



Sanitation/Cleaning Services Request for Proposals

Introduction

Us Helping Us is soliciting proposals for a one (1) year contract with two (2) one year options for cleaning services for its Washington, DC office location. Contractors are required to submit written proposals that present the contractor's qualifications and understanding of the work to be performed. The contractor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein. Emphasis will be placed on completeness of services offered and clarity of content.

The proposal must be submitted **no later than 5:00pm on Wednesday, August 29, 2018**, directly to the Office Manager at the following address:

Us Helping Us, People Into Living, Inc;
Attn: Request for Proposal for Cleaning Services
3636 Georgia Avenue, NW
Washington, DC 20010

General Instructions for Proposal

Proposal Content. A completed proposal must contain the following:

- Proposal Form & Signature Page. The proposal form and signature page must be completed and signed by an individual authorized to bind the contractor/vendor.
- Term and Renewal. The term of the Contract shall be for a one (1) year contract with two (2) one year options unless earlier terminated. The Contract may be terminated by either party with a thirty (30) day written notice.
- Basis of Payment. Payment will be made to the contractor within fifteen (15) days upon receiving the contractor's monthly invoice and after approval by Us Helping Us. The invoice shall state the date of service(s), and corresponding amount. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.
- Specifications. The specifications outline the requirements for cleaning services for its Washington, DC building. To assist in the development of the proposal, the square footage of the building (basement and two floors) is approximately 6,150 square feet. A walk-through of the building is recommended to understand the scope of services and can be scheduled by appointment only by contacting Mr. Kirk Pressley at 202.446.1100.

Cleaning instructions, including a cleaning schedule should be outlined in the proposal. For example:

Entrance(s), Lobby, Reception Area



Daily:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Vacuum walk off mats and traffic lanes.
3. Dust mop hard surface floors.

Weekly:

4. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
5. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
6. Spot treat soiled carpet areas.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
8. Dust all horizontal and vertical surfaces.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)
2. Dust horizontal blinds.

Equipment and Cleaning Chemicals

Us Helping Us will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning supplies and chemicals will be coordinated with the Office Manager.

Background Checks

It is the responsibility of the Contractor to provide background check information to Us Helping Us of any employees that will be used on any of the assigned sites. Any persons with any child related offenses, sexually related offenses, violent crime, grand theft or burglary offenses in the last 10 years will be disqualified to work on Us Helping Us. The cost of the background checks are solely the responsibility of the Contractor.

Certificate of Liability Insurance

The Contractor must provide proof of insurance coverage. The insurance must protect Us Helping us from claims which may arise out of or result from the Contractor's performance of



services under the terms of the Contract, whether the services are performed by the Contractor, or by any subcontractor, or by anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable.

The Contractor waives all rights against Us Helping Us, its departments, divisions, agencies, offices, commissions, officers, employees and agents for recovery of damages to the extent these damages are covered by the insurance policies the Contractor is required to maintain under the Contract.

- Professional Liability, Errors & Omissions as \$1,000,000 per occurrence
- Commercial General Liability at \$1,000,000 per Occurrence: \$3,000,000 Aggregate
- Worker's Compensation, minimum Statutory requirement

Stop Work

Us Helping Us may, at any time, by written stop work order to Contractor, require that Contractor stop all, or any part, of the work called for by the Contract.



Proposal Instructions Request for Proposal for Cleaning Services

1. Based on the requirements and provider qualifications please provide one (1) copy of the proposal to Us Helping Us.
2. Complete Proposal Form and Signature Page
3. Provide a copy of Certificate of General Liability
4. Complete Reference Form

All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Cleaning Services.**

Proposals should be mailed or delivered in person to:

Us Helping Us, People Into Living, Inc.
Attn: Request for Proposal for Cleaning Services
3636 Georgia Avenue NW
Washington, DC 20010

Proposals must be received **no later than 5:00PM on Wednesday, August 29, 2018.**

Proposal Form Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for DC Office of Us Helping Us:

\$ _____



Signature Page Request for Proposal for Cleaning Services

Name and Title (Please Print): _____

Signature: _____

Vendor Address: _____

Contact Person (Please Print): _____

Phone: _____

Fax: _____

E-Mail: _____



Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of Us Helping Us for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the Village, shall not be considered employees of Us Helping Us and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the District of Columbia on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of Us Helping Us; and the Contractor shall defend, indemnify and hold Us Helping us, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from Us Helping Us, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and FMLA.

Company/Individual Name (Please Print): _____

Mailing Address: _____

Signature and Title: _____

Date: _____



Client References Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the greater Washington, DC area. Us Helping Us reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

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2. Name: _____

Address: _____

Phone Number: _____

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3. Name: _____

Address: _____

Phone Number: _____