

REQUEST FOR PROPOSAL

Janitorial Services for EOA Children's Services

This document is a request from Economic Opportunity Agency (EOA) Children's Services for proposals from businesses with experience in janitorial services.

Background

EOA Children's Services provides early childhood education and comprehensive services to economically disadvantaged children and families in Northwest Arkansas. EOA has two facilities needing routine janitorial services as outlined below.

Scope of Work

Under the five-year contract to be awarded through this RFP, EOA Children's Services seeks a professional, experienced business to clean two facilities. You may submit your proposal for one OR both facilities:

- 1. Head Start Central Office, 1643 E. Huntsville Road, Fayetteville AR 72701. Service needed once weekly, to take place after 4pm.**
 - Clean four (4) restrooms. Includes cleaning mirrors, replenishing soap dispensers, replenishing paper towel dispensers, replenishing toilet paper dispensers, sweeping and mopping floors, cleaning toilets, and changing trash bags. EOA to furnish soap refills, trash bags and paper goods.
 - All trash cans to be emptied and trash taken to facility dumpster, trash can liners replaced.
 - Sweep/mop all hard surface floors and vacuum all carpeted areas.
 - Wipe down kitchen counters
 - Dust lobby area and sanitize door knobs leading in/out of lobby area
 - Dust window blinds, as needed

- 2. Pat Walker Center for Children, 260 Victory Lane, Springdale AR 72701. Service needed twice weekly, to take place after 4pm.**
 - Clean eight (8) restrooms. Includes cleaning mirrors, replenishing soap dispensers, replenishing paper towel dispensers, replenishing toilet paper dispensers, sweeping and mopping floors, cleaning toilets, and changing trash bags. EOA to furnish soap refills, trash bags and paper goods. Trash to be taken to facility dumpster.
 - Sweep/mop main hallways
 - Clean two conference rooms. Includes sweeping, mopping floors, dusting cabinets and window sills, cleaning sink and countertop, replenishing paper towel dispenser and soap dispenser as needed, and changing trash bags.
 - Cleaning interior windows between conference room and hallways/ foyer/ etc.

- Clean therapy room, including dusting cabinets, counter top, and window sills, cleaning interior windows, changing trash bags.
- Clean lobby including sweeping and mopping floor, dusting window sills, cleaning interior windows, and glass doors

Response Criteria

Response to this RFP will require the business to provide sufficient information to determine that the agency qualifies for performing the services required, including the following:

- Address your overall capabilities as they relate to your company's ability to meet the needs outlined in the Scope of Work.
- Describe fee structure and billing procedures.
- Present three references including names, addresses, titles, phone, and e-mail addresses of the person(s) most familiar with the work performed.
- Proof of liability insurance, if available
- Must maintain a physical business address and phone number.

Selection Criteria

The following criteria will be used to evaluate the qualifications of the business:

- Capability to perform the required services for EOA Children's Services
- Professional background and experience on similar projects
- Cost of services

A walkthrough of the Head Start Central Office is scheduled for Tuesday, May 10, 2022 @ 10:00am. A walkthrough of the Pat Walker Center for Children is scheduled for Tuesday, May 10, 2022 @ 2:00pm. **No individual walkthroughs or meetings will be entertained.** Proposals will be reviewed by a team representing EOA Children's Services.

Requirements and Authority of EOA Children's House

This Request for Proposal does not commit EOA Children's Services to award a contract, pay any costs incurred in the preparation of the proposal to this request or to procure or contract for services. EOA Children's Services reserves the right to accept or reject any or all proposals received as a result of the request, negotiate with any qualified source(s) or cancel, in part or entirely, this Request for Proposal, if it is in the best interest of EOA Children's Services to do so.

Submission Information

Interested firms should submit the above requested information by 5:00 p.m. on Friday, May 20, 2022 via email, regular mail delivery, and or hand-delivered to:

Anna Cannon, Operations Manager
EOA Children's Services
1643 E. Huntsville Road
Fayetteville, AR 72701
(479) 313-7920
acannon@eoaheadstart.org

Proposals received after the above time and date will not be opened.
Questions regarding this RFP should be directed to Anna Cannon.