



**TECH FREIRE**  
CHARTER HIGH SCHOOL

## **Custodial Services Request for Proposals**

**June 27, 2023**

**Amended July 10, 2023**

Proposals must meet all specifications in this Request for Proposals, particularly the itemized rate requirements. Proposals that do not do so will not be considered.

TECH Freire Charter School is soliciting bids for a cleaning contractor to provide janitorial services, including nightly cleaning, a day porter, a cafeteria manager, heat/serve cafeteria workers, and maintenance services as needed.

Our school, located at 2221 North Broad Street, Philadelphia, Pennsylvania is approximately 50,000 square feet, and serves about 550 students and 60 staff on a daily basis. We operate nearly year-round with only a few weeks of downtime during the summer.

In addition to the daily cleaning of the school facilities, we require a vendor capable of performing maintenance and other facilities work such as snow removal, painting, moving furniture within and between school buildings, patching drywall, replacing light bulbs, hanging whiteboards, replacing ceiling tiles, and all other light maintenance tasks. We also require a day porter at each site who will work between 8 -9 business hours daily.

Our school demands an extremely high standard when it comes to cleanliness and maintenance work, above and beyond what is typically considered acceptable for schools. Additionally, we require a vendor who is proactive and able to resolve issues independently without requiring school administration to take their focus off educating children. At the same time, we are a public charter school operating on a limited budget.

The chosen vendor must be able to provide, at the vendor's own expense, three types of clearances for each worker they assign to our buildings. We will explain to the vendor how to obtain those clearances.

Interested parties must notify Colandus Francis, Operations Manager at Freire's charter management organization, Freire Schools Collaborative ([colandus@freireschools.org](mailto:colandus@freireschools.org)), of their intent to submit a proposal with a phone number and email address. You will be contacted to schedule a tour of both school facilities to occur no later than July 18, 2023. Tours may be scheduled on a rolling basis, so we encourage you to submit your intent as early as possible. Due to the number of anticipated bidders, one -on-one tours may not be possible. Final proposals will be due via **email only** to Colandus Francis by **5:00 p.m. on Tuesday, July 25, 2023**. Prospective vendors must tour both facilities before submitting proposals.

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**Terminology**

TECH Freire Charter School shall herein be known as “the School.”

**Proposal Timeline**

The following dates and milestones apply to this RFP and subsequent contract award. Vendors are advised that these dates and milestones are not absolute and may change due to unplanned events during the bid proposal and award process.

<b>Activity</b>	<b>Due Date</b>
RFP Available to Vendors	June 27, 2023
Final Proposals Due	July 25 at 5:00 p.m.
Contract Award	August 1, 2023
Contract Period Begins	September 1, 2023

**Inquiries & Questions**

All questions with regard to the interpretation of this solicitation, drawings, or specifications, or any other aspect of this RFP must be received in writing. Oral explanations or instructions will not be binding. Requests, questions, or other communications about this RFP must be directed to Ami Irvin, Operations Coordinator at Build the Future Education Collaborative by email at [ami.irvin@buildthefuture.org](mailto:ami.irvin@buildthefuture.org).

**No Press Releases or Public Disclosure**

The School reserves the right to pre-approve any news or broadcast advertising releases concerning this solicitation, the resulting contract, the work performed, or any reference to the School with regard to any project or contract performance. Any such news or advertising releases pertaining to this solicitation or resulting contract shall require the prior express written permission of the School.

**Proposal Requirements**

The Vendor shall provide a detailed description of services to be provided, and shall respond to the Scope of Work identified. A proposal must comply with the following requirements in order to be considered valid:

**Cover Letter**

Each proposal will have a cover letter on the letterhead of the company or organization submitting the proposal. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the School.

**Narrative Questions**

In order to ensure that the School has a clear understanding of each Vendor's background and capabilities, proposals must contain responses to the following three prompts to aid in overall qualitative evaluation:

1. Describe your qualifications and experience (years in business) in providing services of similar project scope and size (including specific experience with educational institutions).

