REQUEST FOR BIDS

February 7, 2012

Dear Potential Bidder,

South Central Community Action Program (SCCAP) is seeking bids from professional cleaning companies for the cleaning of its headquarters, located at 1500 W 15th Street in Bloomington. The building is two stories, with administrative offices on the main level and Head Start classrooms and offices on the lower level. Additionally, there are two off-site Head Start classrooms. Specifications for cleaning needs are differentiated by upstairs and Head Start. You will find the cleaning requirements attached to this letter.

If you wish to bid on this project, please submit an itemized cost for your cleaning services. Bids must be delivered in a sealed envelope marked "Cleaning Bid." Please forward all bids to:

SCCAP
Attn: Conor McIntyre
1500 W 15th Street
Bloomington, IN 47404

Bids must be received no later than **Friday, March 9, 2012 at 4:30 PM** in the SCCAP offices. Your final bid price will be considered valid for sixty (60) days from the bid due date.

If you have any questions, please feel free to contact me at 812-339-3447 ext. 223.

Sincerely,

Conor McIntyre

Conor McIntyre
SCCAP Director of Operations

Encl.

SCCAP/Head Start
Specifications for Cleaning Bid Proposals
SCCAP site only

- **All Bathrooms (Daily)**
  - Clean toilets inside and out
  - Wipe down stall doors
  - Clean sinks and mirrors
  - Replenish paper towels, toilet paper, and hand soap dispensers
  - Sweep floor daily and mop at least weekly
  - Empty and dispose of trash
- **All Offices (3 times per week)**
  - Empty trash in all offices
  - Vacuum office floors
  - Clean doors and entry glass windows
- **Kitchen (Daily)**
  - Wipe off countertops
  - Sweep floor daily and mop at least weekly
  - Empty trash
  - Replenish paper towels and hand soap
- **Common Areas (3 times per week)**
  - Vacuum stairs
  - Vacuum entryway/foyer
  - Vacuum hallways and lobby
  - Vacuum board room and conference rooms
  - Empty trash cans
  - Clean water fountain
  - Clean front door and entryway window surfaces
  - Wipe down all door handles
- **Windows (Twice annually)**
  - Clean all window surfaces thoroughly at a time to be negotiated
- **Clean out all trash cans monthly**

SCCAP/Head Start
Specifications for Cleaning Bid Proposals
Head Start 15th Street and Arlington Park Drive sites only

- **All Bathrooms (Daily)**
  - Clean toilets, stall walls, sinks, and mirrors
  - Sweep and mop floors
  - Empty garbage cans and sanitary containers
  - Replace paper towels, toilet paper and hand soap
- **Classrooms (Daily)**
  - Vacuum and/or sweep and mop floors
  - Clean countertops, sinks, drinking fountains, and mirrors
  - Pull out and clean behind sensory area weekly
  - Empty and discard trash
- **Gross Motor Room (Daily)**
  - Sweep and mop floors
  - Art-hanging areas do not have to be moved
- **Front and Back Entrances (Daily)**
  - Sweep and mop floors
  - Clean any window glass surfaces
- **Therapy Room and Main Halls in Front of Offices (Weekly)**
  - Vacuum floors
- **Clean Water Fountains (Daily)**
- **Empty All Trash (Daily)**
  - On Friday **all trash** must be emptied in order to eliminate odor and bugs, even if the rest of Head Start is not cleaned until later in the weekend.

Deep Cleaning on Winter Break, Spring Break, and Pre-Service Week

For the deep cleaning weeks (Winter Break, Spring Break, and Pre-service), On the first day of the break, make sure trash has been picked up from all rooms. On subsequent days of the week, divide time for a deep cleaning of each room, allotting time for one room and one bathroom each day. In addition to regular daily duties, please perform the following:

- Clean outside of all cabinets
- Steam clean bathrooms, focusing on floor corners and walls from floor to ceiling
- Move light furniture and clean in corners
- Vacuum main entry furniture
- High and low dusting of hard to reach areas (e.g., picture frames, door frames, vents)

On the fifth day of deep cleaning weeks specified above, focus on gross motor room and main bathrooms.

On single days without children, perform regular daily cleaning duties plus the following duties:

- Deeper bathroom cleaning
- Wipe down classroom cabinets
- Dust front lobby furniture

Head Start Staff Responsibilities

- Teachers will put all chairs up on tables and pick up toys, paper, and other items in order to facilitate cleaning of the floors.
- Teachers will sweep any major spills up around the sensory area and will be responsible for removing modeling clay from the carpets.

Cleaning staff will notify the Executive Director of any room with excess clutter.

SCCAP/Head Start
Specifications for Cleaning Bid Proposals
Head Start Jack's Defeat Creek site only

- **All Bathrooms (Daily)**
  - Clean toilets, stall walls, sinks, and mirrors
  - Sweep and mop floors
  - Empty garbage cans and sanitary containers
  - Replace paper towels, toilet paper, and soap.
- **Classrooms (Daily)**
  - Vacuum and/or sweep and mop floors
  - Clean countertops, sinks, drinking fountains, and mirrors
  - Pull out and clean behind sensory area weekly
- **Empty All Trash (Daily)**
  - On Friday **all trash** must be emptied in order to eliminate odor and bugs, even if the rest of Head Start is not cleaned until later in the weekend.

Head Start Staff Responsibilities

- Teachers will put all chairs up on tables and pick up toys, paper, and other items in order to facilitate cleaning of the floors.
- Teachers will sweep any major spills up around the sensory area and will be responsible for removing modeling clay from the carpets.

Cleaning staff will notify the Executive Director of any room with excess clutter.