



Request for Proposal (RFP) for Janitorial Services at Richmond College Prep Schools

Date Issued: May 6, 2024

Proposal Due Date: July 8, 2024

1. Introduction

Richmond College Prep Charter School (RCP), serving grades TK-8, is seeking proposals from qualified janitorial service providers to maintain the cleanliness and hygiene of our school facilities. The selected provider will be expected to deliver comprehensive janitorial services to ensure a clean, safe, and healthy environment for our students, staff, and visitors.

2. Background

RCP is located at *1014 Florida Ave., Richmond, CA 94804*, and includes 21 classrooms, administrative offices, restrooms, two cafeterias, a library, and outdoor areas. Our school is dedicated to providing a conducive learning environment, and cleanliness is a critical component of this commitment.

3. Scope of Work

The janitorial services required include, but are not limited to:

- **Daily Cleaning:**
 - Classrooms, offices, and common areas: dusting, sweeping, mopping, and vacuuming.
 - Restrooms: cleaning and sanitizing toilets, sinks, mirrors, and floors; replenishing supplies.
 - Cafeteria: cleaning tables, chairs, floors, and emptying trash bins.
 - Entryways and hallways: sweeping, mopping, and maintaining cleanliness.
- **Weekly Cleaning:**
 - Detailed dusting and cleaning of high-touch surfaces.

- Deep cleaning of restrooms.
- Cleaning windows and glass surfaces.
- **Monthly Cleaning:**
 - Carpet cleaning.
 - Thorough cleaning of light fixtures, vents, and other fixtures.
- **Additional Services:**
 - Emergency clean-up services as needed.
 - Floor waxing during school intercession (February, April, and June).
 - Summer deep cleaning of the entire facility.
 - Cleaning during school events, as required.

4. Proposal Requirements

Proposals should include the following information:

- **Company Information:**
 - Name of the company.
 - Contact person and contact details.
 - Company history and experience in providing janitorial services, especially for educational institutions.
- **Service Plan:**
 - Detailed description of the cleaning schedule and tasks.
 - List of cleaning products and equipment to be used.
 - Staffing plan, including the number of staff assigned and their qualifications.
- **References:**
 - At least three references from similar clients (preferably educational institutions).
- **Pricing:**
 - Detailed pricing for daily, weekly, monthly, and additional services.
 - Any additional costs (e.g., supplies, emergency services).
- **Insurance and Compliance:**
 - Proof of liability insurance and worker's compensation.
 - Compliance with all relevant local, state, and federal regulations.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and references.
- Quality and comprehensiveness of the service plan.
- Pricing and overall value.
- Compliance with insurance and regulatory requirements.
- **Monthly Evaluation of Work:**
 - Demonstrated ability to meet or exceed performance standards in monthly evaluations conducted by RCP.

6. Submission Instructions

Please submit your proposal by July 8, 2024, to:

Maria Trejo
Director of Operations
Richmond College Prep Charter School
1014 Florida Ave.
Richmond, CA 94804
Email: mtrejo@rcpschools.org
Phone: 510-235-2066 x102

7. Questions and Clarifications

For any questions or clarifications regarding this RFP, please contact Maria Trejo at mtrejo@rcpschools.org or 510-235-2066 x102 by July 8, 2024.

8. Terms and Conditions

RCP reserves the right to reject any or all proposals, to waive any informality in the RFP process, and to award a contract in the best interest of the school. The contract will be subject to review and approval by the RCP Board of Directors.

Richmond College Prep Charter School appreciates your interest in providing janitorial services and looks forward to receiving your proposal.