

Our simulated space missions are out-of-this-world!



**REQUEST FOR PROPOSAL
Janitorial Cleaning Services
for**

Challenger Learning Center-St. Louis

(note: the Challenger Learning Center is part of the Ferguson-Florissant School District and follows the District's hiring and bid policies set by the School Board of Education)

205 Brotherton Lane
St. Louis, MO 63135

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**Walkthrough on April 14, 2022 2pm
Proposal due by 10am on April 28, 2022**

Proposals shall be made to:
Tasmyn Front
Director
Challenger Learning Center-St. Louis
205 Brotherton Lane
Ferguson, MO 63135

Organizational Overview

The Challenger Learning Center-St. Louis (CLC) is a non-profit organization that provides simulated space missions and other science education programs for schools, community, corporate and public groups and individuals. It is organized locally through a partnership of the Ferguson-Florissant School District, the Saint Louis Science Center and the Cooperating School Districts. The Ferguson-Florissant School District is the fiscal agent for the organization and dictates policies and procedures as it relates to matters such as competitive bidding.

This request for proposal (RFP) is for the procurement of **janitorial cleaning services** for the Challenger Learning Center located at 205 Brotherton Lane in Ferguson, MO 63135.

CLC Facility Information

The Center's building is approximately 8,500 square feet with the following areas:

Interior:

- Lobby
- One private office
- Four individual cubicles
- One receptionist area
- Two restrooms
- One breakroom
- Small gift shop

- One classroom
- One Orientation Room
- One “Mission Control” room
- One “Transporter”
- One “Air Lock”
- One “Spacecraft”

Exterior:

- Front walkway
- Outdoor trash can (in front)
- One commercial trash dumpster (in rear)
- One commercial recycling dumpster (in rear)
- Parking lot

The Center’s general hours of operation are Monday-Friday 7:30 am- 4:00 pm, weekend, evening and holiday programs and events take place as scheduled.

The Center operates on a fiscal calendar from July 1-June 30 and is closed for two weeks during the school district’s winter break, the week of 4th of July and the following holidays: Thanksgiving (two days), Martin Luther King Day, President’s Day, and Memorial Day (unless a program is scheduled on one of those days).

The Center is protected by a burglar and fire system.

Request for Proposal Overview

Challenger Learning Center is seeking janitorial cleaning services inclusive of all the required labor, cleaning equipment, and tools as outlined in the more detailed Scope of Work section of this RFP. The contractor that will be selected will be given a one-year contract, which can be renewed until/unless there is a price increase. All prices given in the bid must be valid for a minimum of two years.

Challenger Learning Center is seeking services commencing July 1, 2022 or as soon as the bid is approved by the Board of Education (if bid exceeds \$10,000). Either party may cancel the contract with a 60 day written notice.

Contractor shall perform the regular services five days per week after regular office hours. Contractor shall also be available for cleaning services on periodic Saturdays and/or possible Sundays. The cost for additional cleaning days should be quoted separately and based on an hourly fee. Contractor will be notified via email at least one week prior to the start of each month to notify which additional day(s)—if any, are needed for cleaning.

Scope of Work

The table below details the work to be completed on a daily (D), weekly (W), monthly (M) basis. Items listed in the Spacecraft and Mission Control need to be cleaned according to the Challenger Center Simulator Care Guide.

