



# LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

RFP - Contracted Cleaning Services  
02/05/2020

## Notice

Notice is hereby given that Lafayette Preparatory Academy is requesting proposals for cleaning services for the property located at 1900 Lafayette, St. Louis, MO 63104 from April 1, 2020 – June 30, 2021.

## Timeline

Proposals for services from April 1, 2020 – June 30, 2021 must be submitted to Susan Marino, at Lafayette Preparatory Academy, 1900 Lafayette Ave, St. Louis, MO 63104 by **2/28/2020 by 2:00 pm CST**. It is recommended that proposals be hand delivered or mailed to Lafayette Preparatory Academy return receipt requested. Please mark your mailing clearly, “**Contracted Cleaning Services**”.

Contract award will be made by March 6, 2020 with service starting on April 1, 2020.

## Company Employee Qualifications

A successful company’s employees will have to meet the following **qualifications** for hiring:

- Excellent integrity and good moral character and initiative
- Interpersonal skills to relate well with students, staff, administration, parents and the community
- Ability to lift 50 pounds or more independently
- Ability to perform work at heights of up to 12 feet using ladders and/or scaffolding for the purpose of cleaning, changing light bulbs, replacing ceiling tiles, etc.
- Proof of U. S. citizenship or legal resident alien status
- Satisfactory completion of a background check and Family Care and Safety check for all employees with access to LPA’s facility, demonstrating results that meet the guidelines for employment at Lafayette Preparatory Academy
- Evidence that health is adequate to fulfill the job functions and responsibilities

**PROPOSAL:**

- Include the approximate number of employees and number of hours needed to perform the task list.
- Include the total Per Visit cost of services.
- Provide proof of liability insurance upon being accepted for contract situation.
- Provide proof of background checks and FCSR clearance for each employee given access to LPA’s facility, prior to their working in the facility.
- Final wording of the contract, and/or work agreement will be negotiated with the Executive Director.
- There is a Specification of Service List attached. Applicants are encouraged to add to, make suggestions etc. to the list.
- At this time Lafayette Preparatory Academy is not planning on supplying chemicals, equipment or supplies for the tasks listed. Proposals should include the names of products to be used and the plan for storing and maintaining them.
- Contractors will be expected to have the proper educational background to work with cleaning chemicals and knowledge of the janitorial cleaning process.
- The proposal must outline the process for remedying services not rendered, as outlined in the agreement.
- Include a list of businesses or entities they are providing services for, or have, in the last five years.

**PAY:**

This agreement shall be considered in all respects “employment at will” and the employee/contractor is subject to discharge by LPA at any time without cause. The “employment period” and other descriptions and terms set forth in RFP shall not create a property right in the contractor. Dissolving of the contract specifications will be in the wording of the contract.

Contact Susan Marino at 314-880-4458 or e-mail at [susan.marino@lafayetteprep.org](mailto:susan.marino@lafayetteprep.org) if you have any further questions.

**SPECIFICATIONS OF SERVICES:**

#	Approx. Sq. Ft/ room	Type of Space
23	750	Classroom
2	400	Classroom
1	1,200	Library
13	200	Offices/ Teacher Support Rooms (not off gym)
12	2-4 stalls/each	Bathroom
7	1 stall/each	Bathroom
1	5000	Gym
		Hallways/Stairwells/Entrances/Lobby

\*\*\* See attached list for details of specifications

## SCHEDULE

Because there are days when staff are present, but students are not, we have two schedules: full cleans and partial cleans.

- Full Cleans: Students and/or all staff present (indicated in blue, orange, purple or bright red on the calendar)
- Partial Cleans: Students are not present, but staff is (indicated in green on the calendar)
- No cleaning: Staff and students are not present (indicated in light red on the calendar)
- Cleaning should occur between 9pm (Monday – Friday).and 6am.