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2. Describe your ability to address all of our personnel needs as expressed within the scope of this RFP (including day porter and cafeteria heater/servers). Include a description of how you will ensure backup staff are trained so that your business can meet the school's needs each day when your regular staff are unavailable for any reason.
3. Describe your demonstrated commitment of management, personnel, products, and equipment, as well as financial stability.

### Documentation

The proposal must contain documentation of the following:

- City of Philadelphia Commercial Activity License
- Proof of Insurance (see coverage requirements below)

### Rate Requirements

The School seeks a monthly price for servicing this location as described below in the Scope of Work (including the regular night crew, August deep clean, twice annual treatment of the floors, and day porter). Maintenance work, the cafeteria manager, and the cafeteria heat/serve assistant shall be quoted at a separate hourly rate. The prices quoted in the proposal must be itemized as follows:

ITEM #	DESCRIPTION	PRICE
1	Monthly Service Price	
2	Rate per Hour for Day Porter	
3	Rate per Hour for Cafeteria Heat/Serve Worker	
4	Rate per Hour for Maintenance Services	

### Completeness

Vendors' proposal must respond to each and every requirement outlined in the RFP criteria in order to be considered responsive. Proposals must be clear and concise. Incomplete proposals or proposals received after the deadline will not be considered. Vendor is fully responsible for the completeness and accuracy of their proposal, and for examining this RFP. Failure to do so will be at the sole risk of the Vendor. Should the Vendor find discrepancies, omissions, unclear or ambiguous intent or meaning, or should any questions arise concerning this RFP, the Vendor shall notify the School's contact in writing. All unresolved issues should be addressed in the proposal.

### Discounts

Vendors are invited to offer in their proposal value added discounts (e.g. speed to pay discounts for specific payment terms). Cash or separate discounts should be computed and incorporated into unit bid prices.

### Tax Exemption

Material covered by this proposal is exempt from all Federal and State taxes. Such taxes shall not be included in prices quoted. Each Vendor shall take its exemption into account in calculating its bid for its work.

Shipping Costs

All shipping/transportation charges for materials shall be paid by the Vendor

Proposal Terms

Contract Period

The Vendor's proposed contract shall be valid for a twelve-month period from September 1, 2023 through August 31, 2024. Each contract may be renewed for subsequent one-year periods through negotiation between the Vendor and the School. Negotiation may be initiated no later than ninety days prior to the termination of the current agreement. The School reserves the right to extend the contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

Vendor Responsibility and Non-Performance

Any vendor awarded a contract by the School shall be responsible for all products and services as required by this RFP, whether or not the Vendor provides final fulfillment of the order. All work described in these specifications shall be completed with reasonable promptness. The School shall be the sole judge of the term "reasonable". If the Vendor does not complete the work in a reasonable amount of time, it will be notified that if it fails to complete the work promptly, the contract may be terminated and the School will proceed to collect for nonperformance of work.

In the event the Vendor does not fulfill its obligations under the terms and conditions of any awarded contract, in addition to proceeding with termination of the contract, the ordering agency may purchase equivalent product or service on the open market. Any difference in cost between the contract prices and the price of open market product shall be the responsibility of the Vendor. Under no circumstances shall monies be due the Vendor in the event open market products can be obtained below contract cost. Any monies charged to the Vendor may be deducted from an open invoice.

Force Majeure

Neither the Vendor nor the School shall be held liable for non-performance under the terms and conditions of any awarded contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of the contract.

Severability

If any term or provision of this document or any awarded contract is found by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of the agreement, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties set forth herein and in any awarded contract.

Prices

Prices quoted in the proposal shall remain fixed and binding on the Vendor at least through August 31st, 2024 unless further negotiations are deemed necessary by the School. The pricing policy must cover the full spectrum of services required and its structure must be clear, accountable and auditable.

The Vendor is not prohibited from offering a price reduction under the contract, and the School is not prohibited from requesting a price reduction during the initial term or any subsequent options that the School may agree to exercise.

Authority of School

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the execution of the work, and the determination of payment due or to become due, the decision of the School shall be final and binding.

Incurred Expenses

The School will not be responsible for any expenses incurred by any vendor in preparing and submitting a proposal, nor for any expenses incurred by any vendor in subsequent steps of the negotiating process toward the potential awarding of a contract.

