

**Request for Proposal
For
Janitorial Services**

**KIPP Academy Lynn Charter School
90 High Rock Street, Lynn MA
20 Wheeler Street, Lynn MA
March 7, 2025
(Date Issued)**

**Responses are due no later than 3:00 PM EST,
Friday, April 18, 2025**

Request for Proposal for Janitorial Services

KIPP Academy Lynn Charter School (KALCS) invites written proposals from qualified and responsible companies for janitorial services at KIPP Academy Lynn Charter School, 90 High Rock Street, Lynn MA 09102 and KIPP Academy Lynn Charter School, 20 Wheeler Street, Lynn MA (“KALCS”)

The successful company shall be required to enter into a contract that incorporates this Request for Proposal (RFP), including all of its exhibits, and the Proposal, as may be modified by agreement of the parties.

KIPP Academy Lynn Charter School Background

KALCS is a charter public school that serves students from the city of Lynn. The school’s mission is to prepare students to succeed in college and beyond. KALCS currently serves approximately 1600 students in grades K through 12. KALCS serves the typical student and qualifies for the Community Eligibility Program. Schools that qualify for that program have 40% or more of their total student population that fall under the economically disadvantaged category. KALCS has a standard public school calendar and is currently located across two campuses; 90 High Rock Street Lynn, MA 01902 and 20 Wheeler Street, Lynn, MA 01902. More background information about KALCS can be found here: <https://kipppma.org/>.

Purpose of Request

The purpose of this solicitation is to hire a vendor to provide cleaning, day porter and custodial services for the High Rock Street and Wheeler Street campuses, as described below.

Scope of Services

KALCS is seeking a janitorial service provider with a proven track record of providing facilities cleaning with attention to detail and reliable services.

Service will need to be provided every regular business day regardless of school being in session.

Core services include, but are not limited to the following:

Service to be provided at High Rock Street and Wheeler Street five days per week. Weekend work is acceptable under certain circumstances upon prior approval of school operations. The scope of work is as follows:

KIPP Academy Lynn Charter School (90 High Rock Street Street, 20 Wheeler Street)

Day Porter Service & Nightly Cleaning

- Daily Day Porter Services, Monday - Friday, during school hours
- School facilities shall be cleaned Monday through Friday, beginning no earlier than 4 pm, per the scope indicated below.

- If school staff request delay in cleaning services for special evening events, Vendor will make reasonable efforts to accommodate the request.

Weekly Cleaning

- Additional weekly deep cleaning shall be conducted, per the scope indicated below.

General Requirements

- Vendor’s staff shall secure KALCS (ensure that all doors and windows are closed and locked) upon leaving facilities in the evening.
- All cleaning equipment is to be provided by Vendor.
- Consumables (e.g. toilet paper, paper towels, etc.) will be ordered by KALCS, and stored by the vendor.
- On-site storage for cleaning supplies and consumables:
 - o 90 High Rock is limited to the facility closet in the cafeteria, the janitorial closets adjacent to the boys bathrooms on each floor in the middle school wing, the janitorial closets adjacent to the staff bathrooms in the kindergarten wing and the janitorial closet adjacent to the locker rooms in the basement. Contractor may be required to store supplies in other designated areas in the building, and may NOT maintain a large inventory. The Contractor is responsible for managing a small amount of inventory.
 - o 20 Wheeler is limited to the janitorial closets adjacent to the girls bathrooms on each floor of the High School. Contractor may be required to store supplies in other designated areas in the building, and may NOT maintain a large inventory. The Contractor is responsible for managing a small amount of inventory.
- Dumpster specifications:
 - o 90 High Rock: Red dumpster outside the back cafeteria entrance is for RECYCLING ONLY. Black dumpster in the back corner of the parking lot is for TRASH ONLY. Dumpsters must not be overloaded.
 - o 20 Wheeler Street: The dumpster on the left is RECYCLING ONLY. The dumpster on the right is TRASH ONLY.
- The specific services to be performed pursuant to this Request for Production and subsequent contract are as follows:

