



LAFAYETTE PREPARATORY ACADEMY

St. Louis, MO | Est. 2013

RFP - Contracted Cleaning Services 12/11/2017

Notice

Notice is hereby given that Lafayette Preparatory Academy is requesting proposals for janitorial services for the property located at 1900 Lafayette, St. Louis, MO 63104 from February 1, 2017 – January 31, 2018.

Timeline

Proposals for services from February 1, 2017 – January 31, 2018 must be submitted to Heather Hays, at Lafayette Preparatory Academy, 1900 Lafayette Ave, St. Louis, MO 63104 by **1/10/17 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 January 12, 2017 with service starting on February 1, 2017.

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 daily 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 and equipment 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 this job description 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 if you have any further questions.

SPECIFICATIONS OF SERVICES:

#	Approx. Sq. Ft/ room	Type of Space
13	800	Classroom
2	400	Classroom
1	1,200	Library
8	300	Offices
2	200	Teacher Support Rooms
1	1,200	Gym/ Auditorium
		Hallways/Stairwells
2	100	Offices
3	4 stalls/each	Bathroom
3	3 stalls/each	Bathroom
6	1 stall/each	Bathroom
		Misc.

*** 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 are present (indicated in blue on the calendar; this would also include the days in purple only if a make-up day is scheduled)
- Partial Cleans: Students are not present, but staff is (indicated in grey or green on the calendar)
- No cleaning: Staff and students are not present (indicated in red on the calendar)

Full Clean Schedule

Service Area	Tasks	Frequency
<ul style="list-style-type: none"> • Entrances • Offices • Teacher Support Room • Lobby • Hallways 	Empty trash, spot clean containers and replace liners as needed	Daily
	Vacuum carpeting, including mats	Daily
	Sweep and mop hard surface floors	Daily
	Clean and polish drinking fountains	Daily
	Clean glass on entry doors	Daily
	Spot clean walls, light switches, doors and door handles	Daily
	Spot clean interior glass	Daily
	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	Monthly
<ul style="list-style-type: none"> • Classrooms (13+2) • Library • Gymnasium 	Empty trash, spot clean containers and replace liners as needed	Daily
	Vacuum carpeting, including mats	Daily
	Sweep and mop hard surface floors	Daily
	Spot clean walls, light switches, doors and door handles	Daily
	Spot clean interior glass	Daily
	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	Monthly
Restrooms (12)	Empty trash, spot clean containers and replace liners as needed	Daily
	Clean and disinfect toilet bowls and urinals	Daily
	Scour and disinfect sinks and polish fixtures	Daily
	Clean and disinfect counter tops	Daily
	Clean mirrors	Daily

	Spot clean walls, light switches, doors and door handles	Daily
	Restock restrooms with supplies	Daily
	Sweep, mop and disinfect floors	Daily
	Clean under soap dispensers	Daily
	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)	Sweep and mop hard surface floors	Daily
	Clear stairwells of trash	Daily
	Dust handrails and supports	Weekly
Elevators (2)	Sweep and mop hard surface floors	Daily
	Clean and Sanitize Keypads	Daily
Janitorial Closet and Storage Area (3)	Clean Utility Sink	Daily
	Maintain equipment and supplies in a neat and orderly fashion	Daily
	Remove trash and empty boxes	Daily
	Sweep and mop floors	Daily
	Keep all materials and equipment out of sight and separated from school materials and equipment	Daily
Floor Care	Buff VCT	Every other week
	Strip and Wax VCT	Yearly, in June

Partial Clean Schedule

Service Area	Tasks	Frequency
<ul style="list-style-type: none"> • Entrances • Lobby • Hallways from the north door to the sloping floor 	Empty trash, spot clean containers and replace liners as needed	Daily
	Vacuum carpeting, including mats	Daily
	Sweep and mop hard surface floors	Daily
	Clean and polish drinking fountains	Daily
	Spot clean walls, light switches, doors and door handles	Daily
	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	Monthly
<ul style="list-style-type: none"> • Offices • Teacher Support Rooms 	Empty trash, spot clean containers and replace liners as needed	Daily
Restroom (Single) on the north of the school	Empty trash, spot clean containers and replace liners as needed	Daily
	Clean and disinfect toilet bowl	Daily
	Scour and disinfect sink and polish fixtures	Daily
	Clean and disinfect counter top	Daily
	Clean mirror	Daily
	Spot clean walls, light switch, door and door handle	Daily
	Restock restroom with supplies	Daily
	Sweep, mop and disinfect floor	Daily
	Clean under soap dispenser	Daily
	Clean baseboard under fixtures	Weekly, or as needed
	Clean baseboards not under fixtures	Monthly
Janitorial Closet and Storage Area (1) on northside	Clean Utility Sink	Daily
	Maintain equipment and supplies in a neat and orderly fashion	Daily
	Remove trash and empty boxes	Daily
	Sweep and mop floors	Daily

