

Child Inc.

April 9, 2019

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 or more contracts for a 12 month term.

We understand that there is a lot of paperwork associated with the attached Request for Proposal. We are happy to discuss any questions you may have, as well as review any of the forms that may be unfamiliar to you. We work hard to make sure our Contractors are paid promptly, and hope you will consider submitting a response to this Request for Proposal.

Please return your Proposal to me by April 15, 2019, via [Procurement@childinc.org](mailto:Procurement@childinc.org) or at  
Child Inc.  
818 E. 53<sup>rd</sup> St.  
Austin, TX 78751

Sincerely,

Adan Ortiz  
Facilities Manager  
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512-451-7361 ext. 193