

**Request for Proposal (RFP)**  
**Cleaning Services**  
**Issued May 10, 2019**  
**Proposal Due: 12:00 p.m.**  
**Monday, May 20, 2019**

Purpose of RFP

Job Training and Employment Corporation is requesting proposals for the provision of cleaning services for our facilities located at 88 North Street, Hyannis and 372 North Street, Hyannis. This proposal should be presented in accordance with the specifications listed below. The initial period for this contract will be July 1, 2019 through June 30, 2020. A second period of July 1, 2020-June 30, 2021 at both locations is at the option of JTEC and is subject to successful performance during the initial period.

Introduction of Job Training and Employment Corporation (JTEC)

JTEC is a private non-profit 501 (c) 3 corporation that has operated programs in workforce development since its inception since 1985. It is currently the fiscal agent and operator of MassHire Cape and Islands Career Center. JTEC also provides eligible career center members with individualized services such as career counseling, academic remediation, computer literacy, one on one job search preparation, skills training, on-the-job training, work experience and internship programs.

Cleaning Specifications:

The property listed below is cleaned 5 nights per week (Monday-Friday)

- MassHire Cape and Islands Career Center, 372 North Street, Hyannis , MA

The property below is cleaned 3 nights per week (Monday, Wednesday and Friday or Saturday)

- JTEC, 88 North Street, Hyannis

The property below is cleaned one night a week (either Friday night or Saturday)

- Hearings Office, 88 North Street, Hyannis, MA

All properties are to be cleaned after hours.

- Hours of operation at 372 North are 7:30 a.m.-5:00 p.m. Monday, Thursday and Friday; and 7:30 am to 8:00 pm on Tuesdays and 7:30 a.m.-to 9:00 pm on Wednesdays.
- Hours of operation at JTEC, 88 North Street are 7:00 a.m.-5:00 p.m.
- Hours of operation at the Hearings office hours are 8:00 a.m. – 4:00 p.m. one or two days per week. No set scheduled days.

Nightly cleaning includes:

Wash all entrance door glass

Vacuum all exposed carpeting; spot clean where applicable.

\*Sweep all non-carpeted areas

Empty all trash and remove to dumpster & sanitize barrels, when necessary.

*JTEC will supply trash liners and barrels.*

Clean and sanitize by damp wiping, fingerprints, smears and smudges on walls, cleared desks, all horizontal surfaces, doors, frames, kick and push plates handles, light switches and interior glass partitions.

\*Clean kitchen area by washing sink, wiping counters, appliances and floors

#### In Restrooms

Clean and polish chrome fittings and brightwork.

Clean and sanitize both sides of toilet seats.

Clean, sanitize and polish all vitreous fixtures.

Refill soap dispensers, towels, and tissue; refill automatic air fresheners when needed. Supplies to be furnished by JTEC.

Clean and sanitize floors

Dust horizontal surfaces including sills, moldings, ledges and frames.

Clean baseboards

#### Once per week at 88 North Street

*\*Wash kitchen and bathroom floors once a week using white vinegar and water. JTEC will supply white vinegar.*

#### Once per week and as needed at 372 North Street

Wash and sanitize floors in lobby and area leading to first floor conference room, elevator, first floor restrooms

Wash and sanitize floors in all 4 restrooms.

#### Applies to All rooms in all buildings

Inspect and when necessary dry mop walls, ceilings and motion detectors to remove dust and cobwebs.

Once a month, dry mop HVAC vents/fans.

Once a month, vacuum under desks & tables as well as exposed areas (*make arrangements with Facilities director to have staff pick up everything under their desks before leaving.*) This should be Friday evenings or over the weekend.)

#### 372 North and 88 North - Other

Quarterly Steam cleaning of exposed carpets as well as carpet under the desks, tables, etc.

Spot cleaning of carpets as needed

Empty outside cigarette receptacles at 372 North & 88 North

Replace interior bulbs at 372 North Street and exterior spotlight bulbs at 88 North Street when needed.

Clean exterior glass as needed at 88 North.

#### Available Emergency Services that can be provided if needed ( cost not to be included in contract)

Use of Wet Vac to clean up spills, water overflow, etc.

Thorough cleaning of buildings should we vacate the buildings.

#### Storage of your Cleaning Equipment

Cleaning equipment can be stored at 372 North Street. However, due to limited storage space, no cleaning equipment can be left at 88 North Street.

Monthly Invoices for cleaning all properties must be sent to:

Finance

JTEC

88 North Street

Hyannis, MA 02601

Invoices can also be emailed to [roakley@jteccorp.com](mailto:roakley@jteccorp.com).

Submission of Proposal

Vendors are required to submit written proposals that present the vendor's qualification and understanding of the work to be performed. At a minimum bids should include:

Monthly cleaning rate for each location

3-5 references from organizations similar in size to our properties

Proof of insurance:

- Workman's Compensation
- Public Liability
- Personal Liability
- Personal Injury
- Fidelity Bond

Questions regarding this proposal should be submitted to [jrezendes@jteccorp.com](mailto:jrezendes@jteccorp.com) by May 14, 2019.

Answers to all questions will be sent to all bidders by May 16th.

Proposals must be submitted electronically to Joan Rezendes, VP Facilities at [jrezendes@jteccorp.com](mailto:jrezendes@jteccorp.com).

Proposals must be received no later than 12:00 p.m., Monday, May 20, 2019.

A walkthrough of the respective properties can be arranged. To schedule a walkthrough contact Joan at [jrezendes@jteccorp.com](mailto:jrezendes@jteccorp.com) or 508-862-6166.