



**REQUEST FOR PROPOSALS  
FOR CLEANING SERVICES FOR 2019-2020 SCHOOL YEAR  
IMPACT PUBLIC SCHOOLS**

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**Please submit all proposals electronically to:**

[accounting@impactps.org](mailto:accounting@impactps.org)

with the subject line "RFP - Cleaning Services"

**Due: April 5, 2019 at 3:00 PM, PST**

Impact Public School does not discriminate against any employee or applicant for employment because of on sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, the use of a trained dog guide or service animal by a person with a disability, or any other protected classification.

**Notice Requesting Proposal**

Notice is hereby given that Impact Public Schools (hereinafter referred to as IPS) is requesting proposals from qualified entities (hereinafter referred to as Proposer[s]) to provide cleaning services to students during the 2019-20 school year. IPS may select one or more entities to provide these services.

The Request for Proposal (RFP) documents may be downloaded from IPS's website at <http://www.impactps.org/procurement>. IPS will record and provide answers to any questions or requests for clarifying information about the RFP during the question and answer period. All answers will be posted on IPS's website at <http://www.impactps.org/procurement>.

Proposers may submit their proposal by e-mail to [accounting@impactps.or](mailto:accounting@impactps.or) and labeled: ImpactPS\_2019-2020\_Cleaning Services. IPS will accept all proposals received on or before **April 5, 2019 at 3:00PM PST**. IPS will not accept proposals that are received after the deadline.

IPS reserves the right to reject any or all proposals and to waive any errors or corrections in a proposal or in the proposal process. IPS will award the Contract based on a review and analysis of the proposals by an Operations Committee to determine which proposal best meets the needs of IPS.

The process will include a review and evaluation of Proposer's methodology and the procedures that they will employ to provide the services identified in this RFP. To the extent that a Proposer has past experience providing similar services to this or other educational entities, this information should be indicated in the proposal.

**I. Administrative and General Information**

**School Information:** Impact Public Schools (IPS) is a nonprofit organization based in Tukwila, Washington that has been authorized by the Washington State Charter School Commission to open and operate a public K-5 school in Tukwila, Impact | Puget Sound Elementary (PSE). PSE will serve grades K-2 during the 2019-2020 school year and will grow by a grade year until the school serves grades K-5.

Year	Grades	Anticipated Student Enrollment
SY 2019-2020	K-2	252
SY 2020-2021	K-3	336
SY 2021-2022	K-4	420
SY 2022-2023	K-5	504

**School Requiring Services in FY2019-20**

School	Address
Impact   Puget Sound Elementary	3438 S. 148th St, Tukwila, WA 98168

**II. Purpose:**

IPS seeks proposals from qualified respondents (the “Proposers”) interested in providing cleaning services as described in this proposal.

IPS will require the Proposer to provide comprehensive services, management, superior workforce, and service supervision. The Proposer will supply and pay for all labor necessary to deliver the proposed service.

The Proposer is responsible for all day-to-day cleaning services operations (refer to Scope of Services). IPS expects Proposer to have the staffing, resources, and expertise necessary to complete the service required as well as a plan to deliver high-quality, dependable cleaning service. Proposers are to have a management structure that will ensure high-quality customer service, as well as a plan to maintain responsiveness and effective communication with the IPS operations team and parents. Proposers are expected to offer the requested service at a competitive price, and all of the necessary factors that contribute to the price must be included in the proposed price. Proposer is to have a demonstrated track record of success in the industry, is to provide positive references, and is to have sound business practices that show fiscal responsibility.

**Contract Period:** This proposal addresses the contract period August 1, 2018 through July 30, 2019. The contract may be renewed and extended upon mutual written agreement by both parties.

