



REQUEST FOR PROPOSAL  
**Facilities Management Services SY18-19**

**About Achievement Prep**

Achievement Prep is an award winning, high-performing, college-preparatory public charter school located in Southeast Washington, DC. The Achievement Prep Wahler Place Campus is comprised of our flagship middle school (serving approximately 480 scholars in grades 4-8) and our elementary school (serving approximately 430 scholars in grades PS-3). In addition to our scholars, we host a staff of approximately 120 adults. Our mission is to prepare students to excel as high-achieving scholars and leaders in high school, college, and beyond.

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

**Solicitation Overview**

Achievement Prep is soliciting proposals for comprehensive **facilities management services** for its Wahler Place Campus located 908 Wahler Place SE, Washington, DC 20032. The awarded vendor will provide full management and oversight for every facet of Achievement Prep's facilities maintenance, engineering, landscaping/snow removal, janitorial services and general labor support. Respondents should submit proposals that speak to the vendor's ability to provide **all** of the abovementioned services.

**Facilities Specifications:**

- **Wahler Place Elementary School:** 52,500 sq. ft. of interior classroom/office space with 1 multipurpose room, 1 cafeteria and 1 playground.
- **Wahler Place Middle School:** 51,000 sq. ft. of interior classroom/office space with 1 gymnasium, 1 cafeteria, 1 black top basketball court, 1 exterior courtyard and 1 playground.
- **Exterior Grounds:** 32,530 sq. ft. of lawn, shrubbery and courtyard space. In addition to exterior landscaping, the middle school has three (3) green rooftop installations that will require maintenance as well. The property contains a 62-space uncovered, exterior parking lot.

**SCOPE OF WORK**

The following guidelines describe the required categories of work and subsequent tasks associated with the facilities management contract:

**I. Janitorial Services**

1. Provision of Day Porters for daily cleaning and labor services throughout the campus, during hours of operation. Duties to include:
  - Tidying up of all bathroom spaces
  - Tidying up of all eating area spaces

*Achievement Prep Network Office*

908 Wahler Pl. SE Washington, DC 20032 | 202.562.1214 office | 202.562.1219 fax

[achievementprep.org](http://achievementprep.org)

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- Removal of all trash generated from breakfast, lunch and snack service to designated trash areas
  - Prompt attention to tile scuff marks as needed
  - On-call support for incidental spills, unforeseen refuse deposits and trash collection
  - Exterior trash collection to include stairs, sidewalks, playgrounds and the curb space immediately adjacent to the property
  - On-site labor support for event set-up/breakdown, furniture relocation and repair work for non-mechanical systems
2. General Overnight Housekeeping to include:
- Checking and emptying waste and recycling receptacles as needed and nightly
  - Replacing liners in waste receptacles as needed and nightly
  - Wiping down walls near waste receptacles
  - Wiping down trash containers as needed
  - Removal of all trash and recycling to designated areas
  - Dusting of visible areas of furniture, desks, chairs & tables
  - Dusting of visible areas of filing cabinets, bookcases and shelves
  - Dusting of horizontal surfaces to hand height
  - Spot cleaning of visible areas of desk surfaces
  - Spot cleaning of reception lobby glass including front door and vestibule
  - Wet mopping of all classroom, office and hallway tile surfaces nightly
  - Spot mopping of all tile surfaces as needed
  - Clean and sanitize all restroom fixtures, including glass, mirrors, walls, dispensers and partitions
  - Refill all dispensers to normal limits including tissue paper, soap and/or hand sanitizer
  - Spot cleaning and/or vacuuming of carpeted areas
  - 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):
- Removing dust and cobwebs from ceiling areas and air-intakes
  - Cleaning and sanitizing of all telephone handsets.
  - Steam cleaning of all classroom carpets and rugs (2x per year)
  - Detailed wall-to-wall vacuuming of all carpeted areas
  - Professionally clean, scrub and wax all tile floors (1x per year during winter break)
  - Professionally clean, strip and wax all tile floors (1x per year during summer months)
4. Procurement and provision of all required materials and equipment:
- Ordering and monitoring supply inventory of all soaps, papers, cleaning products, etc. necessary to address scope of work as outlined above
  - Adhering to the approved, “green” chemicals and cleaning products list

## II. Building Maintenance and Engineering

1. Routine Maintenance, Building Supervision and Facilities Repair

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- Furnish all labor, equipment, vehicles and material to manage and perform all routine maintenance activities associated with facilities maintenance, facilities inspection and service call support
  - Initiate and track a standard, comprehensive preventive maintenance program for all applicable building systems and equipment throughout the facility (i.e., mechanical, electrical, plumbing, etc.)
  - Ensure that scheduled services are in accordance with the operational and maintenance manuals and incorporate a master calendar for all preventive maintenance tasks
  - Track and coordinate all applicable warranty information associated with the building systems
  - Coordinate all building modifications, repairs and minor projects
  - Manage HVAC system controls, cleaning and maintenance
  - Perform routine elevator servicing and inspections
2. Monitoring and Management of all building systems and Support Services:
- Security systems and alarm monitoring
  - Pest control
  - Trash collection

### III. Grounds Maintenance

1. Landscaping Services to include:
- Routinely mow, edge and de-weed all lawn and green space within the perimeter and around the exterior of the property
  - Routinely water all lawn and green space within the perimeter and around the exterior of the property
  - Provide maintenance for the green rooftops (3) in the middle school
  - Fall cleaning with rake/leaf-blowing as needed
  - Spring cleaning and mulching as needed to include aeration and re-seeding of grass
  - Seasonal gutter cleaning and remediation
  - Providing treatment for damaged landscaping and tree/shrub pruning as needed.
2. Snow Removal Services to include:
- Plowing the parking lot
  - Shoveling stairs and walkways throughout the property
  - Shoveling the sidewalk surrounding the perimeter of the property
  - Applying ice melt as needed to provide preventative treatment

### PRE-QUALIFICATION

All bidders must have prior experience providing facilities maintenance, engineering, landscaping/snow removal, janitorial services.

### FORM OF PROPOSAL

Proposals should consist of the following information:

1. Statement of interest in the Project

*Achievement Prep Network Office*



- Identification of the point of contact for this RFP process with telephone number and email address
  - 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 the associated green space and snow treatment footprint
    - General program elements
  5. Description of approach to managing service schedule
  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. 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, March 9th, 2018

**Submission deadline:** Friday, March 30th, 2018 – 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 inquiries concerning this RFP to:

Gregory Gaines  
Chief Operating Officer  
Achievement Prep  
Network Office

*Achievement Prep Network Office*

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Washington, DC 20032

202.562.1214 (phone)

202.562.1219 (fax)

[ggaines@achievementprep.org](mailto:ggaines@achievementprep.org) (email)