

REQUEST FOR PROPOSAL
JANITORIAL SERVICES 2021
KANSAS CITY, MO

ISSUE DATE:Thursday, July 22, 2021

QUESTIONS DUE TO SCHOOL:.....Friday, August 6, 2021 before 5:00 p.m.

SITE TOURS.....Monday, August 9, 2021 @ noon

RETURN DATE AND TIME:Wednesday, August 18, 2021 before 12:00 noon, CDT

Title: RFP—Janitorial Services 2021

Issue Date: July 22, 2021

Contact Person: Latresse Yarbough, Chief Finance and Operating Officer

E-mail: rfp@uicskc.org

RETURN PROPOSAL NO LATER THAN: Wednesday, August 16, 2021 before 12:00 noon, CDT

RETURN PROPOSALS AND ADDENDA TO:

United Inner City Services
ATTN: Latresse M. Yarbough, Chief Finance and Operating Officer
2008 E 12th Street,
Kansas City, MO 64127
RE: RFP-Janitorial Services 2021

Or email rfp@uicskc.org

PLEASE BE ADVISED THAT ALL NOTIFICATIONS, RELEASE, AND AMENDMENTS ASSOCIATED WITH THIS RFP WILL BE POSTED AT: UICKSC.ORG.

07/22/2021

Re Request for Proposal

Dear Cleaning Service,

United Inner City Services is seeking proposals from qualified contractor to provide cleaning /janitorial services for St Mark Center 2008 E 12th Street, Kansas City, Mo 64127 and Metro Center 3827 Troost Ave, Kansas City, MO 64109. This document is a Request for Proposal (RFP) for the services described below and does not obligate UICS to accept responses from eligible Contractors. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Contractor's bid response.

The contractor will need to complete the following tasks daily:

- Mop all floors in every classroom and hallway
- Clean all restrooms in all classrooms and hallways
- Vacuum all black runners rugs throughout the building
- Clean the refrigerator in the breakroom every Friday evening
- Clean out large black trash cans with bleach weekly
- Empty and put trash liners in all trash receptacles
- Clean the cleaning carts weekly
- Stock carts with supplies for the next day
- Clean all baseboards throughout the building
- Refill all paper products, soap dispensers and supplies
- Clean and sanitize classrooms, conference room, office area, and general areas
- Power wash playground (weather permitting) (weekly)
- Dust partitions, vents, tops of mirrors and frames throughout the facility
- Clean high traffic window areas
- Power wash kitchen floor
- Clean and sanitize all tables, counter tops and chairs
- Power spray entire facility with high powered disinfectant spray
- Securing the building nightly
- Respond promptly to requests to perform deeper cleaning due to the presence of communicable diseases such as COVID-19, head lice, flu/viruses etc.
- Maintain communication with building administration regarding concerns, challenges or other issues that might impact the cleanliness or health and safety of the facility.

The selection of the successful Contractor will be made based on UICS' evaluation and determination of the relative ability of each Bidder to deliver quality service in a cost effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- Company History and Organization
- Professional Experience
- Team Qualifications
- Management Approach
- Insurance Coverage
- Applicable Licenses
- Cost Proposal and Invoicing
- Transition Plan
- References

UICS is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities to the satisfaction of those authorities. The Contractor must be properly insured and licensed prior to commencing services.