



# Request for Proposal/Quotation

For: Janitorial/Cleaning

Date: February 8, 2019

Sheltering Arms Early Education & Family Centers

385 Centennial Olympic Park Drive

Atlanta GA 30313

404/523-2767

[www.shelteringarmsforkids.com](http://www.shelteringarmsforkids.com)

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## Submission Details

### Submission Deadlines

All submissions for responding to this request must be submitted by February 26, 2019.

### Submission Questions and Clarifications

You may contact Michele Schmitt or DaShana Jelks if you have any questions or require clarification on any topics covered in this Request for Proposal/Quotation.

Sealed bids must be received by the Sheltering Arms Administrative Office, 385 Centennial Olympic Park Drive, Atlanta, GA 30313 by 5:00 p.m. on Tuesday, February 26, 2019 and must be clearly marked "Sheltering Arms **Janitorial** Bid" on the outside of the sealed bid.

### Electronic Submissions

Submissions can be submitted electronically.

Send via email to:  
proposalsjanitorial@shelteringarmsforkids.com

Document standards:

- Must be in Microsoft Word 2003-97 format
- File name must end with ".doc"

## Introduction and Executive Summary

The Sheltering Arms is seeking a high quality janitorial company to provide janitorial services to our 16 centers in Cobb, DeKalb, Douglas, Fulton and Gwinnett Counties, which includes the centers, administrative offices and training center.

## Business Overview & Background

Sheltering Arms is a private, nonprofit corporation with a continuous 129-year history, governed by a volunteer Board of Directors representing the academic, volunteer, philanthropic, corporate, civic and government sector. Sheltering Arms is dedicated to

promoting school readiness, supporting and engaging families of young children, training teachers and staff, and reaching out to partners in the community. Our services include Early and Preschool Head Start, which we have provided since 1999. Sheltering Arms effectively blends and braids funding to provide a seamless service of Early and Preschool Head Start, the Georgia Pre-Kindergarten program, and high quality child care, which meets the National Association for the Education of Young Children (NAEYC) accreditation standards.

### **Assumptions & Constraints**

The centers are open between the hours of 6:30 am – 6:30 pm, Monday-Friday. All services should be provided after 6:30 pm unless mutually agreed upon by Sheltering Arms.

### **Detailed Specifications**

Please submit a proposal to include:

[Partner] –Non-Mandatory

For the company that will be the contracting entity providing the services to Sheltering Arms, answer the following questions:

1. Does your company have a formal Corporate Social Responsibility (CSR) Program?
2. If yes, does that program report on specific objective goals for social responsibility and report annual progress on meeting those goals?
3. Does your company have a formal Environmental Management System?
4. If yes, do those goals include specific commitments to environmental goals for the company's own products and operations? Provide a description of the environmental responsibility programs, initiatives, and commitments your company has undertaken for its own operations and for the products it sells.
5. Does your company have programs for:

- Measuring and reducing energy consumption in the office?
- Reducing and recycling solid waste?
- Universal Waste management in compliance with Georgia law?
- E-Waste management in compliance with Georgia law?
- Reusing, refurbishing or donating electronic equipment?
- Encouraging employees to use energy-efficient modes of transportation to and from work, i.e. walking, biking, carpooling, or public transit?
- Will your company manage the proper and safe disposal of any surplus equipment created by the replacement of existing equipment at no additional cost to Sheltering Arms?
- Briefly describe your process and commitment for the clean-up and proper disposal of all waste materials created. Ideally, all waste materials (including packaging) will be recycled and sent to landfill.

See Exhibit A for additional specifications.

### **Terms and Conditions**

All contracts are subject to review by Sheltering Arms legal counsel and a project will be awarded upon signing an agreement or contract, which outlines terms, scope, budget and any other necessary items.

Sheltering Arms may terminate the contract 30 days after providing notice of cancellation to the vendor. Sheltering Arms will be responsible only for payment of products and services delivered and accepted prior to termination.

### **Selection Criteria**

The firm with the highest number of total points scored will be retained to provide services. Sheltering Arms reserves the right to waive any informalities or irregularities in any submittal.

### **Confidentiality Statement**

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document,

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**EXHIBIT A  
Sheltering Arms  
Bid Scope for Janitorial Contract**

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**Address of Location:** All Sheltering Arms Locations (see attached list)

**Description of Work:** Cleaning Contract for Sheltering Arms Education Centers, Administrative offices and Training Center

**Warranty:** Service Contract – Warranties not applicable. Expected standard of cleaning should be consistently excellent.

