



### Request for Proposal: Janitorial Services

Child Inc. is requesting proposals to perform a full range of custodial (including labor, supplies, materials and equipment) duties related to the cleaning of one Administrative Campus w/five buildings and thirteen child development centers all located within Travis County.

#### CHILD INC JANITORIAL LOCATIONS

Location	Address		Phone	Estimated Square Footage
<b>Admin. Offices</b>	818 E. 53rd St.; 825 E. 53 1/2 St. Bldg, A, B, C, D, E; 5307 Airport Blvd., Suite B	78751	512-451-7361	17,123
<b>Allan (only from March 1, 2018 through June 15, 2018)</b>	4900 Gonzales	78702	512-414-0722	10,038
<b>AYW</b>	1911 E. Ben White	78741	512-215 -0933	5,397
<b>BRODIE</b>	8105 Brodie Ln	78745	512-292-7234	5,165
<b>CEDAR BEND</b>	1808 Cedar Bend	78758	512-284-7464	5,563
<b>DAWSON</b>	3001 South 1st - Portable #5	78704	512-841-0711	753
<b>DOVE SPRINGS</b>	5106 Village Square Dr	78744	512-326-8716	3,024
<b>FORBES</b>	2217 Forbes Dr	78754	512-973-8070	12,469
<b>FOUNTAIN PLAZA</b>	825 E. 53 1/2 Dr	78751	512-451-0621	4,858
<b>GRANT</b>	1701 Kramer Ln	78758	512-490-0080	3,200
<b>ORTEGA</b>	1135 Garland Bldg B	78721	512-928-8070	1,452
<b>PALOMITA</b>	4905 Maufrais Ln	78744	512-243-8759	4,628
<b>ST. JAMES</b>	1941 Webberville Rd	78721	512-926-4216	7,392
<b>WILLIAM CANNON</b>	322 W. William Cannon	78745	512-351-9210	3,757

Child Inc. intends to award one or more contracts for a 14 month term beginning March 1, 2018 through April 30, 2019.

### **Examples of Essential Responsibilities and Duties**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

Incumbent(s) must have knowledge of and/or be aware of:

- Methods, materials, and equipment used in custodial work.
- Safe work practices.
- will ensure that all employees pass a criminal background check

Incumbent(s) must have the ability to:

- Clean and care for assigned areas 5 days per week. May also be required to do additional cleaning of meeting spaces and child care classrooms. Child Inc. will give prior notice of these additional cleanings. Due to Child Inc. being a government funded program some sites may close throughout the contract year. Incumbent(s) will make the necessary cost changes on the contract to reflect any closures.
- Incumbent(s) will provide a janitorial log book at all locations for effective communication between both parties.
- Incumbent(s) will visit locations to check on level of cleaning being provided, concerns, issues, etc. on a weekly basis
- Incumbent(s) will provide appropriate attire during work hours that clearly identifies company logo for security purposes.
- Incumbent(s) are not allowed to bring children while performing janitorial duties.
- Incumbent(s) will adhere to the City of Austin's Universal Recycling Ordinance.
- Learn to use a variety of custodial equipment, supplies and materials.
- Work independently in the absence of supervision.
- Understand and follow oral and written directions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Able to work with flexibility of schedules to perform related duties and responsibilities as required.
- Communicate clearly and concisely, both orally and in writing.
- Communicate and follow-up w/Facilities Manager via phone, email, in person, or in writing to provide support w/any cleaning matters.
- The Contractor is an independent contractor. Child Inc. shall not provide the following items for the Contractor: **liability insurance, workers compensation, unemployment compensation**; all of which are the responsibility of the Contractor. Contractor, by executing this Contract, represents to Child Inc. that Contractor has appropriate **liability insurance and workers compensation insurance in effect and pays appropriate withholding taxes for its employees. Contractor indemnifies and holds Child Inc. harmless for Contractor's failure to carry liability insurance and workers compensation insurance or its failure to pay appropriate withholding taxes for its employees, or its failure to properly screen the legal residency in the USA of its employees.**

- **Child Inc. may be subject to obtain an I-9 Employment Verification Form from the contractor before entering into a contract. Further, the contractor may be required to obtain similar I-9 verification from your subcontractors and employees.**

The Contractor affirms to Child Inc. that they have obtained I-9 Forms from their employees and subcontractors. Should Child Inc. learn that the Contractor has provided an undocumented worker for contingent work at Child Inc. The Contractor has breached the contract. Should Child Inc. reasonably suspect that the Contractor has provided an undocumented worker for contingent work at Child Inc., the Contractor agrees to provide Child Inc. with a true copy of the I-9 Form that the worker provided to the Contractor. Failure to provide suitable documentation by the Contractor is a breach of contract. If that worker is an employee of a subcontractor of the Contractor and the Contractor cannot provide documentation within a reasonable time the Contractor will have breached the contract.