Area	Task	Minimum Frequency
BATHROOMS (including student and staff bathrooms)	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in appropriate dumpsters.	Nightly
	Dispensers for toilet paper, paper towels, hand sanitizer and soap will be checked and refilled. If these are depleted to the point where they are likely to run out the following day, they should be replaced.	Nightly
	Floors will be mopped with a disinfectant.	Nightly
	Toilet, urinal, sinks, counters, mirrors, and fixtures will be cleaned and disinfected.	Nightly
	Prime all floor drains.	Weekly
	Sills, dispensers, moldings, ledges, door and partition frames, reachable vents/ducts will be dusted	Weekly

	Tile and partition walls will be cleaned with a disinfectant.	Weekly
	Non-tile walls to be cleaned with soap and water	Weekly
KITCHEN AND NURSE'S OFFICE (Including staff kitchen)	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in appropriate dumpsters. Vendor will avoid overfilling dumpsters and will escalate if dumpsters are overfilling regularly.	Nightly
	Dispensers for paper towels and soap will be checked and refilled.	Nightly
	Floors will be mopped with disinfectant.	Nightly
	Wipe out pantry refrigerators	Bi-Weekly
WATER FOUNTAINS	Clean and disinfect	Nightly
WINDOWS	Confirm that all windows are closed and locked	Nightly
	Deep clean windows/window sills	Bi-Weekly
CLASSROOMS and ASSEMBLY SPACES	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in appropriate dumpsters.	Nightly
	Sweep and mop (vacuum if rug)	Nightly
	Walls will be wiped wherever there are smudges, spills, stains, or marks	Nightly
	Refill Hand Sanitizer Dispensers	Weekly
	Open horizontal surfaces will be dusted and damp wiped where appropriate including counters, file cabinets, bookshelves, whiteboard ledges, and window ledges.	Weekly
	Buff Floors	Quarterly, or more if needed
HALLWAYS, STAIRWELLS, and VESTIBULES	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in appropriate dumpsters.	Nightly
	All floors – including hallways, reception area, vestibule or entry area, and stairwells, will be cleared of any trash, vacuumed and swept and mopped	Nightly
	Walls will be wiped wherever there are smudges, spills, stains, or marks	Nightly
	Clean up and dispose of trash in the immediate vicinity outside the school (leading from the sidewalk to the main entrances of the school)	Nightly
	All glass windows and doors in the vestibule or entryway will be cleaned, inside and outside	Weekly
	Refill Hand Sanitizer Dispensers	Weekly
	Open horizontal surfaces will be dusted and damp wiped where appropriate including open desk, counters, file cabinets, and window ledges.	Weekly
	Buff Floors	Quarterly, or more if needed
OFFICES	Trash and recycling will be emptied and receptacles will be relined. Trash and recycling will be deposited in appropriate dumpsters.	Nightly
	Sweep and mop floors (vacuum if rug)	Weekly
	Refill Hand Sanitizer Dispensers	Weekly
	Walls will be wiped wherever there are smudges, spills, stains, or marks	Weekly
	Open horizontal surfaces will be dusted and damp wiped where appropriate including open desk, counters, file cabinets, and window ledges.	Weekly
	Buff Floors	Quarterly, or more if needed

ALL VCT FLOOR SURFACES	Strip & Wax (at least two coats of wax) Floors, which includes the removal and replacement of all furniture in rooms	Yearly, in July
	Strip and Wax (at least two coats of wax) hallways and common areas	Yearly, in December

Time Schedule

KALCS will use the following timeline to select a janitorial service vendor:

Date	Time	Time Task
March 7, 2025	N/A	Advertise Request for Proposal
March 26, 2025	10:00 AM EDST	Required site visit and tour at KALCS (20 Wheeler Street & 90 High Rock Street)
April 4, 2025	3:00 PM EDST	Deadline for Written Questions on RFS
April 18, 2025	3:00 PM EDST	Deadline for Proposals
May 1, 2025	1:00 PM EDST	Proposal Opening and Review
May 5, 2025	N/A	Award of Contract

Instructions

Further information or copies of the Request for Proposal may be obtained by emailing:

Charles Clark
 Director of Facilities
 KIPP Academy Lynn Charter School
 cclark@kipppma.org

Permission to distribute this RFP in any form (paper or electronic) for any purpose other than to respond to this RFP is not granted without the prior written approval of KALCS.