Interpretation of Quantities

Unless stated otherwise, the quantities given in the RFP are to be considered to be approximate only and are given as a basis for the comparison of bids. The School may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract, and a change in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

Silence of Specifications

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the Vendor.

Changes

Both parties may, from time to time, require changes in the services to be provided by the Vendor under the Scope of Work. Such changes, including any increase or decrease in the amount of the Vendor's compensation, which are mutually agreed upon by and between the School and the Vendor shall be incorporated in written amendments to the contract.

Vendor Emergency Response Point of Contact

Any Vendor to which a contract is awarded shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty-four hours a day, seven days a week where there is a critical need for services.

Laws to be Observed

The Vendor is presumed to know and shall strictly comply with all Federal, State, County, and City laws, regulations, ordinances, orders, and decrees in any manner affecting the conduct of the work or applicable due to serving as a contractor to the School as a public entity. Laws to be observed include, but are by no means limited to, those requiring equal employment opportunity and non-discrimination and those establishing minimum wages and employee benefits.

Permits and Licenses

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.

Indemnification

By submitting a proposal, the Vendor agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Pennsylvania, TECH Freire Charter School, and all officers, agents and employees thereof from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the Vendor's its agents and employees' performance work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, in whole or part, to the State, the School, or officers, agents or employees thereof. This includes claims arising from or based upon the Vendor's violation of any Federal, State, County, or City laws, regulations, ordinances, orders, or decrees whether by itself, by its employees, or by its subcontractors.

Insurance Coverage

As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of any awarded contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the School. The School shall not be named as an additional insured. Should any of the described policies be canceled before the expiration date thereof, notice must be delivered in accordance with the policy provisions. All contractors must carry the following coverage depending on the type of service or product being delivered:

- Commercial General Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate
- Product Liability - \$1,000,000 per occurrence/\$3,000,000 aggregate
- Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage
- Such insurance as will protect against claims under Worker's Compensation Act and from any other claims for damages for personal injury, including death, which may arise from operations under any awarded contract. The Vendor is an independent contractor and is not an employee of the School.

Personnel, Equipment and Services

The Vendor represents that it has, or will secure at its own expense, all personnel required to perform the services required under any awarded contract. All of the equipment and services required hereunder shall be provided by or performed by the Vendor or under its direct supervision, and all personnel, including any subcontractors, engaged in the work shall be fully qualified and shall be authorized under any applicable laws and regulations to perform such services.

No premium time for overtime will be paid without prior written authorization. Indirect overhead cost shall not be applied to the premium portion of the overtime.

Clearances

A Vendor awarded a contract must provide, at the Vendor's own expense, the clearances required under state law for each worker assigned to the School. The School shall provide details regarding such clearances and the methods of obtaining them.

ServSafe Certifications

The cafeteria manager and/or heat/serve worker must hold appropriate ServSafe certifications, to be obtained at the Vendor's own expense.

Independent Contractors

The parties to any contract awarded from this solicitation shall be independent contractors to one another, and nothing herein shall be deemed to cause the agreement to create an agency, partnership, joint venture or employment relationship between parties. Each party shall be responsible for compliance with all applicable workers' compensation, unemployment, disability insurance, social security withholding, and all other similar matters. Neither party shall be liable for any debts, accounts, obligations, or other liability whatsoever of the other party or any other obligation of the other party to pay on the behalf of its employees or to withhold from any compensation paid to such employees any social benefits, workers compensation insurance premiums, or any income or other similar taxes.

Vendor agrees that any individual or group of temporary staff persons provided to the School pursuant to this solicitation shall remain the employees of the Vendor for all purposes including any required compliance with the Affordable Care Act by the Vendor. Vendor agrees that it shall not allege, argue, or take any position that individual temporary staff persons provided to the School pursuant to this solicitation must be provided any benefits, including any healthcare benefits by the School and Vendor agrees to assume the total and complete responsibility for the provision of any healthcare benefits required by the Affordable Care Act to aforesaid individual temporary staff persons. In the event that the Internal Revenue Service, or any other third party governmental entity determines that the School is a dual employer or the sole employer of any individual temporary staff persons provided to the School pursuant to this Solicitation, Vendor agrees to hold harmless, indemnify, and defend the School to the maximum extent of any liability to the School arising out of such determinations.

