Request for Proposal
For
Cleaning Services

RFP#119-005
1801 Superior Avenue E. Suite 400 | Cleveland, OH 44114
Introduction

The Council for Economic Opportunities in Greater Cleveland, (CEOGC) is a nonprofit organization and the Community Action Agency for Cuyahoga County that assists residents in achieving their full potential. The Council delivers education, personal and professional development programs and support services to residents of Cuyahoga County. Programs include Early Head Start (birth to three), Head Start (three to five years of age); individual assessments for classes and coaching sessions on topics including parenting, anger management and life skills; and professional development; job readiness, customer service training and job placement. The Council also delivers the Home Energy Assistance Program (HEAP).

CEOGC is requesting proposals from qualified cleaning firms to establish a contract to provide thorough professional Janitorial Services for CEOGC’s Head Start facilities. The service provider must be reputable, bonded and capable of furnishing incidentals, labor and supervision necessary to provide superior interior cleaning services for CEOGC’s Head Start sites. The intent in soliciting proposals is to obtain cost savings and to allow for a competitive process while maintaining high quality janitorial services. **All listed CEOGC locations must be included in proposals.**

CEOGC is currently seeking a janitorial company to service eight (8) Head Start buildings. The number of locations is subject to change and CEOGC reserves the right to either add or delete locations, square footage and/or frequency of service. The successful contractor will be required to provide quality services with minimal callbacks for service.

**Service Hours**

Services hours are Monday through Friday evenings beginning at 6 pm. All cleaning activities must be completed at all sites at least one hour prior to the start of business the next work day.

**Terms and Renewal**

The term of the Contract shall begin July 1\textsuperscript{st}, 2019 and terminate Jan 31\textsuperscript{st}, 2022. CEOGC will not accept proposals with an automatic renewal clause. Either party may terminate the contract, for cause, 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 Contract.

**Basis of Payment**

Forward all invoices to CEOGC P.O. BOX 603815 Cleveland Ohio 44103-9998 to the attention of Robert Hamilton. Invoice each site separately. Invoices shall state the date range of the services performed and the amount for each site. Payment will be made to the contractor within 30 days upon receiving the contractor’s monthly invoice and after the approval of CEOGC management.
**Scope of Work**

**A. Classrooms and Common Areas**
1. Empty all trash receptacles, replace liners, as needed, and remove trash to collection point.
2. Vacuum carpeting.
3. Restock supplies as needed (ex: hand sanitizer, tissue, paper towels, hand soap etc.)
4. Dust mop hard surface floors with a treated dust mop.
5. Mop hard surface floors to remove spillage from soiled areas.
6. Use CEOGC cleaning solutions.
7. Prepare cleaning solutions, according to specifications.
8. Follow procedures for the use of chemical cleaners, in order to prevent damage to floors and fixtures.
9. Client responsible for picking up chairs and toys in classrooms.
10. Thoroughly dust all horizontal surfaces, including files, windowsills, and pictures.
11. Clean all surfaces as needed.
12. Monitor building security and safety by performing such tasks as locking doors after operating hours and making sure electrical appliances are turned off.

**B. Restrooms**
1. Stock paper towels, tissues and hand soap.
2. Empty sanitary napkin receptacles and wipe with a disinfectant.
3. Empty trash receptacles and wipe if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers.
6. Clean and sanitize the inside and outside of all toilets and urinals.
7. Clean toilets seats on both sides using a disinfectant.
8. Scour and sanitize all basins. Polish bright work.
9. Dust partitions, top of mirrors, and frames.
10. Remove splash marks from walls around basins.
11. Mop hard surface floors to remove spillage from soiled areas

In order to be considered, an offer must submit a proposal by **Wednesday May 31st, 2019** that clearly outlines and defines the following:

**Profile of Proposing Firm**
- Give a brief description of the company, its size, capacity, organizational structure, and resources.
Please list other sites where a similar scope of work has been or is currently being performed. Provide contact names and numbers for reference purposes.

**Scope of Work**
- Indicate the areas within the centers that will be cleaned: Classrooms, Common areas, Restrooms, Lunchroom/Kitchen, etc.
- Include the approach your company will take to perform the cleaning of the areas outlined in the Scope of Work section.

**Cleaning Schedule**
- List what services will be provided on a daily, weekly and monthly basis.

**Fee Proposal**
- Clearly define the fees proposed for cleaning each site. *List each site individually; include complete address of site and the proposed cleaning fee.*

**Bonds and Insurance**
- Include copies of Bond and Insurance certificates.

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**Head Start Centers**

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<thead>
<tr>
<th>Buckeye Head Start</th>
<th>Carl B. Stokes Head Start</th>
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<tbody>
<tr>
<td>12100 Buckeye Road</td>
<td>1883 Torbenson Drive</td>
</tr>
<tr>
<td>Cleveland, OH 44120</td>
<td>Cleveland, OH 44112</td>
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<thead>
<tr>
<th>Lakeview Terrace Head Start</th>
<th>Outhwaite Head Start</th>
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<tbody>
<tr>
<td>1290 West 25th Street</td>
<td>4302 Quincy Avenue</td>
</tr>
<tr>
<td>Cleveland, OH 44113</td>
<td>Cleveland, OH 44104</td>
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<tr>
<th>Union Miles Head Start</th>
<th>Villa Head Start</th>
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<tbody>
<tr>
<td>9250 Miles Park Avenue</td>
<td>5620 Broadway Avenue</td>
</tr>
<tr>
<td>Cleveland, OH 44105</td>
<td>Cleveland, OH 44127</td>
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For more information or to schedule a walk-through visit of the CEOGC’s Head Start sites prior to submitting proposal call **Robert Hamilton**, Facilities Director at (216) 696-9077 ext. 798.
Submission Requirements

The proposer must submit a master copy, and three (3) additional of the proposal in a sealed package and marked as follows:

CEOGC RFP# 119-005
Cleaning Services Proposal
(Your Firm Name Here)
Attn: George Phillips-Olivier

All proposals must be submitted by noon on May 31st 2019. Proposals submitted after this time will be considered late and may be returned.
To be considered, each proposer must submit a complete response to this RFP. The proposal must be signed by an official authorized to bind the Offerer as to the period during which the proposal remains valid.

Council for Economic Opportunities In Greater Cleveland
ATTN: George Phillips-Olivier
CEOGC PO BOX 603815
CLEVELAND OHIO 44103-9998