**III. Scope of Services**

The scope of services shall include cleaning services are on the following schedule during months when school is **in session**:

Daily During the School Days (M - F, with some occasional days closed for holidays)

- Refill soap dispensers of 1st floor Mens & Womens Restrooms
- Refill paper towel dispensers of 1st floor Mens & Womens Restrooms
- Sweep/mop floors as needed of 1st floor Mens & Womens Restrooms
- Refill toilet paper dispensers of 1st floor Mens & Womens Restrooms
- Refill seat cover dispensers of 1st floor Mens & Womens Restrooms
- Clean and sanitize all door handles of 1st floor Mens & Womens Restrooms
- Clean counters and sinks of 1st floor Mens & Womens Restrooms
- Spot clean toilets and urinals of 1st floor Mens & Womens Restrooms
- Remove trash of 1st floor Mens & Womens Restrooms
- Take out trash & replace trash can liners before lunch
- Take out trash & replace trash can liners after lunch
- Remove garbage/boxes from servery

- Take empty boxes to recycling
- Change urinal cakes (2 x per week)

Daily At Night on School Days (M - F, with some occasional days closed for holidays)

- Sweep/mop hard floors incl. baseboards in Admin office
- Take out all trash and recycling; empty contents of shredder in Admin office
- Clean and sanitize tables, shelves, and open surfaces (especially windowsill) in Admin office
- Sweep/mop hard floors incl. baseboards in all Classrooms
- Take out all trash and recycling in all Classrooms
- Vacuum rugs in all Classrooms
- Clean and sanitize space above cubbies in all Classrooms
- Clean and sanitize tables, shelves, and all other open surfaces in all Classrooms
- Clean and sanitize door handles in all Classrooms
- Clean and polish drinking fountain
- Remove any remaining garbage from servery
- Sweep/mop hard floors incl. baseboards in all hallways & lobby areas
- Clean any visible marks on walls in all hallways & lobby areas
- Take out all trash and recycling in all hallways & lobby areas
- Damp wipe fingerprints off of entrance door glass in entrance
- Remove trash, dust, debris from entry stairs in entrance
- Clean and sanitize surfaces at front desk
- Leave supply closet organized and clean
- Take out trash and recycling in tour room
- Sweep/mop hard floors incl. baseboards in tour room
- Refill soap dispensers in womens & mens restrooms
- Refill paper towel dispensers in womens & mens restrooms
- Mop floors using disinfectant and microfiber; color code microfiber so not used in other areas
- Refill toilet paper dispensers in womens & mens restrooms
- Refill seat cover dispensers in womens & mens restrooms
- Clean counters and sinks in womens & mens restrooms
- Clean and sanitize all door handles in womens & mens restrooms
- Clean & disinfect toilets and urinals, inside and out in womens & mens restrooms
- Remove fingerprints and marks from doors and restroom walls in womens & mens restrooms
- Scour and sanitize sinks. Polish bright work. Remove splash marks around sink in womens & mens restrooms
- Clean and polish mirrors in womens & mens restrooms
- Ensure that soap and paper towel dispensers have batteries (no red lights / no non-working) in womens & mens restrooms
- Sweep/mop hard floors incl. baseboards
- Take out all trash and recycling
- Clean inside and outside of elevator cabs
- Ensure that soap and paper towel dispensers have batteries (no red lights / no non-working) in womens & mens restrooms
- Remove trash in womens & mens restrooms
- Spray down trash cans that are used for lunch
- Clean all exterior doors and windows
- Clean counters and sinks in kitchen
- Pick up and dispose of any debris outside the front steps
- Push large garbage bins inside the enclosed space and close gate. Place all garbage bags that don't fit neatly into the enclosed space.
- Pick up and dispose of any debris in outside parking lot

- Ensure that all access doors are secured. Check side door exit to ramp from outside as well as the basement doors (elevator lobby and stairwell). Arm the alarm system and exit through the main entrance to arm the building. Ensure both gates are locked before leaving unless someone else is still in the building

First school day of the week

- Vacuum & spot clean stairwell carpets & second floor carpets

Last school day of the week

- Empty 2 garbage cans at the end of the week

First school day of the month

- Clean & sanitize white boards
- Remove expired items and clean inside fridge and drawers
- Clean doors & windows of all classrooms

Every other Month (Aug. - Jun.)