Audit Access to Records

The Vendor shall maintain books, records, documents, and other evidence pertaining to any awarded contract to the extent and in such detail as shall adequately reflect performance hereunder and to preserve and retain said records for a period of five years from the date services were rendered by the Vendor. The Vendor shall make such records available, upon request, to any authorized agent (which shall be defined as the School, the State, the Federal government, or their duly authorized employees, agents, contractors, or representatives, including independent auditors). Records involving matters in litigation shall be retained for one year following the termination of such litigation. The Vendor agrees to make such records available for inspection, audit, or reproduction to any authorized agent in the performance of their duties under any awarded contract. Upon notice given to the Vendor, authorized agents may inspect, monitor, and/or evaluate the cost and billing records or other material relative to any awarded contract. The cost of any contract audit disallowances resulting from the examination of the Vendor's financial records will be borne by the Vendor. Reimbursement to the School for disallowances shall be drawn from the Vendor's own resources and not charged to contract cost or cost pools indirectly charging contract costs.

*Interest of Vendor*

The Vendor affirms that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree in providing products or performing services required under any awarded contract. The Vendor further affirms, that in the performance of any awarded contract, no person having any such interest shall be employed.

*Acknowledgement of Understanding*

By submitting a bid, each Vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

**Proposal Evaluation**

This RFP does not constitute an offer by the School. Any vendor's participation in this process may result in the School selecting it to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the School to execute a contract nor to continue negotiations. The School may terminate negotiations at any time and for any reason, or for no reason. No employee of the Vendor is to begin any work prior to receipt of a properly executed contract signed by authorized representatives of the School. The School makes no commitments expressed or implied, that this process will result in a business transaction with any vendor.

*Rights Reserved by the School*

During the vendor selection process, the School reserves the right to:

- Select for contract or for negotiations a proposal other than that with lowest costs
- Reject any and all proposals or portions of proposals received in response to this RFP or to make no award or issue a new RFP
- Waive or modify any information, irregularity, or inconsistency in proposals received
- Request modification to proposals from any or all vendors during the contract review and negotiation



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- Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at the same time
- Cancel this solicitation at any time during the procurement process, for any reason or for no reason
- Make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever is determined to be the most advantageous to the School

### Proposal Evaluation Criteria

The school may use the following criteria, among others, to evaluate the proposals received:

- The Vendor's financial, physical, personnel or other resources, including subcontracts
- The Vendor's record of performance and integrity;
- Whether the Vendor is qualified legally to contract with the State;
- Whether the Vendor supplied all necessary information concerning its responsibility

### Right to Reject Proposals

The School reserves the right to reject any or all proposals in whole or in part. Any one or more of the following causes may be considered as sufficient for the disqualification of a vendor and the rejection of its proposal or proposals:

- There is evidence of collusion among vendors
- The Vendor has an unsatisfactory performance record as evidenced by past experience with a school in the Freire charter network
- There is any suspension or debarment of the parent company, subsidiary, or individual involved with the Vendor by federal, any state, or any local governments within the last five years
- The proposed price is unreasonable
- The unit prices are obviously unbalanced either in excess or below reasonable cost analysis values
- There are any unauthorized additions, interlineations, conditional, or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning
- The person responding to the solicitation is determined to be nonresponsive or non-responsive
- The Vendor is found not to be legally qualified to contract with the School
- The Vendor is not adequately licensed or insured
- The proposal is otherwise unacceptable or not advantageous to the School

### Scope of Work

TECH Freire Charter School opened in the fall of 2016, serving 300 students in grades 9 and 10 as well as 32 staff. The school currently serves approximately 580 students in grades 9-12. We are soliciting bids for a cleaning contractor to provide services for our facility at 2221 North Broad Street, Philadelphia, PA 19132. The Vendor must provide all equipment, materials, and labor to provide daily janitorial services to the School, including a day porter and heat/serve cafeteria workers, as well as maintenance as required.

