

## Scope of Work for Janitorial Services



Issued by:  
NYOS Charter School  
12301 N. Lamar Blvd., Austin TX 78753  
[www.nyos.org](http://www.nyos.org)

## Request for Proposal- Summary

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### Facilities Walkthrough:

- Friday, February 21, 2020
- Time: 1:30 pm
- A walkthrough of the space is mandatory. Scope of service will be provided at the walkthrough and questions will be answered at this time.

### Reference Request:

- Include a list of 3 references with your proposal. Academic institutions preferred.

### Proposal Submission Due Date:

- Date: Friday, February 28, 2020
- Time: 5:30pm

## Response Date and Delivery

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All proposals must be received by February 28, 2020 at 5:30pm. You may mail or email proposals to: Joey Thompson, Director of Operations, NYOS Charter School, 12301 N. Lamar Blvd., Austin, Texas 78753, Email: [jthompson@nyos.org](mailto:jthompson@nyos.org).

Approved contractor will be notified on March 6, 2020. The contract will begin April 1, 2020.

## Consideration of Proposals

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The School Board may award a contract based upon the initial proposals received without discussion of such proposals. Accordingly, each initial proposal should be submitted with the most favorable price and service standpoint. NYOS Charter School and the Board reserves the right to reject any and all proposals received.

### *Proposal Evaluation Criteria*

Evaluation criteria have been established to assist NYOS in determining which contractor will provide the best-suited quality of service that most closely satisfies the requirements set forth in the scope of work. NYOS will perform a pre-screening of each proposal to verify that all the necessary documents included have been submitted with the proposal package. Proposal packages failing to submit the necessary documentation shall be rejected without further evaluation and the contractor will be so informed by email. After reviewing all responsive proposals, NYOS will select the lowest responsible proposal, equally taking into consideration the following criteria as to the contractors' responsibility:

### *Evaluation Criteria*

- Scope of Services: Demonstrated understanding of NYOS' needs.
- Special Considerations: Quality of janitorial staff and customer service provided by the vendor meets high standards/expectations.
- Costs: Information on all costs related to services are included within the submitted proposal.
- References: Experience and performance in providing service to similar school districts.

- Availability: Demonstration of a willingness to be flexible and support the school in all janitorial related needs.

In determining the contract award, the Board may take into account several factors, including:

- The safety record of the contractor
- Whether the contractor, its employees, and agents have relevant and mandatory licensures/registrations
- Complaints and/or accident reports to relevant local and/or state agencies
- The reputation of the contractor and of the contractor's goods or services
- The quality of the contractor's goods or services
- The extent to which the goods or services meet NYOS' needs
- The contractor's past relationship with NYOS
- The impact of the ability of NYOS to comply with the laws and rules relating to historically underutilized businesses
- The total long-term cost to NYOS to acquire the contractor's goods or services; and
- Any other relevant factor specifically listed in the request for proposals
- Any existing laws or rules related to the use of women, minority, small, or disadvantaged businesses

Definition of Safety Record. The safety record includes a contractor's OSHA inspection log for the last three years, a loss analysis from the contractor's insurance career, any known safety violations on previous projects, and a loss history covering all lines of insurance coverage by the contractor.

## Specifications

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Specific: These specifications request cleaning services such as vacuuming, sweeping, moping, wiping, dusting, sanitizing, emptying, spraying, moving, polishing, buffing, and unloading and all types of custodial services typically rendered in a school setting. These services include removing trash and replacing trash bags, as well as replacing paper products (paper towels, toilet paper, etc), soap, and cleaning supplies as appropriate. These specification requests the stated cleaning services for all floors of all NYOS space, including classrooms, offices, gymnasiums, libraries, cafeterias, stairwells, landings, corridors and halls, windows, interior and exterior doors, fixtures, glass, mirrors, shades, desks and other furniture, instructional and non-instructional equipment, restrooms and related lavatory units.

In addition, the contractor will also be responsible for keeping Material Safety Data Sheets (MSDS) appropriately labeled and logged in at each custodial closet used by the contractor. Once the MSDS sheets are full they should be given to the Maintenance Manager to keep on file.

Nature of Facilities: NYOS Charter School follows a year-round school calendar. The NYOS 2019-2020 calendar is included in this packet as Appendix A. NYOS reserves the right to make minor adjustments to the schedule and calendar as necessary.

The Kramer campus leases property from the Grant A.M.E. Church. Contractor must be flexible in scheduling cleaning based on church events and sports events that require kitchen, cafeteria, and gym use. This also applies to the Lamar campus facility use.

