



## **Request for Quotes (RFQ) 2019-01 – Cleaning Services**

**Released:** January 7, 2019

**Quotes Due:** February 28, 2018, 3:00 p.m.

Quotes may be submitted electronically, in person, by mail, or by fax.

International Charter School of Atlanta

1335 Northmeadow Pkwy, Suite 100

Roswell, GA 30076

Email: [michele.neely@icsatlanta.org](mailto:michele.neely@icsatlanta.org)

Fax: 877-561-7516

Questions may be directed to Michele Neely by email at [michele.neely@icsatlanta.org](mailto:michele.neely@icsatlanta.org).

### **PURPOSE AND DESCRIPTION**

The International Charter School of Atlanta (ICSAtlanta) is seeking quotes from qualified firms for nightly cleaning services and other cleaning services as needed. ICSAtlanta has two buildings located approximately a half a mile apart, and any bidder must have the capacity and ability to provide high-quality, consistent services for both buildings.

**Lower Campus:** 1335 Northmeadow Pkwy., Suite 100, Roswell, GA 30076 – 42,937 square feet

**Upper Campus:** 1675 Hembree Rd., Alpharetta, GA 30009 – 45,806 square feet

Bidders must be able to provide all services listed below.

#### **Nightly**

- Sweep and wet mop all VCT floors, including classrooms, hallways, and cafeterias
- Vacuum rooms or carpets in classrooms and offices
- Clean and disinfect all surfaces in restrooms (student and adult)
- Wipe down/clean tables, desks, chairs, cafeteria tables, and other furniture
- Empty all trash cans and replace liners
- Dust mop gyms

#### **Weekly**

- High and low dust, including blinds and ceiling tiles of all classrooms, cafeterias, and offices
- Detail and edge vacuum
- Burnish hallway floors and Upper Campus gym floor
- Wax/wet clean Lower Campus gym floor

#### **Annually**

Winter Break (last week of December and first week of January)

- Dust/clean windows, ceilings, air vents on ceilings/walls of hallways, cafeterias, and gyms
- Shampoo all carpeted areas

**Lower Campus: 1335 Northmeadow Pkwy | Suite 100 | Roswell, GA 30076 | 470-222-7420**

**Upper Campus: 1675 Hembree Road | Alpharetta, GA 30009 | 470-222-7535**

**[www.ICSAtlanta.org](http://www.ICSAtlanta.org)**

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- Apply additional coats of wax to hallways and Upper Campus gym

#### Summer Break

- Strip and wax VCT flooring during summer break (beginning the second week of June and completed no later than the second week of July)
- Dust/clean windows, ceilings, air vents on ceiling/walls of hallways, cafeterias, and gyms
- Clean office space, including floors, of custodial closets
- Shampoo all carpeted areas

#### As Needed

ICSAtlanta requires day porters available at a daily substituting rate as needed.

#### REQUIREMENTS

- The selected bidder shall provide all cleaning supplies and liners, which must be included in the quote.
- All quotes must provide pricing for all services for a one-year term, with the option for ICSAtlanta to extend the contract for up to two one-year terms.
- Bidders must certify that employees are drug-free and not subject to a lifetime sex offender registry.
- Bidders must be licensed and insured for at least \$1,000,000, and have no current or past judgments.
- Quotes must include all pricing, proof of insurance, and at least three business references.
- If possible, provide a quote for “day porter” services on an ongoing basis for one campus.

#### PROCUREMENT STANDARDS

In all cases, ICSAtlanta will employ sound practices in procurement activities and will endeavor to procure the most cost-effective products and services to further the mission of ICSAtlanta. When making procurement decisions, ICSAtlanta staff and administration will consider product/service quality, price, effectiveness, and convenience. In addition, preference will be given to Georgia-based vendors, suppliers, and manufacturers and/or those who are approved to do business in Georgia per Georgia Code Section 20-2-520.

#### NOTES

- For the purposes of this procurement opportunity, ICSAtlanta will give preference to firms who have experience cleaning schools.
- All firms intending to submit a quote for services must tour the school facilities by appointment. Contact Michele Neely at [michele.neely@icsatlanta.org](mailto:michele.neely@icsatlanta.org) to schedule an appointment. Quotes submitted without having toured the facilities will not be considered.

The International Charter School of Atlanta is a public school authorized by the State Charter School Commission of Georgia and operates independently from any local school district. Currently, ICSAtlanta offers grades K-7 with an enrollment of over 720 students. ICSAtlanta anticipates adding a new grade every school year for a total K-8 projected enrollment of 900 students. For more information, visit [www.icsatlanta.org](http://www.icsatlanta.org).