As a public charter school, we operate on a limited budget. At the same time, we demand an extremely high standard when it comes to cleanliness and maintenance work, above and beyond what may be considered acceptable by other schools. Additionally, we require a contractor who is proactive and able to resolve issues independently without requiring school administration to take their focus off of educating children.

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In general, the day porter and nightly cleaning crew will be needed on almost all business days throughout the year. This includes all days when the school is open as well as most days when the school is closed. When the school is closed to students, the day porter and night crew are typically needed to provide services for staff, for deep cleaning, and/or to complete special projects. The cafeteria workers are needed only on days when students are in school, as well as 1-2 days before school begins and after school ends.

While typical working hours and the anticipated number of working days are provided below, both are subject to change based upon the needs of the School. Unexpected cleaning or maintenance issues may arise that require additional hours. Planned events that may alter the cleaning schedule include school half-days and after-school events in the evenings or on weekends. The School will provide as much notice as is reasonably possible to the Vendor of any planned changes to its scheduling needs. In the event of emergency school closings, no cafeteria service is required. Whether other services are required during an emergency closing will depend on the specific situation.

### Building Specifications

The six floors of the building which will require cleaning are a total of approximately 50,000 square feet. The first floor houses a lobby, cafeteria, warming kitchen, makerspace, 3 offices, and 3 toilet rooms. The second floor houses 4 classrooms, 4 offices, and 3 toilet rooms. The third floor houses 7 classrooms, 4 offices, and 3 toilet rooms. The fourth floor houses 7 classrooms, 5 offices, and 3 toilet rooms. The fifth floor houses 6 classrooms and 5 offices. Two classrooms and a gym is being constructed in the basement and is expected to be in use in the fall of 2023. There are a number of storage and mechanical rooms throughout the building. The building also has two stairwells and one elevator. Nearly all of the flooring will be vinyl cut tile, with small areas of carpet.

### Breakdown of Flooring Surface Types by Approximate Square Footage:

- Vinyl cut tile: 50,000 sf
- Walk-off mat (similar to carpet): 80 sf

### Summary of Services with Frequency

- One Summer and one Winter deep cleaning of all floors and hallways in both facilities.
- Sweeping, wet mopping, and dust mopping of all non-carpeted areas daily
- Vacuuming of carpeted areas, stairwells, classrooms, offices, and nurse's office daily
- Trash removal daily
- Cleaning and disinfecting of the restrooms, water fountains, and classroom sinks daily
- Cleaning and disinfecting of the kitchen daily (microwave, counter surfaces, sink, other appliances)
- Dusting and glass cleaning (i.e. stairwells, stairs, landings, rails, etc.) 2 times per week
- Interiors of all windows in the building to be wiped clean of smudges and fingerprints once per week
- Reset all clocks once per week
- Floors stripped and waxed two times (August 2023 and Winter Break)
- Daily day porter services
- Provision of basic maintenance services on an as-needed basis

Supplies

The cleaning company is to supply its own cleaning equipment and cleaning products. The school will pay for paper products, trash liners and handsoaps, with the vendor ordering and procuring these supplies.

Nightly Cleaning

The building requires cleaning five days a week (Monday-Friday) excluding certain School holidays or emergency closures. Cleaning is to be done approximately between the hours of 5:00 p.m. and 9:00 p.m. Exact hours are to be determined and can vary.

Snow Removal

During winter weather, snow and ice must be cleared from the sidewalks at the front and back of each building, and the surfaces treated with salt. This must be done routinely, whether or not the school is open, due to our location on a main city sidewalk. For snow removal that cannot be handled by the night crew or day porter for timing or other reasons, Vendor may bill for snow removal at the maintenance rate.

Light Maintenance

In addition to the daily cleaning of the school facilities, we require a contractor capable of performing maintenance and other facilities work such as painting, moving furniture, patching drywall, replacing light bulbs, hanging whiteboards, replacing ceiling tiles, and all other light maintenance tasks. Maintenance services are requested on an as-needed basis.