<p><b>Daily Tasks:</b></p> <p><b>Classrooms:</b>                      Empty all trash and recycling and transfer to dumpsters.                      Vacuum all carpets and mats.                      Vacuum all carpets in classroom lofts.                      Remove crayon and other marks from furniture when possible.                      Sweep all floor areas.                      Mop all resilient tile floors.                      Clean all door glass and viewing glass.                      Clean and wipe doors and facings.                      Wipe down flat surfaces with disinfectant cleaner in classrooms.                      Clean all sink areas and polish fixtures leaving clean shine.                      Clean walls around sinks in classrooms.                      Clean all porcelain in each classroom.                      Clean and check door frames.                      Clean exit doors to playground area from classrooms.                      Check diaper pail and remove contents if not taken by teacher.                      Wipe down cabinet faces.                      Dust tops of dispensers in classroom and restrooms.</p> <p><b>Office Areas and Adult Spaces:</b>                      Vacuum Carpet.                      Empty Trash.                      Dust phones, cabinets and equipment; feather dust all computer screens and keyboards.                      Dust desktops or wipe with a damp cloth.                      Spot clean carpet as needed.</p> <p><b>Kitchen Area:</b>                      Empty and clean trash cans daily.                      Clean safety mats daily (place mats on edge of trash cans).                      Sweep and Mop floor.                      Clean pantry and laundry room floors (see director for key)</p> <p><b>Reception Area:</b>                      Dust all areas.                      Buff floors.                      Vacuum floors.                      Dust and mop floors.                      Empty trash cans.                      Clean glass, clean and dust window sills and ledges.</p>		

<p><b>Restrooms:</b>  Empty trash and polish receptacles.  Disinfect all fixtures – toilets, sinks, counters, etc.  Wipe all restroom stall walls and partitions.  Clean and polish all chrome.  Clean in and around all toilets.  Sweep and mop all floor areas.  Refill paper supplies and soap.  Clean all counter tops and glass.</p> <p><b>Exterior of the Building:</b>  Empty trash and replace liner for all trash receptacles in the front of the building and on the playgrounds.  Police and sweep front entrance and curbs along the front of the building.</p> <p><b>Floors:</b>  Burnish corridor floors three times per week.</p>		
<p><b>Weekly:</b>  <b>Classrooms:</b>  Detail cleaning under all furniture and equipment.  Wipe down all kick plates and grids.  Dust HVAC vents and exhaust fans.  Replace stained or broken ceiling tiles (tiles and ladder provided by SA).  Dust window ledges and damp wipe blinds.</p>		
<p><b>Monthly:</b>  <b>Classrooms:</b>  Carpet extraction in infant and toddler areas.</p>		
<p><b>Quarterly:</b>  Strip and wax resilient tile floors (5 coats for corridors and 4 coats for classrooms; 22% solid finish required).  Carpet extraction for all carpets.</p>		
<p><b>As needed:</b>  Spot clean upholstered furniture in Administrative area at Model Teaching Center.</p>		
<p><b>Provide pricing for special projects:</b>  Flood clean up and sanitizing of carpets and/or VCT.</p>		
<p><b>Trash Removal:</b> Vendor must follow all recycling procedures set up for trash removal.</p>		
<p><b>Insurance Certificate attached -</b></p>		
<p><b>Email address included -</b></p>		
<p><b>Term of Contract – three year initial term. After initial term the contract can be cancelled with 30 day notice by either party.</b></p>	<p><b>Start Date: March 15, 2019</b></p>	<p><b>Finish Date: March 31, 2022</b></p>
<p><b>Resume of Company with references included</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>
<p><b>Clarifications or Questions (please attach) -</b></p>	<p><b>Yes</b></p>	<p><b>No</b></p>



**LOCATIONS**

CENTER	ADDRESS	Square Footage	Classrooms
Model Teaching Center	385 Centennial Olympic Park Drive Atlanta GA 30313	16250	10
Georgia Training Institute	Same	9250	Training Rooms
Sheltering Arms ADMIN	Same	7000	Offices
Dorothy Arkwright Center	1192 Arkwright Place Atlanta GA 30317	6360	6
East Lake Center	350 East Lake Boulevard Atlanta GA 30317	14500	10
Cobb Center	1585 Roberta Street Marietta GA 30008	6000	7
Mansour Center	995 Roswell Road Marietta GA 30008	16500	7
International Village Center	3375 Chamblee Dunwoody Road Chamblee GA 30341	16500	10
Norcross Center	5360 Old Norcross Road Norcross GA 30071	14040	7
Buford Drive Center	1470 Buford Drive Lawrenceville GA 30043	10100	8
Longview Center	3833 Longview Drive Douglasville GA 30135	26130*	18
East Point Center	2257 Mulberry Street East Point GA 30344	25000	16
Obama Academy	195 Tuskegee Street Atlanta, GA 30315	2600	14
Welcome All Center	4365 Welcome All Road College Park GA 30349	25000	16
Oakley Township Center	7210 Oakley Terrace Union City GA 30291	24500	16
Stonewall Tell Center	5020 Camp Drive Union City GA 30349	24500	16
Educare Atlanta	404 Fulton Street Atlanta GA 30312	29723*	14

\* This is the full footprint of the building. The true square footage will be determined.