

EPISCOPAL CHURCH OF OUR SAVIOUR

REQUEST FOR PROPOSAL

FOR

JANITORIAL AND CLEANING SERVICES

FOR

**CHURCH SANTUARY, CHURCH
OFFICE AND UNDERCROFT**

SEPTEMBER 4, 2017

II. SCOPE OF SERVICES

Janitorial and cleaning services shall be performed from Monday to Friday after normal office hours (i.e. 5:00 PM) unless specified herein.

GENERAL CLEANING

1. Trash

- Empty waste baskets and other trash containers. Clean and disinfect trash containers, replace plastic garbage liner/bag, and return to original location. Keep waste baskets and receptacles from dirt and offensive odor.
- Dispose trash into the dumpster located at the rear of the church

2. Floors

- Sweep and mop all uncarpeted floors and hallways.
- Vacuum all carpeted floors, hallways, and offices.
- Spot-clean any carpet stains.
- Tilt or move easily moveable items to clean underneath.

3. Dust and Clean

- Clean and dust all meeting rooms and tables and furniture surfaces.
- Spot clean walls, light switches, and doors.
- Remove cobwebs from corners, windows, and ceilings.

4. Building Grounds

- Pick up any-and-all trash and debris and place in dumpster

Do not move or touch personal items, paperwork, computers, monitors, printers, etc.

4. Restrooms

- Scrub and disinfect sinks, toilets and urinals.
- Clean, sanitize and polish faucets, door knobs and fixtures.
- Clean and sanitize countertops, door handles, toilet paper dispenser, hand soap dispensers and paper towel dispensers.
- Clean mirrors.
- Empty, clean and disinfect trash containers, and replace plastic garbage liner/bag
- Spot-clean walls, doors, light switches and all corners.
- Sweep, mop and disinfect floors.
- Wash and clean partitions between toilets
- Refill and stock toilet tissue, paper towels, and liquid hand soap to proper level.
- Remove cobwebs from corners, windows and ceilings.

SANCTUARY

Weekly, perform the General Cleaning as stated above including the following:

1. Turn off lights
2. Secure the Church by locking all doors and windows.

OFFICES

In addition to the General Cleaning as stated above, turn off lights and lock all doors and windows.

UNDERCROFT

In addition to the General Cleaning as stated above:

1. Clean the restrooms prior to start of each service every Sunday
2. Turn off lights
3. Secure the building by locking all doors and windows.

SEMI-ANNUAL CLEANING (Spring and Fall Season)

Undercroft - Wash and clean all windows inside and out, clean all blinds.

Office - Wash and clean all windows inside and out, clean all blinds.

Sanctuary – Wash all windows inside and out and polish all pews and chairs.

III. MINOR MAINTENANCE REPAIRS

The contractor shall perform minor maintenance repairs as defined below:

- Minor carpentry – adjusting door closures, adjusting doors for positive closure, replacing ceiling tiles, patch floor tiles, etc.
- Minor electrical – replaces light bulbs, etc.
- Minor plumbing – Unclog toilets and sinks, adjust faucets and valves, exercise pumps, etc.
- Minor painting – touch-up and finish painting, patching walls as needed, etc.

IV. REPORTING AND SUPERVISION

The Facility Manager shall oversee the contract and ensure that the janitorial and cleaning services are carried out diligently by the Independent Contractor as listed in the Scope of Services. Independent Contractor shall report to the Facility Manager of broken door, toilet, urinal and sink, and for any graffiti in the wall in the facility.

V. INSURANCE COVERAGE AND INDEMNIFICATION

Selected Independent Contractor must provide insurance coverage in accordance with the Law as Independent Contractor and naming both The Episcopal Church of Our Saviour and the Diocese of Washington as additional insureds. The selected Independent Contractor and its employees shall discharge The Episcopal Church of Our Saviour and the Diocese of Washington of any claims, loss or liability arising out or resulting in any way from performing the scope of services.

VI. TERM OF CONTRACT AND TERMINATION

The term of the contract shall be three (3) years and renewable every year but not to exceed two (2) years at the discretion of the Vestry.

The Facility Manager in collaboration with the Vestry and the selected Independent Contractor shall have the right to terminate the contract, with or without cause, by giving not less than 30 calendar days a written notice of termination to the party.

VII. ASSIGNABILITY.

The selected Independent Contractor shall not sub-contract or assign any or all part of the scope of services to other independent contractor or other party.

VIII. SITE VISIT AND JOB-WALK

Interested Independent Contractors are invited to attend a site visit or job-walk on **Monday, September 18, 2017 from 2:00 PM to 3:00 PM** to familiarize with the facilities and buildings. Attendance to the Site Visit and Job-Walk is mandatory. Interested Independent Contractor not attending is disqualified in the bidding process.

IX. DEADLINE TO SUBMIT BID

Interested Independent Contractors are invited to submit a SEALED BID or PROPOSAL on or before **Friday, September 22, 2017 by 5:00 PM** to the Church Office at 1700 Powder Mill Rd., Silver Spring, MD 20903. Attention: Gilbert Taylor, Facility Manager. Bid submitted or postmark after September 20, 2017 are disqualified in the bidding process.

X. INTERVIEW AND SELECTION PROCESS

- a) All proposals/bids shall be reviewed and evaluated based on established evaluation criteria and response to requested information.
- b) Only the top finalists are invited for interview.

XI. FREQUENCY OF CLEANING

Refer to attachment A

THE EPISCOPAL CHURCH OF OUR SAVIOUR

Janitorial Services Proposal Information Form

The following information are to be submitted to the Episcopal Church of Our Saviour by Independent Contractors for consideration for the janitorial and cleaning services.

I. Independent Contractor Information:

Name of Independent Contractor:

Address, Telephone, and Email:

Representative: (Name, position, email address and phone number)

The selected Independent Contractor shall be required to provide the following additional requirements and must be provided to the Parish within fifteen (15) calendar days of notification of award:

- a. Certificate of Insurance Coverage
- b. A valid State of Maryland Business Tax Certificate/License (if applicable)
- c. Federal Tax Identification
- d. Name of personnel, including title, working on site

II. Describe your experience on Janitorial and Cleaning Project(s) of similar size and scope, including strategy, approach, and timeliness on cleaning process. Discuss how do you ensure that your service is uninterrupted due to vacation or illness of your assigned staff? Attach separate sheet, if necessary.

III. Janitorial Equipment

List of equipment (make, model and year in use) to be dedicated to this contract. Attach separate sheet, if necessary.

II. Describe your policy on exemplifying honesty, integrity, trust and respect. Do you require all your employees to pass a background check? Attach separate sheet, if necessary.

IV. Janitorial Manpower

Total number of your janitorial and cleaning workforce_____.

Number of personnel each day/night who will be on site working on this janitorial and cleaning service:_____.

The name of staff to be assigned to this contract shall be provided within 15 calendar days to the Facility Manager after notification of the award. Submit an updated list of staff as changes occur.

V. References:

References: Three (3) references to include contact name, company name, address (city/state/zip code), telephone number and email of parties for whom comparable work has been performed in the past three years. The Parish will be contacting these references.

1. _____

2. _____

3. _____

Name of Independent Contractor: _____

Compensation for Janitorial and Cleaning Services by Building

Building Exterior **Per Month**

Church Sanctuary \$ _____

Church Office \$ _____

Undercroft \$ _____

Total - Per Month \$ _____