Day Porter

The day porter will generally work from 7:00 a.m. to 4:00 p.m. every business day year-round. This includes all days when the school is open as well as days when the school is closed, in order to complete tasks that cannot be done while the school is open. The responsibilities will include a daily routine of cleaning tasks that must be completed during the school day. A sample daily schedule is included below. In addition, the day porter will also be charged with other day-to-day tasks (moving boxes, cleaning up student messes, tasks as assigned by school administration. This list may be modified on an ongoing basis to best serve the needs of our students. The day porter will also be responsible for snow removal of up to one half-inch on walkways and laying down salt. The School will provide equipment and salt. All other snow removal will be handled by our external provider. The day porter should be comfortable lifting 60 -80 lbs.

**Special Note:** The day porter will work in the school on a daily basis while students are present and will interact directly with school administrators, performing duties critical to the school's operations. For these reasons, the Vendor must allow the School to have input in the selection of the individual the Vendor will provide to perform this work.

Cafeteria Workers

The heat/serve cafeteria worker(s) will be needed from 7:00 a.m. to 2:00 p.m. on days when students are in school for the full day. On a limited number of half-days for students, the cafeteria worker will need to be present for breakfast only, from 7:00 a.m. to 9:00 a.m. The server will begin the day by distributing the cold, grab and go breakfasts and counting the number of meals served (using a clicker, a roster, or a point of service computer – TBD). After breakfast, the server will begin heating the frozen lunches and

setting up the service line. During lunch, the server will work with the day porter to continue to heat up lunches for the next service, ensure the food service line is stocked, and check students out of the line (using a clicker, a roster, or a point of service computer – TBD).

The cafeteria worker(s) will be responsible for several other tasks in addition to heating and serving the food and checking out students. Inventory will need to be taken and post-service paperwork will need to be completed on a daily basis. This position will require cleaning the kitchen after lunch and preparing it for the next day. In addition, the heat/serve worker(s) will assist the day porter in cleaning the cafeteria, including wiping tables and sweeping. The School and its food service provider will train the cafeteria heater/server in the duties specific to this position. At least one cafeteria worker should maintain a current Pennsylvania ServeSafe certification.

Cleaning Task List

The tasks below represent the standard weekly tasks to be completed. These lists will be updated from time to time with agreement between Vendor and School.

**COMMON AREAS (LOBBY, FRONT ENTRANCES, VESTIBULES, STAIRWELLS, HALLWAYS ETC.)**

Tasks	Frequency
Daily	Empty all trash receptacles, wipe lids, and replace liners. Clean all trash receptacles as required.
	Vacuum all carpets
	Sanitize and polish all water fountains
	Clean all entrance, glass doors, and indoor glass
	Remove all gum and debris, sweep and mop all floors
	Vacuum, remove gum and stains on all floor mats
	Sweep, remove all debris from outside pavement areas
	Remove prints from walls, doorways, frames, handrails, and light switches
2x Weekly	Dust all horizontal surfaces, window sills, and smoke detectors
Weekly	Wipe clean and disinfect all lockers
	Reset clocks
	Polish all kick and push plates
Monthly	Sweep, scrub, and buff all floors
As Needed	Clean all ceiling vents and grates

**CLASSROOMS**

<b>Tasks</b>	<b>Frequency</b>
Daily	Empty all trash receptacles, wipe lids, and replace liners. Clean all trash receptacles as required.
	Remove all gum and debris, sweep and mop all floors with germicidal solution
	Vacuum, remove gum, and stains on all carpets.
	Clean and wash all tables, desks, chairs, and countertops
	Remove all graffiti
	Clean all glass doors
	Lock all doors, close and lock all windows
2x Daily	Dust all horizontal surfaces, window sills, file cabinets, smoke detectors, and monitors
Weekly	Remove prints from walls, doorways, handrails, light switches, and interior window glass
	Polish all kick and push plates
	Reset clocks
Monthly	Sweep, scrub, and buff all floors
As Needed	Clean all ceiling vents and grates

