

CHILD START, INC.

**REQUEST FOR PROPOSAL
FOR THE PROCUREMENT OF JANITORIAL SERVICES
FOR THE PERIOD OF
June 1, 2026- May 31, 2027**

PROPOSAL GUIDELINES

I. General Information

A. Purpose

This Request for Proposal (RFP) is to solicit separate bids for the procurement of building janitorial services during the period of June 1, 2026 – May 31, 2027 for nine Child Start Early Care and Education Centers and our Central Office.

B. Who May Respond

Open to any individual or business that provides commercial janitorial or building maintenance services.

C. Instructions on Proposal Submission

1. Closing Submission Date

Proposals must be submitted no later than 4:30 p.m., May 22, 2026.

2. Inquiries

Inquiries concerning this RFP should be directed to Virginia Habash at 316-682-1853, ext. 2260 or vhabash@childstart.org.

3. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Respondent and will not be reimbursed by Child Start, Inc. Child Start will require proof of insurance and bonding. **Please include proof in your proposal package.**

4. Instructions to Prospective Contractors

Your proposal should be addressed as follows:

Parklane Janitorial Services for Child Start, Inc.

Attention: Virginia Habash

Child Start, Inc.

1002 S. Oliver St.

Wichita, KS 67218

5. Electronic Submissions

Proposals can be submitted electronically to the following:

Email address: vhabash@childstart.org

OR

Fax: 316-689-8713 (please include cover sheet with you proposal)

It is the responsibility of the Respondent to ensure that the proposal is received by Child Start by the date and time specified above.

Late proposals will not be considered.

6. Right to Reject

Child Start, Inc. reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon several factors described in the Scope of Work below.

7. Minority, Small Business or Women-Owned Businesses

Child Start, Inc. encourages minority, small business and/or women-owned business enterprises.

8. Notification of Award

We expect to make a decision selecting the successful individual or firm within two weeks of the proposal closing date. We will notify all respondents in writing when we have selected and finished negotiations with the successful firm.

D. Description of Entity

Child Start, Inc. is a private, nonprofit corporation and is exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code. The Agency is governed by a volunteer Board of Directors and has administrative offices located at 1002 S. Oliver, Wichita, Kansas. All records are located at the before mentioned address. The administrative office is approximately 30,000 sq feet of area. Our Early Care and Education Centers are listed below along with the approximate square footage of each site.

- Parklane South
1211 S Glendale
Wichita, KS 67218
Approximate square footage: 10,100

- Haysville
684 E Grand
Haysville, KS 67060
Approximate square footage: 7,204
- Augusta
730 Cliff Drive
Augusta, KS 67010
Approximate square footage: 7,324
- 2nd Street
1510 E 2nd St
Wichita, KS 67214
Approximate square footage: 9,850
- El Dorado
110 W 3rd
El Dorado, KS 67042
Approximate square footage: 6,875
- Fingerprints
2020 N Oliver
Wichita, KS 67208
Approximate square footage: 6,950
- Shirley Mayes
2435 W Pawnee
Wichita, KS 67217
Approximate square footage: 9,400
- West Village
1024 N West St
Wichita, KS 67203
Approximate square footage: 9,900

E. Options

We expect the contract to be for one year with options for two additional one-year contract periods, if all parties are satisfied and there is no cost increase, barring a significant change in the scope of the contract.

II. Specifications

A. Scope of Work

Janitorial & Cleaning Services

A complete "Cleaning Schedule" of required daily, weekly & monthly duties is attached. Please refer to this list to be sure you include all required duties in your proposal. We will establish a "Communication Log" for communication between the winning contractor and the Child Start, Inc. liaison for daily notification of any problems, recommendations, solutions or praise that may arise for either party. **We will require that no children, family members or any person not employed under this contract accompany the person(s) who is doing the cleaning and will consider the failure to comply with this requirement grounds for immediate termination of our contract (this includes pets).**

Our Child Start centers are open for business Monday through Thursday 7:30-4:00 pm and on Fridays 8:00 am until 12:00 pm. Cleaning must take place after 8:00 pm.

The Parklane Office is open for business Monday through Friday; 8:00 am to 5:00 pm. Our Resource & Referral staff conducts continuing education classes for child care providers Monday through Thursday from 7:00 pm to 9:30 pm and most Saturdays 8:00 am to 9:30 pm. Because the building is in use until 9:30 pm daily, cleaning cannot be started before 10:00 pm. If necessary, the cleaning staff could begin earlier than 10:00 pm if they start upstairs at the far north end of the building, avoiding the classrooms downstairs.

Parklane Office will need to be maintained 5 days per week: Monday, Tuesday, Thursday, Friday and Saturday.

Child Start, Inc. will provide:

1. Keys and access to facility.
2. A space to store supplies and equipment if necessary.
3. All paper towel rolls, toilet paper, trash liners, and hand soaps.