- Deep Clean classroom carpets
- Wipe out Seat Pockets
- Clean inside and outside of windows

The scope of services shall include cleaning on the following schedule during months when school is **out of session [July 1, 2019]**:

- Sweep/mop hard floors incl. baseboards in Admin office
- Take out all trash and recycling; empty contents of shredder in Admin office
- Clean and sanitize tables, shelves, and open surfaces (especially windowsill) in Admin office

**Proposer Responsibilities:**

1. The Proposer agrees not to discriminate against any employee or applicant for employment because of sex, race, creed, religion, color, national origin, age, marital status, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, the use of a trained dog guide or service animal by a person with a disability, or any other protected classification.
2. Proposer shall comply with all requirements mandated by the Individuals with Disabilities Education Act ("IDEA"), Family Education Rights & Privacy Act ("FERPA"), applicable court decrees, IPS policies, as well as any other applicable state and federal laws related to the performance of both initial and re-evaluation of suspected student disability.
3. Proposer shall be responsible for ensuring that all personnel providing services to students have undergone a criminal background check and obtained a clear background check from OSPI in accordance with any applicable state, federal, or local laws, prior to their commencement of services to IPS.
4. Proposer shall ensure that their staff maintains thorough records and provide required documentation in accordance with IPS policies, the Proposer's documentation requirements, as well as local and federal mandates.
5. The Proposer will not make any assignments or subcontract for the work without prior written permission from IPS.
6. The Proposer must promptly notify IPS concerning any litigation or claims filed with any federal or Washington State agency involving the Proposer or its parent or subsidiary companies.
7. Proposer must indemnify and provide insurance coverage that will minimize and IPS's exposure:
  - a. Workers' Compensation/Employers' Liability insurance to cover bodily accidents in the amount of not less than \$1,000,000 per accident.

- b. Comprehensive General Liability insurance in the form of comprehensive, contractual insurance, personal injury, broad-form property damage, premises operations, and completed operations in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.
- c. Automobile Liability and Physical Damage insurance for an amount of not less than \$1,000,000 for each bodily injury and property damage combined, single limits, and extensions of comprehensive coverage for all leased, owned and hired vehicles.
- d. Proposer must name IPS as an “additional insured” on all such policies, with the cost of this to be borne by Proposer. Copies of Certificates of Insurance listing IPS as “additional insured” must be provided to IPS prior to commencement of services and kept up-to-date.

### **IPS Responsibilities**

1. Designated point of contact at each school to help facilitate and coordinate service delivery.

### **Proposal Authorities, Restrictions, and Clauses**

### **IPS Authorities and Options**

- IPS reserves the right to reject any and all proposals for any reason.
- IPS reserves the right to negotiate any and all proposals for any reason.
- IPS has 30 days from the submission deadline to accept a submitted proposal; the Proposer cannot withdraw a proposal within that 30-day period without mutual consent from IPS.
- Final prices will be negotiated between the Proposer and IPS.

### **IV. Proposal Requirements**

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Proposers must address each of the required sections indicated below. Please label and separate each section, and number all pages to allow for ease of review. The content and sequence of the proposal will be as follows:

### **Sections**

#### **1. Executive Summary**

*IPS may reject the proposal if the Proposer fails to include the following required information:*

- a. Name of responding company
- b. Organizational structure of the responding company (e.g., corporation, partnership, etc.)
- c. A statement detailing the Proposer’s qualifications and expertise to provide the services requested, including availability of staff and other required resources to meet all deliverables as described in this RFP (2 page Maximum)
- d. The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

#### **2. Company Overview/Fiscal Responsibility Summary**

- a. Experience in the education industry in Tukwila, Seattle, and the surrounding areas
- b. Organization chart
- c. Copies of Licenses and Certifications (including, but not limited to, license to conduct business in the state of Washington)
- d. Proposer’s Federal Employee Identification Number and complete W-9

e. Liability Insurance Certificate

**3. General Organization Policies and Procedures**

- a. Employee sourcing, screening, and hiring procedures
- b. Staff training/professional development program

**4. Performance History & Preparedness for IPS**

- a. Proposer's references (3 minimum from other schools or districts where possible)
  - i. Provide organization name, client representative name, address, email address, and telephone number.

