



February 25, 2019

TO: Potential Vendors

RE: REQUEST FOR PROPOSAL
Janitorial Services
International Community School

To Whom It May Concern:

The International Community School is seeking qualified vendors to provide proposals for Janitorial Services throughout the 2019-2020 academic year. The contract would run from April 19th, 2019 to June 30th, 2020.

Today, ICS serves over 400 children annually in grades K-5. In 2018, the ICS school charter was renewed until 2024. ICS will continue to be the beloved community that it has been from the beginning. The International Community School is an International Baccalaureate World School that educates refugees, immigrants and local children, and provides a rigorous and holistic education in an intentionally diverse community of mutual learners. The International Community School seeks staff and families who are committed to our vision of creating a supportive community of students, staff and parents, learning from each other and celebrating diversity among us.

The proposal should include, but not be limited to, the following components:

- Daily/Night Porter services
- Sample daily schedule for cleaning
- Fee structure for participants (including payment options and policies) and details
- Staffing structure
- Disciplinary policies
- References
- Pest control services (if applicable)
- Proof of workers compensation and liability insurance

Here are the responsibilities that need to be met during the contractual term:

Company must use their own equipment.

Entry, Offices & Conference Room

Services to be performed five nights per week, Monday through Friday.

Containers for waste materials will be emptied and refuse taken to disposal.

All open surfaces of furniture will be damp wiped clean.

All open surfaces of desk tops, furniture, window ledges, two-drawer filing cabinets, counters and other 30" high horizontal surfaces will be damp dusted.



Hard surface floors will be dust mopped to remove dirt.
Hard surface floors will be wet mopped to remove spills or tracking.
Carpeting will be vacuumed.
Fingerprints will be removed from entryway and partition glass.
Special attention will be made to remove soda spills and rings on tables.
Lights will be turned off as directed. Doors will be secured upon completion of our work.

Classrooms

Services to be performed five nights per week, Monday through Friday.
Containers for waste materials will be emptied and refuse taken to disposal.
Hard surface floors will be dust mopped to remove dirt.
Hard surface floors will be wet mopped, as needed to remove spills or tracking.
Carpeting will be vacuumed.
Lights will be turned off as directed.
Doors will be secured upon completion of our work.

Services to be performed monthly.

Dust Blinds
Clean Windows
Teachers Desk
High Dusting

Library

Services to be performed five nights per week, Monday through Friday.
Containers for waste materials will be emptied and refuse taken to disposal.
Carpeting will be vacuumed.
Lights will be turned off as directed.
Doors will be secured upon completion of our work.

Gymnasium

Services to be performed five nights per week, Monday through Friday.
Wood flooring will be dust mopped to remove dirt.
Wood flooring will be wet mopped, as needed to remove spills or tracking.

Cafeteria

Services to be performed five nights per week, Monday through Friday.
Containers for waste materials will be emptied and refuse taken to disposal.
Hard surface floors will be dust mopped to remove dirt.
Hard surface floors will be wet mopped, as needed to remove spills or tracking.
Lights will be turned off as directed.
Doors will be secured upon completion of our work.



Corridors

Services to be performed five nights per week, Monday through Friday.

Drinking fountains will be cleaned and disinfected.

Hard surface floors will be dust mopped to remove dirt.

Hard surface floors will be wet mopped.

Carpeting will be vacuumed.

Rest rooms

Services to be performed five nights per week, Monday through Friday.

Containers for waste materials will be emptied and refuse taken to disposal.

Mirrors will be cleaned.

Sinks will be cleaned and disinfected.

Countertops will be cleaned and disinfected.

Surfaces of toilets and urinals will be thoroughly cleaned and disinfected.

Bright work will be cleaned and polished.

Hard surface floors will be swept.

Hard surface floors will be wet mopped and disinfected.

Dispensing units such as towels, toilet tissue and soap containers will be refilled from your stock.

All repair items will be reported to the Quality Control Manager.

Services to be performed weekly.

Tile walls and partition walls next to urinals will be spot cleaned and disinfected.

Low dust all horizontal surfaces to hand height including: sills, moldings, ledges, shelves, frames, ducts and heating outlets.

High dust above hand height including: sills, moldings, ledges, shelves, frames, ducts and heating outlets.

Dispensers will be cleaned.

Remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc..

Services to be performed monthly.

Tile walls will be damp wiped.

Partitions will be cleaned and disinfected.

Services to be performed every three months.

Corners and edges will be detailed.

Services to be performed every six months.

Dust ceiling vents.

School

Services to be performed five nights per week, Monday through Friday.

All doors will be secured and locked.

Alarms will be set as directed.



Exterior

Services to be performed weekly.

6 Containers for waste materials will be emptied and refuse taken to disposal.

Floors

Stripping and waxing- every quarter (hallways and cafeteria)

Annually in the classrooms (summer)

Buffing the floors bi-weekly

Proposals are due on **3/8/2019 at 5:00 pm EST** and should be submitted electronically to the email address below. All questions must be submitted to the same email address.

Attn: Julie Allen
International Community School
2418 Wood Trail Ln
Decatur, GA 30030
(404) 499-8969
Tamesha.Squire@icsgeorgia.org

The time process for vendor selection shall be as follows:

RFP Issued 2.25.19

Response Due 3.8.19

Vendor Selection 3.25.19

The Vendor will be selected based upon the vendor's capabilities, fee structure, program compatibility and ability to meet the school's unique needs. We look forward to your response.

Sincerely,

International Community School