Area	Frequency	Description of Work
All/General	D	Clean all glass doors front and back
All/General	D	Dust and disinfect desks and countertops (dust around items on desk)
All/General	D	Sweep, damp mop or vacuum non-carpet areas
All/General	D	Empty all recycling and waste receptacles (including exterior trash can) into appropriate dumpsters in the rear of the building
All/General	D	Replace trash receptacle liners
All/General	D	Vacuum and spot-clean all carpeted areas
All/General	D	Dust all horizontal surfaces
All/General	W	Clean and sanitize all phones
All/General	W	Clean and sanitize door knobs, drawer pulls
All/General	M	Dust filing cabinets, picture frames, window sills
Kitchen	D	Clean and disinfect counter tops
Kitchen	D	Sanitize and clean sinks
Kitchen	W	Clean exterior refrigerator/freezer handles
Lobby	D	Clean and sanitize water fountains
Classroom	D	Clean and disinfect tables
Classroom	D	Wipe down chairs
Restrooms	D	Remove spots, stains, and splashes from walls
Restrooms	As needed	Refill all soap, toilet paper and paper towels
Restrooms	D	Damp mop floors
Restrooms	D	Clean and disinfect toilets, toilet seats, urinals
Restrooms	D	Clean and sanitize sinks, paper towel, soap dispensers, trash cans
Mission Control	D	Dust and wipe down consoles*
Mission Control	Q	Wipe down chairs
Spacecraft	W	Dust all station components
Spacecraft	M	Dust and wipe down countertops, consoles*
Orientation Room	M	Wipe down chairs
Orientation Room	M	Dust exterior walls and interior walls (as needed)
Transporter	Q	Wipe down seats
Transporter	W	Sweep and damp mop floors
Front Exterior	As needed	Sweep debris on walkway from parking lot to door
Front Exterior	D	Empty trash receptacle and replace liner

Scope of Work – Additional As-Needed Items

The table below details the work to be completed on an as-needed basis. Please provide a cost for each area as a separate cost proposal.

Area	Description of Work
Carpets	Deep clean all carpets (generally twice/year)
Grey and Yellow tile around Orientation Room	Scrub tile
Kitchen	Strip, buff and wax floors
Overhang in Orientation Room	Remove bugs, large dust, other misc. items
Baseboards	Clean and remove stains/scuffs
Restrooms	Scrub grout
Exterior windows	Wash exterior windows
Exterior entrance overhang	Scrub or power wash

Cleaning supplies

All cleaning supplies will be paid by Challenger Learning Center directly to the supply company. Challenger Learning Center requests that an estimated itemized cost for supplies be provided, along with the suggested supplier name. The ordering of supplies will be coordinated with the contractor.

*Simulator Care Guide

Any products used to clean the components of Mission Control and the Spacecraft must follow the attached "Challenger Center Simulator Care Guide"

General Assumptions

- The contractor shall provide competent, trained, and experienced staff of the highest ethical standards.
- The contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss time events so service to the Center continues uninterrupted.
- The contractor shall provide all necessary equipment, tools, and materials for cleaning services.
- The contractor shall be responsible for deactivating and setting the building alarm
- The contractor will work primarily with the Administrative Assistant and will work cooperatively with the CLC core staff (CLC Director, Education Coordinator, Lead Flight Director and Administrative Assistant)
- The contractor will be responsible for any loss of or damage to CLC or Ferguson-Florissant property due to errors, mistakes, malfeasance or misfeasance of its employees.
- The contractor shall provide and maintain appropriate industry standard insurance to include workers compensation coverage for their employees.

CLC-provided items

- One master key that will open all locked doors

- Alarm code
- Supply closet
- Limited storage space for additional supplies behind the Spacecraft

Required Proposal Format

Proposals must be sealed and delivered to the Challenger Learning Center by 10am on April 28, 2022

Proposal must include the following:

- A narrative of contractor work to be performed that addresses the Scope of Work.
- A list of contractor equipment, materials, supplies and tools provided for the requirement
- Company's experience in delivery of the services requested.
- Detailed proposal cost included in the Scope of Work table in this RFP.
- Hourly rate for ad-hoc work requested for additional days (primarily occasional Saturdays) that would include work such as vacuuming, cleaning the restrooms, emptying waste receptacles, dusting, clean/disinfect tables)
- Five references, including name, title, company, relationship to reference, telephone number and email address.

Key Decision-Making Criteria

- Cost
- Experience
- Contractor-supplied equipment, tools and supplies
- Communication skills
- References

Walkthrough

April 14 at 2:00 pm at the Challenger Learning Center

Submission Deadline

10:00 a.m. on April 28, 2022