**5. Customer Service Proposal**

- a. Management/supervision structure
- b. How Proposer plans to monitor, measure, and communicate service quality
- c. Contingency/coverage plan for expected and unexpected absences or staff turnover
- d. Other methods for ensuring high-quality service

**6. Implementation Plan for IPS**

- a. Employee recruiting and/or existing staff transition plan
- b. Training/on-boarding plan
- c. Proposed implementation timeline

**7. Cost/Pricing Proposal – Complete Attachment A**

**8. Signed Contact Information—Complete Attachment B**

Only the individual(s) authorized to bind the Proposer contractually may sign the contact information, which shall be a part of the proposal package.

## **V. Evaluation Criteria**

**Evaluation:** A variety of weighted criteria, given below, will be considered in evaluating the proposals. This evaluation will be made based on information provided within the Proposal, by the Proposer during the RFP process or negotiations, or obtained through outside sources including news articles, press releases, client references, industry references, vendors, and any other source.

- **Service Capability Plan (25%):** Proposer has the staffing and resources to provide cleaning services.
- **Performance History and Reputation (25%):** A proven track record in providing cleaning services as evidenced by references.
- **Personnel and Management (20%):** Qualifications, background, and experience of provider/providers personnel, including experience in dealing effectively with students in middle and high schools.
- **Customer Service and Management Methodology (20%):** Proposer's management and supervision structure will ensure high quality customer service.
- **Price (10%):** Proposer offers the requested services at a competitive price.

**Attachment A (page 1 of 2)**  
**Cost/Pricing Proposal Pricing**

All costs associated with this service must be enumerated in the submitted proposal. Any additional costs will not be honored. Attachment A must be filled out IN FULL. Any level of service that the Proposer does not wish to provide must be indicated with N/A. For any service that the Proposer includes in a price on another line, please indicate such with INC (for “Included in the price”) and reference the applicable line

Proposers must use the below chart to indicate their proposed unit prices. Proposed rates are to include ALL operating costs, including but not limited to overhead, facilities, maintenance, staffing, training, equipment, insurance, software, and any other costs necessary to provide cleaning services. If pricing structure is different than below chart, please attach an additional pricing menu to proposal):

Proposers shall submit pricing by month for in session months and out of session months.

**Costs Per Month**

	<b>Costs during school month</b>	<b>Costs during out of school Month [July 2020, Office during week of July 4, 2020]</b>
Cost		



**Attachment B**

**CONTACT INFORMATION**

<b>Primary Contact Name</b> <b>Primary Contact Phone Number</b> <b>Primary Contact Email Address</b>	
<b>Company Legal Name</b> <b>Company Address</b> <b>Company Phone Number</b>	
<b>Company Website</b>	
<b>Year Company Founded</b>	
<b>Years Operating in Washington State</b>	
<b>Number of Clients</b>	
<b>Number of Employees</b>	
<b>Authorized Representative Name</b>	
<b>Authorized Representative Signature</b>	

**Attachment C**

**Checklist of Required Elements**

<b>ITEM</b>	<b>PAGE</b>	<b>INCLUDED (y/n)</b>	<b>INITIALS</b>
Executive summary			
Company Overview/Fiscal Responsibility Summary			
Insurance Certificates			
Copy of Licenses and Certifications			
W-9			
General Organization Policies and Procedures			
Performance History & Preparedness for IPSS			
Customer Service Proposal			
Implementation Plan			
Cost/Pricing Proposals – Attachment A			
Signed Contact Information/Bid Authorization – Attachment B			
Checklist (This Document) – Attachment C			
Electronic Copy	NA		