General: These specifications outline that the following duties are covered under the contract and should be cleaned as outlined in the cleaning schedule.

**Nightly General Cleaning:**

- Empty Wastebaskets
- Take recycling to special pick up container
- Dust all horizontal surfaces
- Dust high areas and blinds as needed
- Spot clean walls as needed
- Damp wipe desks/table tops
- Replace trash can liners
- Spot clean trash cans as needed

**Nightly Restroom Cleaning and Sanitizing:**

- Clean mirrors and bright work
- Clean and sanitize sinks, toilets and urinals
- Empty waste receptacles
- Restock toilet paper/hand towels and soap
- Sweep and damp mop rest room floors
- Spot clean stall partitions

**Nightly Floor Maintenance:**

- Sweep and mop lobbies
- Sweep and mop all V-tile
- Sweep and mop all concrete flooring
- Sweep and mop Lamar cafeteria and gym
- Sweep and mop Kramer cafeteria
- Vacuum all carpets and mats
- Vacuum Kramer gym
- Sweep any interior stairs
- Schedule nightly floor work in cafeteria and gym around school events and karate

**Nightly Glass Cleaning:**

- Entrance door glass
- Door glass to all classrooms and offices

**Nightly Closing instructions:**

- Check that all furniture is neatly arranged
- Clean all drinking fountains
- Lock all interior and exterior doors
- Check that all restrooms are fully stocked
- Shut off lights and alarm all areas

**Weekly Duties:**

- All tile to be cleaned and buffed

**Quarterly Duties:**

- Dust all restroom grill vents
- Machine clean V tile and re-wax

Machine clean and buff all concrete  
Clean exterior glass

**School Break projects:**

Clean all light fixture  
Dust all ceiling vents  
Dust all air vents and return air vents  
Carpet cleaning  
Help move furniture if needed  
Paint as needed and work closely with maintenance on any projects  
Remove and distribute items left in lockers after school term  
Clean out all breakroom/workroom refrigerators  
Help clean and organize storage areas used by NYOS staff and cafeteria

**Supplies:**

Purchase and invoice supplies  
Deliver supplies weekly to all buildings as storage is minimal  
Provide dispensers for towels, tissue and hand soap

**Miscellaneous:**

Promptly respond to, clean and disinfect areas contaminated with bodily fluids using appropriate cleaning products and precautions  
Porter needed for at least two weekend special events  
NYOS Special Events: 5-10 large trash cans are need - contractor to deliver, set up and remove  
Contractor to provide additional staff policing all grounds prior to special events and site visits  
Breakdown tables and chairs after meetings and special events

Employees performing services under the contract shall be selected by and supervised by the vendor who shall function as an independent contractor to the school. Supervisors should be readily available to communicate with the Facilities Manager or the Director of Operations to discuss work or concerns. Prior to the start of the contract, NYOS must be provided with the names and copies of picture identification of each individual assigned to fulfill the detailed scope of work at NYOS by the Contractor.

Materials and Supplies- The contractor is responsible for providing materials and supplies.

## **A. DAILY CLEANING SPECIFICATION FOR SCHOOLS**

These specifications are intended to set forth the requirements of the cleaning contract for an adequate level of cleaning under normal conditions and building use, traffic area density and soil load. It is expected that weather conditions and other factors may at time impose a greater or lesser cleaning requirement and at such time NYOS Charter School leaders will decide between a balance of general cleaning levels throughout the building to cope with abnormal circumstances or to authorize additional cleaning as required. During all cleaning services provided, the vendor should follow safety precautions and post signs of wet floors and other potential safety hazards.

## **1. ALL OFFICES, CLASSROOMS, LABS, MEDIA CENTERS, LIBRARIES**

- a. Empty and remove trash in waste receptacles.
- b. Move to a collection point and dispose of in proper disposal container or dumpster.
- c. Damp wipe waste receptacles inside and out to remove soil.
- d. Replace plastic trash liners.
- e. Spot clean glass in doors and partitions and one the inside of windows to remove smudges.
- f. Dust mop smooth floors with a treated dust mop, sweep rough wood or concrete floors to include corners, baseboards and inaccessible areas such as behind furniture, etc. Student desks and chairs may need to be moved to properly clean rooms.
- g. Mop floors, except in carpeted areas with a general purpose disinfectant cleaner.
- h. Rearrange furniture as needed.
- i. Clean sinks and fountain fixtures. Replenish paper towels and soap dispensers.
- j. Clean bathrooms. See Specifications for Bathrooms for additional requirements.

