



January 10, 2018

Request for Proposal: Contract for Janitorial Services

Dear Contractor:

Child Inc., the Head Start Grantee for Austin, Texas; Travis County is requesting proposals to establish contracts for janitorial services (including labor, supplies, materials and equipment). Child Inc. operates an Administrative Campus with five buildings and thirteen child development centers throughout the City of Austin.

Child Inc. intends to award one contract for a 14 month term, beginning March 1, 2018 and terminating April 30, 2019.

Although there is a lot of paperwork associated with the attached Request for Proposal, Child Inc. is happy to discuss any questions you may have, as well as review any of the forms that may be unfamiliar to you. We hope you will consider submitting a response to this Request for Proposal.

Please return your Proposal, along with the completed and signed Service Agreement (contract), Conflict of Interest Policy, Disclosure of Debarment or Suspension Status, Contractor Payment Policy, and W9 to me by February 9, 2018 via email procurement@childinc.org or via mail at

Child Inc. – Attn: Adan Ortiz
818 E. 53rd St.
Austin, TX 78751

Sincerely,

/s/ Adan Ortiz
Facilities Manager
adan.ortiz@childinc.org
512-451-7361 ext. 193