



# REQUEST FOR PROPOSAL

## Janitorial Services

Public Charter School Facility Renovation and Expansion

### About Achievement Prep

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. **Our flagship, Tier 1 middle school campus serves approximately 450 scholars in grades 4-8. We opened our elementary campus in August 2013 and we intend to serve approximately 500 scholars in grades pre-school through third in the 2016-2017 school year.** Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, in college, and beyond.

Please visit [www.achievementprep.org](http://www.achievementprep.org) to learn more about us.

Achievement Prep is soliciting proposals for **janitorial services** for its Wahler Place Middle School Campus: 908 Wahler Place SE Washington, DC 20032. The renovated Wahler Place Middle School is 49,000 sq. ft. of interior classroom/office space with 1 gymnasium, 1 cafeteria, 1 black top, 1 exterior courtyard and 1 playground. We expect to host approximately 450 scholars and 75 adults in the coming school year.

Achievement Prep's operational hours are 7:30AM to 5:00PM, Monday-Friday. Achievement Prep may occasionally have evening events that extend past 5:00PM.

### SCOPE OF WORK

The following list includes some of the expected janitorial services to be provided by the janitorial service provider at our Wahler Place Campus, with appropriate Achievement Prep involvement and approval:

1. 2 Day Porters providing cleaning services of the facilities on a daily basis (Monday-Friday) during operational and evening transition hours (7:00am – 6:00pm) to include:
  - a. Tidying up of all bathroom spaces.
  - b. Tidying up of all eating area spaces.
  - c. Removal of all trash generated from breakfast, lunch and snack service to designated trash areas.
  - d. Prompt attention to tile scuff marks as needed.
  - e. On-call support for incidental spills, unforeseen refuse deposits and trash collection.
  - f. Exterior trash collection to include stairs, sidewalks, playgrounds and the curb space immediately adjacent to the property.
  - g. Assistance with daily food service preparation.
  
2. General Housekeeping of facilities on a daily basis (Monday-Friday) after operational hours to include:
  - a. Checking and emptying waste and recycling receptacles as needed and nightly.
  - b. Replacing liners in waste receptacles as needed and nightly.

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- c. Wiping down wall near waste receptacles.
  - d. Wiping down trash containers as needed.
  - e. Removal of all trash and recycling to designated areas.
  - f. Dusting of visible areas of furniture, desks, chairs & tables.
  - g. Dusting of visible areas of filing cabinets, bookcases and shelves.
  - h. Dusting of horizontal surfaces to hand height.
  - i. Spot cleaning of visible areas of desk tops.
  - j. Spot cleaning of reception lobby glass including front door and vestibule.
  - k. Wet mopping of all classroom tile surfaces nightly.
  - l. Spot mopping of all tile surfaces as needed.
  - m. Dry mopping of all tile surfaces.
  - n. Clean and sanitize all restroom fixtures, including glass, mirrors, walls, dispensers and partitions.
  - o. Refill all dispensers to normal limits including tissue paper, soap and/or hand sanitizer.
  - p. Spot cleaning and/or vacuuming of carpeted areas.
  - q. Trash removal of exterior grounds including sidewalks, walkways, stairwells, courtyards, parking lots and play-spaces.
3. “Deep Cleaning” services to occur on scheduled breaks during which school programming is not occurring (i.e. scheduled school closures):
- a. Removing dust and cobwebs from ceiling areas and air-intakes.
  - b. Cleaning and sanitizing of all telephone handsets
  - c. Dusting of venetian blinds
  - d. Steam cleaning of all classroom carpets and rugs (2x per year).
  - e. Detailed wall-to-wall vacuuming of all carpeted areas.
  - f. Professionally clean, scrub and wax all tile floors (1x per year)
  - g. Professionally clean, strip and wax all tile floors (1x per year during summer months).
4. Provisioning and procurement of all required materials and equipment.
- a. Ordering and monitoring supply inventory of all soaps, papers, cleaning products, etc. necessary to address scope of work as outlined above.

Please note that the scope of work does not call for a food-service handler.

## PRE-QUALIFICATION

All bidders must have prior experience providing janitorial services. All on-site employees of the contractor must pass, and be able to provide upon request, a background check inclusive of a sex-offender check.

## FORM OF PROPOSAL

Proposals should consist of the following information:

1. Statement of interest in the Project
  - o Identification of the point of contact for this RFP process with telephone number and email address

*Achievement Prep Network Office*

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- Contact information for any sub-consultants or subcontractors
- Signature of a duly authorized principal
2. Proposed task schedule addressing the scope of the work as outlined.
3. Proposed staffing model to address the scope of the work as outlined.
4. Descriptions of similar contracts within the last four years with the following details:
  - Project name, school name, and location
  - Reference contact name and phone number
  - Gross square feet of facility
  - General program elements
5. Description of approach to managing service schedule, budget, and quality through project definition, site control, design, financing, and construction
6. Fee structure and fee range proposed for the services.

## SUBMISSION OF PROPOSAL

Proposals should be submitted by email to [bids@achievementprep.org](mailto:bids@achievementprep.org) with a size limit of 7 MB. Please send proposals to [bids@achievementprep.org](mailto:bids@achievementprep.org) and include "RFP for Custodial Services" in the heading. Submission of paper copies is optional. Paper copies can be sent to:

Gregory Gaines  
Chief Operating Officer  
Achievement Prep  
Network Office  
908 Wahler Place SE  
Washington, DC 20032

## SELECTION SCHEDULE

RFP distribution: Friday, June 23, 2017

**Submission deadline:** Friday, July 7, 2017 – 5:00pm

Interviews and building tours may be scheduled upon request. Candidates will be notified of interview timing and nature, if applicable during this process. Achievement Prep reserves the right to reject any proposals at any point during the selection process. Achievement Prep also reserves the right to approve all sub-consultants, subcontractors and project team members. The contract will be awarded to the firm, which in Achievement Prep's judgment, best represents the interests of Achievement Prep.

## QUESTIONS

Please address questions concerning this RFP to:

Gregory Gaines  
Chief Operating Officer  
Achievement Prep

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