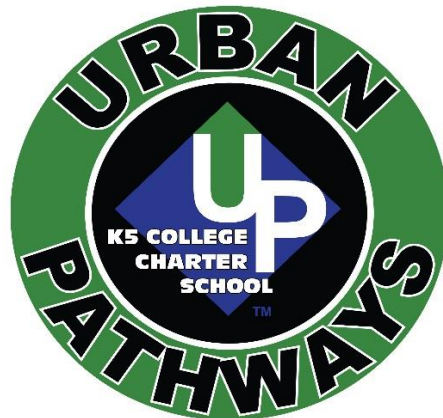


Request for Proposal for Cleaning Services



Urban Pathways
K5 College
Charter School
925 Penn Ave
Pittsburgh, PA
15222

Introduction

Urban Pathways is soliciting proposals for a one (1) year contract for cleaning services for 4 floors in the school building.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 12:00PM on August 16, 2017, directly to the school at

Urban Pathways K5 College Charter School
Attn: Request for Proposal for Cleaning Services
925 Penn Ave, Pittsburgh, PA. 15222

General Instructions for Proposal

- a) **Proposal Content** - A completed proposal must contain the following:
- **Proposal Form & Signature Page** – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
 - **References** – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of Pennsylvania contacts. The City reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.
- b) **Proposal Period** – Proposal prices are to be firm for ninety (90) days.
- c) **Proposal Award** - It is the intent of UPCK5 to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service. The school reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be approved publicly at the August 17, 2016 School Board meeting.
- d) **Term and Renewal** – The term of the Contract shall be for one (1) year unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.

- e) **Basis of Payment** – Payment will be made to the contractor within 30 days upon receiving the contractor’s monthly invoice and after approval by the Board of Trustees. The invoice shall state the date the service was performed and amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Specifications

The specifications outline the requirements for cleaning services for the four floors of Urban Pathways K5 College Charter School. The address and approximate square footage is outlined below.

A walkthrough can be scheduled by appointment to view the buildings beforehand.

Building List

- Urban Pathways K5 College Charter – 925 Penn Ave, Pittsburgh, Pa 15222
4 floors – 28, 400 sq. ft. includes entryway and main hallways, classrooms, cafeteria, teacher kitchen, multiple bathrooms on each floor, conference room and office areas.

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule

First Floor

Entrance(s), Lobby, Reception Area

Nightly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
4. Vacuum walk off mats and traffic lanes.
5. Dust mop hard surface floors.
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
7. Dust all horizontal and vertical surfaces.
8. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.

Weekly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Spot treat soiled carpet areas.

Quarterly

Monthly:

1. Dust blinds.

Hallways/Stairwells

Nightly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Spot wipe partition glass removing prints and smudges
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and all manner of furnishings.
4. Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
5. Vacuum.
6. Dust mop all hard surface floors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
8. Sweep and mop stairs and landings.

Biweekly:

Spray buffing hallways and landings on a Friday.

Monthly:

1. Spot wipe walls, light switches and doors removing finger prints, smudges, and spills.

2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Classrooms

Nightly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Spot wipe partition glass removing prints and smudges
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and all manner of furnishings.
4. Clean desks and chairs and all surfaces
5. Vacuum traffic lanes.
6. Dust mop all hard surface floors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Spot wipe walls, light switches and doors removing finger prints, smudges, and spills.
3. Disinfect all surfaces. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Spot treat soiled carpet areas.

Quarterly

1. Dust blinds.

General Offices, Conference/Teacher Lounge, Teacher Work Area

Nightly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture and all manner of furnishings.
3. Vacuum.
4. Damp wipe telephones with disinfectant.
5. Dust mop all hard surface floors.
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Spot treat soiled carpet areas.

Quarterly:

1. Dust blinds.

Restrooms 11

Daily:

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor.
9. Report any restroom repairs needed to the maintenance department.

RFP for Cleaning Services

Weekly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Monthly:

Quarterly:

1. Machine strip all tile floors, taking care to get into corners, along edges, and beneath furniture. Rinse, reseal, and refinish all tile floors.
2. Thoroughly scrub and rinse ceramic floors.

Staff Lounge

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Stock and wipe/polish dispensers as needed. (Client to furnish supplies)
4. Damp wipe counters.
5. Clean and sanitize sink (Client responsible for dishes)
6. Spot clean cabinets and exterior of appliances to present at neat appearance.
7. Clean interior of microwaves removing food particles and stains.
8. Dust mop hard surface floors.
9. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Dust blinds.

Building Grounds

Weekly:

1. Notify management of any concerns on facility.

Detailing: Seasonal: Winter Break–Spring Break-Summer Break

Machine Scrub cafeteria, hallways, downstairs classrooms, rooms 203 and 204.

Bathroom deep cleaning

Hallway floors, landings, and stairwells detail cleaning and buffing and restoration.

Equipment and Cleaning Chemicals

Urban Pathways will supply all trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Administration Department.

Damage

The contractor shall report to the Administration Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

Proposal Instructions
Request for Proposal for Cleaning Services

1. Based on the requirements and provider qualifications please provide two (2) copies of the proposal to Urban Pathways K5 College Charter.
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Insurance Certificate
5. Complete Independent Contractor Statement
6. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Cleaning Services.**

If delivered via email, please include as subject line: "Request for Proposal for Cleaning Services."

Proposals should be mailed or delivered in person to:

Urban Pathways K-5 College Charter
Attn: Request for Proposal for Cleaning Services
925 Penn Ave
Pittsburgh, PA 15222

Proposals shall be emailed to:
kfitzgerald@upcsk5.net

Proposals must be received no later than 12:00PM on August 16, 2017

Proposal Form
Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Urban Pathways K5 College Charter School building.

UPCSK

\$ _____

Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with Urban Pathways K5 College Charter School City and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Pennsylvania with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

- I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Pennsylvania to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with Urban Pathways K5 College Charter.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within Allegheny County. The school reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

Insurance Certification

I hereby certify that effective the date of my Contract with Urban Pathways K5 College Charter School and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Insurance in compliance with the Laws of the State of Pennsylvania. Contractors must maintain (i) comprehensive general liability insurance for the mutual benefit of Landlord and Tenant relating to the Premises and its appurtenances in an amount of not less than Five Million 00/100 Dollars (\$5,000,000.00) in respect of property damage.

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

Date

Signature of Contractor

PUBLIC NOTICE

Urban Pathways K5 College Charter, is seeking proposal from qualified individuals to secure a one-year contract for cleaning services for the school.

Copies of the Proposal Forms are available at www.upcsk5.net or via email: kfitzgerald@upcsk5.net.

Proposals must be submitted to the school at 925 Penn Avenue, Pittsburgh, Pa 15228 no later than 12:00PM, August 16, 2017. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered.

The school reserves the right to reject any and all proposals. Urban Pathways K5 College Charter School

Posted: July 16, 2017

Publish: Post-Gazette
School Website