### Full Clean Schedule

Service Area	Tasks	Frequency
<ul style="list-style-type: none"> <li>• Entrances</li> <li>• Lobby</li> <li>• Hallways</li> </ul>	Empty trash, spot clean containers and replace liners as needed	Per Visit
	Vacuum carpeting, including mats	Per Visit
	Sweep and mop hard surface floors	Per Visit
	Clean and polish drinking fountains	Per Visit
	Clean glass on entry doors	Per Visit
	Spot clean walls, light switches, doors and door handles	Per Visit
	Spot clean interior glass	Per Visit
	Dust horizontal surfaces	Weekly
	Vacuum upholstered furniture	Weekly
	Clean and disinfect telephones	Weekly
	High dust areas including vents, blinds and door frames	Monthly
	Dust baseboards	Quarterly
<ul style="list-style-type: none"> <li>• Classrooms</li> <li>• Library</li> <li>• Offices</li> </ul>	Empty trash, spot clean containers and replace liners as needed	Per Visit
	Vacuum carpeting	Per Visit
	Sweep and mop hard surface floors	Per Visit
	Spot clean walls, light switches, doors and door handles	Per Visit
	Spot clean interior glass	Per Visit
	Wipe down/sanitize Desks and Tables	Weekly
	Vacuum upholstered furniture	Weekly
	Clean and disinfect telephones	Weekly
	High dust areas including vents, blinds and door frames	Monthly
	Dust baseboards	Quarterly
Restrooms	Empty trash/fem product containers, spot clean containers and replace liners as needed	Per Visit
	Clean and disinfect toilet bowls and urinals	Per Visit

	Scour and disinfect sinks and polish fixtures	Per Visit
	Clean and disinfect counter tops	Per Visit
	Clean mirrors	Per Visit
	Spot clean walls, light switches, doors and door handles	Per Visit
	Restock restrooms with supplies	Per Visit
	Sweep, mop and disinfect floors	Per Visit
	Clean under soap dispensers	Per Visit
	Clean partitions	Weekly, or as needed
	Dust vents and horizontal surfaces	Weekly
	Clean baseboards under fixtures	Weekly, or as needed
	Clean baseboards not under fixtures	Monthly
Stairwells (3+2 partials)	Sweep and mop hard surface floors	Per Visit
	Clear stairwells of trash	Per Visit
	Sanitize handrails and supports	Weekly
Elevators (2)	Sweep and mop hard surface floors	Weekly
	Clean and Sanitize Keypads	Per Visit
Janitorial Closet and Storage Area (3)	Clean Utility Sink	Per Visit
	Maintain equipment and supplies in a neat and orderly fashion	Per Visit
	Remove trash and empty boxes	Per Visit
	Sweep and mop floors	Per Visit
	Keep all materials and equipment out of sight and separated from school materials and equipment	Per Visit
Floor Care	Buff VCT – Hallways and Stairs	Monthly
	Buff VCT - Classrooms	October and March
	Strip and Wax VCT	Twice yearly, in June and December (winter break)
Gym	Empty trash, spot clean containers and replace liners as needed	Per Visit
	Sweep gym floor	Per Visit
	Mop gym floor	Weekly (on Fridays)
	Spot clean walls, light switches, doors and door handles	Per Visit
	Spot clean interior glass	Per Visit
	Clean and disinfect telephone	Weekly
	Dust baseboards	Monthly

### Partial Clean Schedule

Service Area	Tasks	Frequency
<ul style="list-style-type: none"> <li>• Entrance (Lafayette side)</li> <li>• Lobby (Lafayette side)</li> <li>• Hallways from the north door to the sloping floor</li> <li>• Main Office</li> </ul>	Empty trash, spot clean containers and replace liners as needed	Per Visit
	Sweep and mop hard surface floors	Per Visit
	Clean and polish drinking fountains	Per Visit
	Spot clean walls, light switches, doors and door handles	Per Visit
	Clean and disinfect telephones	Weekly
Trash throughout full building	All trash to be removed will be left in the halls	Per Visit
Restrooms <ul style="list-style-type: none"> <li>• (Single) on the north of the school</li> <li>• Single on the west side of the school</li> <li>• Single in mid-school (second floor)</li> </ul>	Empty trash, spot clean containers and replace liners as needed	Per Visit
	Clean and disinfect toilet bowl	Per Visit
	Scour and disinfect sink and polish fixtures	Per Visit
	Clean and disinfect countertop	Per Visit
	Clean mirror	Per Visit
	Spot clean walls, light switch, door and door handle	Per Visit
	Restock restroom with supplies	Per Visit
	Sweep, mop and disinfect floor	Per Visit
	Clean under soap dispenser	Per Visit
Janitorial Closet and Storage Area (1) on northside	Clean Utility Sink	Per Visit
	Maintain equipment and supplies in a neat and orderly fashion	Per Visit
	Remove trash and empty boxes	Per Visit
	Sweep and mop floors	Per Visit