers, mirrors, sinks and faucets. Wipe clean and polish all splash areas.
2. Hand scrub toilet and urinal interiors with a liquid abrasive and flush afterwards on a daily basis.
3. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface on a daily basis. Use "Wet Floor" Signs.
4. Weekly spot clean, wash and sanitize partitions and staff lockers.
5. Ceramic tile will be cleaned with grout cleaner and resealed annually. Contractor must inform Educare DC personnel when this is to be performed.

C. Kitchen Area

1. All cleaning as specified under General Cleaning A, B, C, and D.
2. Clean, disinfect, and polish (as applicable) daily all sinks, counters, tables, cabinet fronts, appliances, and adjacent walls.

D. Conference Rooms, Lobbies and Entrances

1. All cleaning as specified under General Cleaning A, B, C, and D.

E. Teacher Resource/Workroom Area

1. All cleaning as specified under General Cleaning A, B, C, and D.

F. Motor Skills Rooms

1. All cleaning specified under General Cleaning A, B, C, and D.