**STAFF LOUNGES AND KITCHEN**

<b>Frequency</b>	<b>Tasks</b>
Daily	Empty all trash receptacles, wipe lids, and replace liners. Clean all trash receptacles as required.
	Remove all gum and debris, sweep and mop all floors with germicidal solution
	Clean and sanitize all counter tops, chairs, and tables
	Clean the outside of all refrigerators, microwaves and all other appliances
	Lock all doors, close and lock all windows
	Replenish all paper and soap dispensers
	Clean and wash all water dispensers, sinks, and refrigerators
	Clean all glass doors

2x Weekly	Dust all horizontal surfaces, window sills, file cabinets, and smoke detectors
Weekly	Clean the inside of all refrigerators, microwaves, ovens, and all other appliances
	Remove prints from walls, doorways, handrails, light switches, and interior window glass
	Polish all kick and push plates
	Reset clocks
Monthly	Sweep, scrub, and buff all floors
As needed	Clean all ceiling vents and grates

**OFFICES, NURSE'S OFFICE & CONFERENCE ROOMS**

Frequency	Tasks
Daily	Empty all trash receptacles, wipe lids, and replace liners. Clean all trash receptacles as required.
	Remove all gum and debris, sweep and mop all floors with germicidal solution
	Vacuum all carpets
	Wipe clean all conference and meeting tables (do not disturb staff desks)
	Remove prints from walls, doorways, handrails, light switches, and interior window glass
	Clean all glass doors
	<i>(Nurse's Office Only)</i> Clean and wash all sink basins and counter tops
	<i>(Nurse's Office Only)</i> Clean and sanitize all furniture
<i>(Nurse's Office Only)</i> Remove all graffiti	
2x Weekly	Dust all horizontal surfaces, window sills, file cabinets, smoke detectors, and monitors
Weekly	Polish all kick and push plates
	Reset clocks
Monthly	Sweep, scrub, and buff all floors
As Needed	Clean all ceiling vents and grates

**RESTROOMS**

<b>Frequency</b>	<b>Tasks</b>
Daily	Empty all trash receptacles, wipe lids, and replace liners. Clean all trash receptacles as required.
	Remove all gum and debris, sweep, sanitize and mop all floors with germicidal solution
	Clean and polish all mirrors, powder shelves, and dispensers and fixtures
	Empty and sanitize all feminine napkin containers and replace insert liners
	Wash, with germicidal solution, all sides of toilet seats, bowls, urinals, and wash basins
	Replenish all paper and soap dispensers
	Spot clean prints from all partitions, ventilation grills, and tiled walls
	Spot clean prints and stains from all walls adjacent to hand basins and dispensers
	Spot clean prints from all doors, frames, and light switches and remove all graffiti
	Dust all horizontal surfaces, partitions, window sills and smoke detectors
Weekly	Polish all kick and push plates
Monthly	Clean and sanitize entirely all walls, partitions, and ceramic tiles
As Needed	Clean all ceiling vents and grates

**LUNCHROOM/GYM**

<b>Frequency</b>	<b>Tasks</b>
Daily	Empty all trash receptacles, wipe lids, and replace liners. Clean all trash receptacles as required.
	Remove all gum and debris, sweep and mop all floors with approved solution
	Disinfect and clean all tables and seating
	Fold all tables and place in designated area

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	Clean all glass doors
2x Weekly	Dust all horizontal surfaces, window sills, file cabinets, smoke detectors, and monitors
Weekly	Polish all kick and push plates
	Remove prints from all walls, doors, frames, light switches, and interior window glass
	Reset clocks
As Needed	Clean all ceiling vents and grates

Sample Daily Schedule for Day Porter

The following is provided merely as an example of a typical daily schedule for the day porter and is not intended to be comprehensive. Responsibilities will include other duties as described above.