The chosen contractor will be responsible for informing the Child Start liaison when product supply is low with enough advance notice that we can order product and have it in place before running out.

The successful contractor will provide:

1. All chemical products and necessary equipment.
2. Material Safety Data Sheets (MSDS) on all chemicals used in the buildings. (**Green products are preferable**)

3. Proof of insurance. This will need to be maintained throughout the contract period. Please attach a copy with your bid.
4. A completed W-9 if your bid is selected.
5. Certification-debarment (to be filled out and submitted with your proposal, see page 8 of this RFP).

B. Use of Security Cameras

It is understood by all parties that Child Start, Inc. utilizes cameras at all locations for safety and security purposes. Janitorial staff will not tamper with the cameras or adjust the “view” of the cameras for any reason. It is further understood, that these cameras operate 24 hours a day and that staff may be monitored.

C. Price

Please present the proposed price broken down by *Monthly cost, annual Strip and Wax, Top Scrub, and quarterly Burnishing Services*, with a cumulative total at the end. Any out-of-pocket expenses should also be indicated.

D. Payment

All Invoices must be received by the 5th of the following month for services completed. Payment will be made net 30 days from the receipt of an invoice. All invoices must be mailed to Child Start, Accounts Payable Department, 1002 S. Oliver, Wichita, KS 67218.

E. Confidentiality

The Respondent agrees to keep the information he or she may see in each office, classroom, etc. in the strictest confidence. The Respondent agrees to immediately notify, in writing, Child Start, Inc.’s authorized representative in the event the Respondent determines or has reason to suspect a breach of this requirement.

F. Conditions

1. Child Start, Inc. is a smoke-free organization and we expect the person(s) cleaning the office will respect that condition. We will not tolerate any exception to this condition.
2. The only person(s) to be in the building at the time of services are the actual person(s) cleaning the building and their supervisor. Janitorial staff are never to bring children, family members, friends, spouses, pets or anyone but themselves into the building while they are

cleaning. Failure to abide by this condition will be considered a breach in contract.

3. Whenever the janitorial staff leaves the office for any reason, the exterior doors are to be secured behind them. Should the office remain unlocked more than once, we will consider it a breach of contract.
4. In the event that janitorial staff lose keys/access cards to any property belonging to Child Start, Inc. it will be the janitorial supervisor/staff responsibility to pay for any costs incurred to replace any/all keys. The Facilities Manager must be notified immediately of any such occurrence. Failure to abide by this condition will be considered a breach in contract.
5. Any problems that arise will be addressed and a solution found in a timely manner.
6. All Child Start, Inc. equipment such as computers, copy machines, phones, etc. are not to be used by janitorial staff at any time or for any reason. An exception is the use of a phone in the event of an emergency.

III. Proposal Evaluation

A. Evaluation

Evaluation of each proposal will be based on your company's response to all of the items in the *Scope of Work* and all your answers to specific issues in each of the three areas listed below.

Factors Point Range

1. Price

Please provide the lowest quote proposal for the services provided to include all locations listed and to include any future locations. Please explain how you arrived at the amount. **Lowest amount will not necessarily be awarded the contract.** (0-35 points)

2. Prior Experience and Qualifications of Respondent

We determine the prior experience and qualifications from your answers to the *Scope of Work* and from the responses we receive from your references and your previous work performance in past services provided to us, if applicable. Please list five (5) references from existing or prior customers including contact name and phone number. Also, include your company's business philosophy regarding customer

relations and customer satisfaction. Please list your experience in the following areas (0-60 points)

- a. Prior experience with childcare and preschool centers and office space.
- b. Demonstrated ability to maintain long-term client relationships.
- c. Demonstrated ability to respond and solve problems in a timely manner.
- d. Demonstrated ability to perform all requirements of the job.

3. Minority, small business or women-owned business

Indicate whether or not your company is minority, small business or women-owned. (0-5 points)

MAXIMUM POINTS - 100

B. Review Process

Child Start, Inc., at their discretion, may request an interview or call with any questions if clarification is needed.

However, Child Start, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should address each point of the RFP and should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Respondent can propose.

CERTIFICATIONS

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Respondent.
- B. The individual signing certifies that the Respondent is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Respondent.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Respondent prior to an award to any other Respondent or potential Respondent.
- E. The individual signing certifies that there has been no attempt by the Respondent to discourage any potential Respondent from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information included with this Request for Proposal regarding 29 CFR Part 5, the Davis-Bacon Act, and all contractual requirements necessary when federal funds are utilized for projects of this nature.
- G. The individual signing certifies that neither themselves nor the organization that they represent have been suspended or debarred from doing business with any federal agency.