## **2. LIMITED CLEANING AROUND COMPUTER TABLES/COMPUTER TERMINALS**

- a. Use a feather duster to dust computers, screens, towers and a damp cleaning cloth to wipe computer tables. (Twice per week)
- b. Don't move or disturb any paperwork left on computer tables. Dust around paperwork.
- c. Do not attempt to clean the computer equipment keyboards and cabling. Do not clean computer equipment that is operating or left in the "on" position. Never unplug a computer power cord for any reason.

## **3. CAFETERIA, LUNCHROOMS, GYMS, MULTI-PURPOSE ROOMS**

- a. Empty and remove NYOS trash waste receptacles. Move to a collection point and dispose of in the proper disposal containers or dumpsters. Area around disposal containers or dumpsters shall be kept clean and free of debris. Damp wipe waste receptacles inside and out, as needed, to remove soil. Replace plastic liners in receptacles.

## **4. ENTRANCES, LOBBIES AND HALLWAYS**

- a. Empty and remove trash in waste receptacles. Move to a collection point and dispose of in the proper disposal containers or dumpsters. Damp wipe waste receptacles inside and out to remove soil. Replace plastic liners when used in waste receptacles.
- b. Clean smudges and soil from glass in partitions.
- c. Thoroughly vacuum and spot clean all stains on all mats and carpeted areas. Dust mop smooth floors with treated dust mop. Damp/wet mop nightly.
- d. Spot clean finger marks and smudges on walls, door facings and doors.
- e. Entry doormats are to be shaken out, spot cleaned and vacuumed.

## **5. STAIRWAYS/RAMPS/SAFETY**

- a. Dust handrails and any windowsills and ledges. Dust mop stairs using a small treated dust mop. If soil is heavy or abrasive, use a broom. Follow up with a dust mop finish. Wet mop as necessary due to soil conditions but at least once a week.
- b. Mop stair treads using a damp cotton mop.
- c. All safety procedures such as caution signs, ventilation, lockout, tag out procedures are to be followed when the type of work requires.
- e. Participate in required school-wide compliance and safety trainings.

## **6. OFFICES, TEACHERS' LOUNGES AND CONFERENCE ROOMS**

- a. Empty, separate, and remove all recyclables. Empty and remove trash in waste receptacles. Move to a collection point and dispose of in the proper disposal containers or dumpsters. Damp wipe waste receptacles inside and out to remove soil. Replace plastic liners when used in waste receptacles.
- b. Clean all bathrooms in accordance with the Bathroom Cleaning Procedures.
- c. Dust mop smooth floors with treated dust mop. Damp/wet mop as needed.
- d. Rearrange furniture as needed.
- e. Clean telephones wiping the mouth piece, the grip and the earphone with a detergent disinfectant.
- f. With a damp cloth remove fingerprints and smudges from conference room tables.
- g. Clean and wash all tables and counters used for eating or preparation of food.
- h. Clean kitchen areas and replace paper towels and soap dispensers.
- i. Dispose of all food items left out that are spoilage prone.

## **7. BATHROOMS**

- a. Bathrooms will be thoroughly sanitized each evening.
- b. Check and refill toilet paper dispensers, paper towel dispensers, and soap dispenser with hypoallergenic, anti-bacterial soap
- c. Empty all waste receptacles, remove waste, including stall disposal receptacles, to a collection point and dispose of in the proper disposal containers or dumpsters. Replace with clean liners.
- d. Disinfect all plumbing fixtures, including all basins, toilet bowls including the toilet seats (topside and under sides), and urinals inside and out. Leave toilet seats up after cleaning.
- e. Damp wipe all partitions with disinfectant. Spot clean all walls. Remove all graffiti on all walls, stalls, and other surfaces.
- f. Sweep and wet mop floors with a disinfectant cleaning agent.
- g. Report any damage, hazardous conditions, or vandalism to supervisor.

## **8. NURSES' OFFICES, REST CUBICLES AND BATHROOMS**

- a. Nurses office/room shall be cleaned with an anti-bacterial cleaning agent and maintained in a sanitary condition.
- b. Refuse should be discarded properly and waste receptacles must be

disinfected nightly. Waste receptacles liners are to be replaced nightly and doubled.

- c. Sweep and mop floors with a disinfectant-cleaning agent.
- d. Wash tables/desk/chairs.
- e. Clean fountain fixtures and sinks. Replace paper towels and replenish soap dispensers.