7:00 - 8:15 AM	<p>Open building                  Cleanup any trash out front                  Inspect Dumpsters, Parking Lot, and Sidewalk -- Clean up trash                  Check all emergency exits are clear                  Take down wall posters not in designated areas                  Clean/Open elevators                  Make sure dumpsters are locked                  Building Check*                  Check that bathroom passes in all classrooms                  Clean gym at 7:55am after students go to class (store tables)                  Check in with Head of Academic Supports</p>
8:15 - 10:15 AM	<p>Building Check                  Clean all glass in front of building                  Clean front of building                  Vacuum floor mats in front lobby/entranceway                  Handle any previously assigned projects                  Dust the tops of all lockers</p>
10:15AM	Set up Lunch - if done before lunch starts, do Building Check
11:15 – 1:00	In gym for lunch. If lunch is slow, do a Building Check
1:00 – 1:20 PM	Clean gym, take out trash and break down tables
1:30	<p>Building Check                  Check all emergency exits are clear                  Clean front door glass again</p>
3:30	<p>Building Check                  Check in with Head of Academic Supports</p>

\*Building Check Activities:

- Make sure hallways, both stairwells, bathrooms, and all common spaces are clean
- Pick up any trash if necessary



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- Fill empty soap dispensers, paper towel machines, and hand sanitizer dispensers
- Empty full trash cans
- If you find a book, please bring it to the office of a designated school administrator

### Sample Yearly Cleaning Calendar

In general, the day porter and nightly cleaning crew will be needed on almost all business days throughout the year, including days when the school is closed. When the school is closed to students, the day porter and night crew will typically still be needed to provide services for staff, for deep cleaning, and/or to complete special projects. Please note that each location will have a slightly different calendar.

Below are approximate totals of the number of days each type of service will be required each month for both schools. The calendar for the 2023-24 contract year is subject to changes, but further detail may be agreed to during the contract negotiation process. As stated above, the numbers given are subject to change based upon the needs of the School. Reasons the schedule may need to be altered include unexpected issues, emergency closings, or planned events.

#### July

10 days – summer school (day porter; night crew)

9 days – building open for staff (day porter most/all days; night crew every three days )

#### August

10 days – building open for staff during deep clean and floor stripping/waxing (day porter most/all days; night crew every three days; staffing as needed to complete deep clean and floor stripping/waxing)

5 days – building open for staff (day porter; night crew)

2 days – school open for orientation activities (day porter; night crew)

3 days – school open as usual (day porter; night crew)

#### September

16 days – school open as usual (day porter; night crew)

1 day – professional development day; no students (day porter; night crew)

1 half day (12:00 pm dismissal) –Back to School Night (day porter; night crew)

#### October

20 days – school open as usual (day porter; night crew)

1 day – professional development day; no students (day porter; night crew)

1 half day (12:00 pm dismissal) – Field Day \*HS only (day porter; night crew)

#### November

16 days – school open as usual (day porter; night crew)

2 days – professional development; no classes (day porter; night crew)

#### December

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13 days – school open as usual (day porter; night crew)

7 days – winter break (day porter all days; floor stripping and waxing; night crew deep cleaning)

1 day – professional development day; no students (day porter; night crew)

1 half day (12:00 pm dismissal) – Take Back the City \*HS only (day porter; night crew)

### January

16 days – school open as usual (day porter; night crew)

3 days – half days for midterm exams (day porter; night crew)

1 day – professional development day; no students (day porter; night crew)

### February

18 days – school open as usual (day porter; night crew)

1 day – professional development day; no students (day porter; night crew)

1 half day (12:00 pm dismissal) – Parent-Student-Teacher Conferences \*HS only (day porter; night crew)

### March

15 days – school open as usual (day porter; night crew)

1 day – professional development day; no students (day porter; night crew)

1 half day (12:00 pm dismissal) – Take Back the City/ Breathing FIRE (day porter; night crew)

### April

18 days – school open as usual (day porter; night crew)

6 days – spring break (day porter and night crew required for special projects)

1 half day (12:00 pm dismissal) – Field Day \*HS only (day porter; night crew)

3 half days (12:00pm dismissal) – ELA PSSA Testing \*MS only (day porter; night crew)

### May

21 days – school open as usual (day porter; night crew)

1 day – professional development day; no students (day porter; night crew)

1 half day (12:00 pm dismissal) – Field Day/ Professional Development (day porter; night crew)

### June

7 days – school open as usual (day porter; night crew)

4 days – half days for final exams (day porter; night crew)

11 days – summer break (day porter and night crew required for special projects)