- H. The individual signing certifies that he/she and the organization that they represent complies with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, and Department of Labor."

- I. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

Dated this _____ day of _____, 20_____.

(Respondent's Firm Name)

(Signature of Respondent's Representative)

CLEANING SCHEDULE

NAMED AREAS:

- A. Offices/Conference Rooms
- B. Restrooms
- C. Kitchens
- D. Head Start/Early Head Start Classrooms

I. Nightly Cleaning

A. All Named Areas:

1. All trash receptacles are to be emptied and trash removed to a collection point. Trash will not be dragged across the floor.
2. Vacuum entrance mats and roll-up before vacuuming entrance carpeting. Replace mats when done.
3. Vacuum all common area carpeting including hallways, meetings rooms, conference rooms and open area office spaces.
4. Clean, sanitize, and polish drinking fountain(s)/water coolers.
5. Damp wipe and dry all horizontal surfaces to remove coffee rings and spillage as needed.
6. Dust mop hard surface floors with a non-treated dust mop, remove gum, etc. as needed.
7. Wet mop hard surface floors to remove spillage or soiled areas.
8. Damp wipe entrance door area metal and fingerprints on entrance glass.
9. Stock hand sanitizer in public areas.
10. Spot clean interior office door/windows glass as needed.
11. Spot clean carpet as needed.

B. Restrooms:

1. Stock towels, tissue and hand soap.
2. Empty sanitary napkin receptacles and wipe with a disinfectant.
3. Dust vents, tops of mirrors, cabinets, and mirror frames.
4. Wipe down paper towel dispensers, soap dispensers and hand dryers.
5. Toilets and urinals are to be cleaned and sanitized inside and outside. Toilet seats are to be cleaned on both sides. Hardware is to be wiped down, disinfected and polished. Stall partitions and/or any adjacent walls to toilets/urinals are to be wiped down and disinfected.
6. Clean and polish mirrors.
7. Scour and sanitize all sink basins. Polish all hardware.
8. Remove any splash marks from walls around sink basins.
9. Wet mop and rinse restroom floors with disinfectant.
10. Spot clean/scrub spots, stains and debris from floor as needed.
11. Clean fronts, tops and sides of trash receptacles with a disinfectant as needed.

C. Kitchens

1. Clean fronts, tops and sides of trash receptacles with a disinfectant as needed.
2. Spot clean walls near trash receptacles with a disinfectant.
3. Scour and sanitize all sinks with high co-efficient disinfectant. Polish hardware
4. Clean and damp wipe tables and chairs.
5. Clean microwave(s) interior and exterior.
6. Floor mats in kitchen should be inspected for debris and wiped down if necessary prior to being moved from area for sweeping and mopping. Mats should be then placed back where they were located.

D. Head Start/Early Head Start Classrooms

1. Vacuum mats in front of sinks, roll-up and place on desk before mopping.
2. Vacuum all carpeting.
3. Thoroughly dust all horizontal surfaces, including desk tops, file cabinets, windowsills, chairs, tables, pictures, and other furnishings.

II. Weekly Cleaning

A. All Named Areas

1. Thoroughly dust all horizontal surfaces, including desk tops, file cabinets, window sills, chairs, tables, pictures and all manner of furnishings including the offices.
2. Dust telephones.
3. Move and vacuum under mats in offices.
4. Thoroughly vacuum all carpeting (including offices), taking care to get into corners, along edges and beneath furniture.
5. Thoroughly damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
6. Remove fingerprints and marks from around all light switches and door frames.
7. Dust and clean all baseboards.

B. Restrooms: N/A

C. Kitchens: N/A

D. Classrooms

1. Classroom walls are to be damp wiped with sanitizer.

III. Monthly Cleaning

A. All Named Areas

1. Accomplish all "high" dusting not reached in the above-mentioned cleanings.
2. Dust all upholstered furniture and vacuum.
3. Damp wipe telephones using disinfectant.
4. Damp wipe baseboards and spot clean any marks/scuffs.

B. Restrooms: N/A

- C. Kitchens
 - 1. Damp wipe walls with disinfectant.

- D. Classrooms: N/A

IV. Other

- A. Defective or inoperable building equipment shall be brought to the attention of Child Start, Inc. such as:
 - 1. Leakage or problem plumbing
 - 2. Defective lights or lighting
 - 3. Doors and/or gates not properly secured
 - 4. Other unusual circumstances such that might affect the security, maintenance or effectiveness of the facility.
- B. Custodial/supply closets, equipment and materials shall be kept in a neat, clean and orderly condition at all times.
- C. Care shall be exercised so that baseboards, wall and furniture shall not be splashed, marred, disfigured or damaged during any scheduled cleanings.
- D. Child Start, Inc. staff will be notified in a timely manner of any dwindling supplies needed to complete scheduled cleanings.