## Recommended Work Schedule

### General Cleaning:

Dust and/or damp wipe fixtures, low shelves and office furniture	Nightly
Spot clean and disinfect door knobs, light switches, telephones, cabinets	Nightly
Clean and sanitize drinking fountains and/or water coolers	Nightly
Empty waste paper, trash replacing liners as required and clean trash can lids as needed	Nightly
Empty recycling bins (located throughout the buildings) into recycle dumpster	Daily
Clean and polish entry glass and floor	Nightly
Sweep and mop floors w/ hospital grade germicidal solution	Nightly
Dust with long handled duster all air vents up to 10' high	Weekly
Spot clean inside partition glass	Weekly
Empty recyclables	Weekly
Dust high and low shelves, picture frames and blinds	Monthly
Spot clean doors, door frames, window sills and walls	Monthly

### Restrooms:

Day Porter to clean restrooms during the day at Admin. Offices	Daily
Clean and disinfect washbasins/toilets/urinals	Nightly
Clean and polish all dispensers and fixtures	Nightly
Dust with long handles duster high surfaces like walls, doors and vents	Nightly
Sanitize all handles, faucets, cabinets, door plates and fixtures	Nightly
Spot clean walls and partitions with hospital grade germicidal solution	Nightly
Sweep & wash all restrooms floors w/ hospital grade germicidal solution	Nightly
Restock all consumable products including paper and soap	Nightly
Flush floor drain with fresh water to prevent sewer gas	Weekly
Scour to remove rust deposits and scale from washbasins/toilets/urinals	Weekly
Empty all waste paper receptacles and replace clean liners as necessary	Nightly
Empty any other waste receptacles in restrooms	Nightly
Maintain toilet seat cover dispenser	
Clean sinks, tabletops, chairs, kitchen counters, inside and outside of microwaves, vending machines (admin. offices)	Nightly
Clean outside of refrigerators (admin. offices)	Bi-weekly

### Floor work:

Vacuum all traffic areas of carpet and entry mats	Nightly
Treat and/or remove spots up to 3" diameter	Nightly
Use putty knife to remove gum, etc. from hard finish floors	Nightly

Sweep corners, baseboards and behind doors	Nightly
Mop all finished floors with neutral cleaner	Nightly
Wall to wall vacuum all carpeted areas and entry mats	Nightly

Exclusions: N/A

Additions: N/A

### **Additional Professional Services**

On occasion, services other than the regularly scheduled janitorial duties may be required. Incumbent(s) should be capable of performing these services when requested without any additional cost from the general monthly cleaning contract, unless the services are specifically not included in our monthly billing. The following services may be recommended throughout the length of the contract.

- Carpet cleaning – Head Start centers – every 3 months or as needed upon request; Early Head Start classrooms – every month or as needed upon request
- Hot water extraction - every 3 months
- Strip and refinish of vinyl composite tile twice yearly
- Scrub and recoat of vinyl composite tile - as needed
- Spray buff or burnish of vinyl composite tile – as needed
- Detail cleaning – during long breaks and/or as needed
- Office furniture cleaning/office chairs - as needed
- Additional window cleaning - as needed
- Waste receptacle washing - as needed
- Emergency cleaning - fire, flood, etc. – as needed
- Ceiling fan or vents cleaning - as needed
- Restroom sanitation and/or odor control - as needed

### **Supplies and equipment**

Incumbent will supply all paper goods to include toilet tissue, paper towels, trash bags, toilet seat covers (where needed) and hand washing soap for soap dispensers.

Incumbent(s) will supply all cleaning equipment and cleaning materials.

### **Contract Period**

The term of this Contract shall be a 14 months term.  
All Prices shall be firm for the 14 months term.

### **Regulations and Safe Conduct of Work**

Contractor shall plan and conduct the work to safeguard persons and property from injury. Contractor shall direct the performance of the work in compliance with reasonable safety and work practices and with applicable federal, state, and local laws, rules and regulations, including but not limited to "Occupational Safety and Health Standards" as established by the U.S. Secretary of Labor and the Texas Department of Health Occupational Safety Division, including wearing the required personal protective equipment as proposed by Contractor. Child Inc. reserves the right to inspect the work and to ensure compliance with reasonable and safe work practices and with the applicable federal, state, and local laws, rules and regulations. Neither the requirement that Contractor follow said practices and applicable laws, rules, and regulations, nor adherence thereto by Contractor, shall relieve Contractor of the sole responsibility to maintain safe and efficient working conditions.

### **Compensation:**

- Contractor shall be paid in accordance with the rate scheduled stated in its proposal for work completed by contractor and accepted by Child Inc.
- The Contractor is required to maintain their current certificate(s) of insurance. Payments may be delayed for expired insurance certificates. Child Inc. minimal limit requirement is \$1,000,000 per occurrence, \$1,000,000 aggregate.

### **Service Request Procedures:**

- Service request: Child Inc. Facilities Manager or authorized representative will issue a service request to the Contractor detailing the property address, scope of work, time for completion, and other necessary details.
- Service Request will be issued in writing – fax, email or hardcopy – at Child Inc.'s option.

## **Procurement Practices**

### **Bid Protest Procedure**

A vendor, who is not satisfied with the solicitation, evaluation, or award of a contract may file a formal protest with the Executive Director. Such protests must be in writing and received in the Executive Office within 30 calendar days from the date of the award or non-award letter. Copies of the protest must be mailed or delivered by the Protesting Party to Child Inc. After the Executive Director, Chief Financial Officer and Head Start Director have reviewed the protest, a decision will be issued in writing and shall be the final administrative action of Child Inc., and no further protest shall be permitted.

### **Extensions of Due Dates and Receipt of Late Proposals**

Vendor proposals are considered late if received after the due date and time specified in the solicitation. All such late proposals shall be marked "Late Proposal" on the outside of the envelope and retained, unopened, in the procurement folder. Vendors that submit late proposals shall be sent a letter notifying them that their proposal was late and could not be considered for award.

### **Evaluation of Alternative Vendors**

Alternative vendors shall be evaluated on a weighted scale that considers the following criteria:

1. Adequacy of the proposed methodology of the vendor
2. Skill and experience of key vendor personnel
3. Demonstrated company experience
4. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
5. Vendor's financial stability
6. Vendor's demonstrated commitment to the nonprofit sector
7. Results of communications with references supplied by vendor
8. Ability/commitment to meet time deadlines
9. Cost
10. Small Business, Minority- or women-owned business status of vendor