## **B. OTHER SPECIFICATIONS**

The following cleaning projects are not required on a nightly basis. However, they are required to maintain the facilities in top condition and are considered part of the general contract.

### **1. FLOOR POLISHING**

- a. Spray buff all NYOS hallways. Dust mop with treated dust mop after spray buffing. **Bi-weekly**
- b. All other areas, including classroom floors. (Dates will be specified by Administration) **4x Year**

### **2. POLISH ALL FURNITURE**

Dates will be specified by Administration. **2x Year**

### **3. WALLS, INTERIOR**

Thoroughly wash all interior walls. (dates will be specified by Administration) **1x Year**

### **4. INTERIOR WINDOWS**

Wash all interior windows and window frames. (dates will be specified by Administration) **4x Year**

### **5. BATHROOMS**

- a. Thoroughly hose and disinfect all student bathrooms. **2x Year**
- b. Scrub bathroom floors with a disinfectant-cleaning agent. **Weekly**

### **6. HIGH DUSTING**

Dust all high level ledges and fittings not listed for dusting. **Monthly**

### **7. ELECTRICAL PANELS**

Electrical panels are to be kept clear and accessible at all times as per all codes and regulations (Daily)



## 8. SECURITY

Cleaning service shall keep all doors locked while cleaning the building and shall make sure all doors and windows, interior and exterior, are locked and building alarms are set before leaving the premises each night. **Daily**

### Payment

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Vendors must be able to accept purchase orders or check by mail. Every effort will be made to pay vendors and contractors within thirty (30) after receipt by NYOS of an invoice. Final payment will be rendered upon completion of services or delivery of full order, to the satisfaction of NYOS, on a monthly basis, unless otherwise agreed to by written contract.

The invoice provided shall clearly outline the goods received or services rendered and the date(s) the services were rendered. The invoice must contain the following:

- a. The full name and address of the company
- b. The company's invoice number that may be used as reference
- c. A listing of the goods or services rendered
- d. Also, the invoice must be submitted to NYOS within thirty (30) days of service.

### Compliance With All Laws

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The cleaning vendor shall keep her/himself informed of all existing and future State and Federal Laws in any manner affecting those engaged or employed in the work, and shall protect and Indemnify the Owner, its officers, members and agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation order or defects.

#### Felony Conviction Notification

Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony or any offense involving moral turpitude. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

#### Security Requirements

Contractor agrees to perform fingerprinting and background checks on all employees, supervisors and any other team member that represents the contractor on NYOS premises.

The contractor must certify that all trained employees have completed a fingerprinting background check and have no barring criminal offenses in accordance with Senate Bill 9 and school policy.

#### Insurance

Upon request, contractor shall provide a Certificate of Insurance evidencing coverage.

*NYOS Charter School is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, sex, or disability, in hiring or providing education or access to benefits of educational services, activities, and programs. The Executive Director has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. The Director of Special Services has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act. Both can be reached at 12301 N. Lamar Blvd., Austin, TX 78753, 512-583-6967.*

# APPENDIX A

**NYOS Charter School, Inc.**  
**School Calendar**  
**2019-2020**

Adopted  
2/7/2019

July-19				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August-19				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September-19				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October-19				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November-19				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December-19				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January-20				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February-20				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March-20				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April-20				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May-20				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June-20				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

- First/last day of quarter
- 1 Staff development (student break)
- 1 Staff development .5 day (student break)
- School breaks
- 1 PSAT/SAT/EOC/STAAR testing

**Break Days and Holidays**  
Sept. 2 Labor Day Holiday  
Sept. 30-Oct. 11 Fall Break  
Nov. 25-29 Thanksgiving Break  
Dec. 20-Jan. 6 Winter Break  
Jan. 20 MLK Holiday  
Feb. 17 Presidents' Day  
March 16-27 Spring Break  
Apr. 10 Spring Holiday  
May 25 Memorial Day

**Student Conference Dates**  
Aug 26 Grades 6-12  
Sept 6/9 Grades PK-5  
Jan 24/27 Grades PK-5  
Jan 27 Grades 6-12  
May 1/4 Grades PK-5

**Early Release Days**  
Sept 9 Grades K-5  
Dec 19 Grades K-12  
Jan 27 Grades K-5  
May 4 Grades K-5  
May 28 Grades K-12

**Reporting Periods**

<b>Sep 27</b> End of 1st Quarter	<b>Mar 13</b> End of 3rd Quarter
<b>Dec 19</b> End of 2nd Quarter	<b>May 28</b> End of 4th Quarter