



**Physical Resources Department  
JJC Family Services  
100 W. Coulter Street, Philadelphia, Pa. 19144-3402**

**RE: CLEANING**

**INTRODUCTION**

Both HOPE Charter School and JJC Family Services are registered charitable institutions providing social welfare and educational services to disadvantaged children and youth in Philadelphia, Pennsylvania.

The school is located at 2116 Haines Street in the West Oak Lane section, and the JJC offices are at 100 W. Coulter Street in Germantown.

There are also four group homes, located in various section of Philadelphia, and we are seeking bids for heavy-duty quarterly cleanings for these residential properties, in addition to routine cleaning at the main buildings named above.

We take pride in the appearance of our buildings and continually seek for provide clean and healthy conditions for our children and youth, families and employees.

**BID SUBMISSION**

Bids should be sealed and clearly marked **“Cleaning Bids”** and submitted to:

**Richard Chapman, Executive Director  
JJC Family Services  
100 W. Coulter Street  
Philadelphia, Pa. 19144-3402**

**THE CONTRACT**

This contract is for **CLEANING**.

A two-year contract will be awarded, to commence July 1, 2012 and to terminate at June 30, 2014. This contract can be terminated by either party, for any reason or no reason, upon the giving of thirty days' written notice, without prejudice to either party. This clause must be included in vendors' contracts.

The two properties to be cleaned are:

1. 100 W. Coulter Street – family visiting area, kitchens, bathrooms, hallways, stairs and offices
2. 2116 Haines Street – classrooms, common areas, kitchen, cafeteria, children's and staff restrooms, nurse's area
3. The addresses of the four group homes are available by contacting Mr Carter at 215 849 2112 ext 5231

**DETAILS**

**A.** Submitted bids should include a very clear scope of work. The bid may be rejected on the grounds of an unclear scope, a scope that is open to interpretation, or insufficient detail as regards what cleaning work is proposed.

**B.** A recycling program must be included in the bids for both properties. This should be very specific and must include how the cleaning company intends to sort regular trash from recyclable products, so that there is no mixing.

**C.** The buildings: Building (1) above should be cleaned on Mondays, Wednesdays and Fridays, starting at 4:30 pm each day. Cleaning work must conclude by 8:00pm. We are closed on Public Holidays, and an alternative day must be worked into the cleaning schedule for weeks in which a holiday falls.

Building (2) must be cleaned daily on weekdays starting at 4:00 pm, during regular term time. The 12/13 school calendar is available by emailed request (to [chaprich@hotmail.com](mailto:chaprich@hotmail.com)). Cleaning during summer school that takes place Mondays to Thursdays is also needed and should be quoted. Summer school begins on July 5, 2012 and extends to August 10, 2012, and cleaning must commence on those dates at 9:00am and finish at 1:00pm. A similar 6-week period is envisaged for the school year 2013/2014.

**D.** Daytime janitor at building (2). The bid for school must also include the provision of a daytime janitor. This position is Monday to Friday (excluding school holidays) from 8:30am to 3:00pm. Duties include day time cleaning, cleaning spills or on-the-spot urgent cleaning needs, bringing in of supplies, and light maintenance work. A willingness to help out wherever needed is necessary for this daytime janitor.

**E.** A heavy duty cleaning, including buffing floors, cleaning behind furniture, thorough cleaning of kitchens and restrooms must be done at buildings (1) and (2) during the summer hours, and the cost of this must be included in the quote.

**F.** Bids may be submitted to clean the two properties or just one of the properties. If bidding on both, bidders should clearly show the price of cleaning each property.

**G.** The bids must include the company's own cleaning equipment and cleaning supplies. Neither JJC or HCS, nor any of its employees, sub-contractors or officers, is responsible in any way for the cleaning company's supplies or equipment if lost, stolen or damaged, however caused.

**H.** The selected company will be responsible for restocking the restrooms and kitchens with all paper products, to be provided by our agencies, at each cleaning, in readiness for the next day.

Refrigerators in both buildings should be thoroughly cleaned out once per week on a Friday.

**I.** We are interested in quarterly "heavy-duty" cleaning, at 4 group homes located in west Philadelphia, southwest Philadelphia, and Mt Airy. In these cleanings, floors would be buffed and polished, carpets thoroughly cleaned, deodorized, and disinfected, kitchens and bathrooms thoroughly cleaned, walls scrubbed, furniture moved so that cleaning can be done behind and under such items. You should give the price of such quarterly cleaning separately, per property, again giving all specifics about your proposed scope of work. You do not need to bid on these quarterly cleanings for your bids on the two main buildings to be considered.

## **QUESTIONS**

Any questions should be emailed to Richard Chapman at [chaprich@hotmail.com](mailto:chaprich@hotmail.com)

You may visit the properties by setting up an appointment via Donnie Carter at 215 849 2112 ext 5231. His email address is [donniecarter@hotmail.com](mailto:donniecarter@hotmail.com).

## **SUBMISSION**

Bids must be typed and sufficiently detailed for the agencies to be able to see clearly the work envisaged.

**References:** The submission must include the names and phone numbers of three references. References should be current or recent customers. Bids will not be considered without these references.

## **TIMELINE**

All bids must be received by the end of the business day on **Friday, April 6, 2012**.

## **PROVISIONS**

**Clarification of the scope of work:** Every care has been taken in the preparation of this Request of Proposals. However, JJC is not responsible for any assumptions made, or informal comments made by our employees, governing the envisioned work. It is incumbent upon the prospective bidder to seek any clarifications that may be necessary prior to submission of the bid, and to properly and fully quote for the scope.

**Discrimination:** JJC will not discriminate on the basis of age, race, nationality, colour, religion or affectional preferences. We are an equal opportunity employer. Bids will be accepted solely on the basis of the amount of detail submitted, price and overall merit.

**Act 160 clearances:** As your employees will be working around children, we will ask for satisfactory criminal history and child abuse clearances for all your staff and sub-contractors, once your bid is accepted. Non-compliance with this provision will lead to cancellation of the contract.

**Insurances:** Once your bid is successful, we will ask for all applicable insurances as required by law and our own policies governing indemnification.

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