Proposal Specifications:

Please provide a detailed contract bid that shows the 90 High Rock Street location and the 20 Wheeler Street location detailed separately.

The contract period will be July 1, 2025 through June 30, 2026, unless earlier terminated as stated below, or unless KALCS, in its sole discretion, opts to renew the contract for up to two (2) one-year extensions upon notice to vendor prior to the end of the term of the initial or extension term, as applicable:

- Renewal 1: July 1, 2026 - June 30, 2027
- Renewal 2: July 1, 2027 - June 30, 2028

As provided in the KIPP Academy Lynn Charter School Agreement, KALCS retains the right to terminate services for any reason at any time upon thirty (30) days advance written notice. KALCS retains the right to terminate services for cause upon ten (10) days prior written notice.

The vendor price included herein shall remain fixed throughout any extension or renewal term(s). In other words - price increases between year 1 and year 2, and between year 2 and year 3 are not permitted. A proposal that includes price increases between year 1 and year 2, or between year 2 and year 3 will be rejected as not responsive.

The proposer should submit the following: *(failure to submit any of the components listed below by the stated deadline may result in a vendor being disqualified from the selection process as not responsive.)*

1. Exhibit A: Proposer must submit a cover page with name and contact information.
2. Exhibit B: Proposer must provide a brief overview of the organization's history, philosophy and operating principles, an in-depth list of organization’s capabilities, and a description of the Proposer’s strongest competitive advantages.
3. Exhibit C: Proposers must provide a summary of all janitorial service contracts comparable in size to the proposed contract (within 25% of KALCS square footage), with name and telephone number of each customer contact person.

Most Advantageous: Proposer must provide a list of education clients for the past two years with contact information, including reference, address, contact name, phone number, and a description of services provided.

Address	Total Square Footage	Cleanable Square Footage
90 High Rock Street	80,000	75,000
20 Wheeler Street	100,000	95,000

4. Exhibit D: Proposer must provide a detailed staffing plan that describes how the vendor will complete the scope of services, which must at a minimum include:
 - a. A staffing structure summary, which will minimally include the roles proposed, the number of staff, hours guaranteed per school day for day porters and for night crew, and the minimum pay for each role. (Please see fig. 1 below for an example). The staffing structure should include as much detail as possible to demonstrate ability to complete the scope of services with 100% reliability;
 - b. A detailed description of how staff members are hired, trained, and supervised;
 - c. A detailed description of the organization’s proactive approach to quality control, and a description of complaint resolution procedures (i.e. how will the proposer respond to common complaints from KALCS’s management, such as inadequate cleaning, or other similar errors), and plan to provide substitute staff as needed (i.e. if a staff member is sick, or leaves their position, etc.); and

- d. A detailed description of how floor buffing, and strip and wax will be completed during school breaks, as required in the scope of services (i.e. will additional staff be provided to move furniture? Will additional equipment be transported to the school during breaks?, etc.).

***fig. 1

90 High Rock

Role	Minimum Number of Staff Guaranteed	Hours/ Night	Minimum Guaranteed Hourly Pay
Day porter	2 1 part time Day porter	8 hours day time (7a - 3p) 4 hours per day (11a - 3p)	\$19
Cleaners	4	6	\$17
On-site supervisor/ cleaner	1	4	\$20

20 Wheeler

Role	Minimum Number of Staff Guaranteed	Hours/ Night	Minimum Guaranteed Hourly Pay
Day porter	2	8 hours day time (7:45a - 3:45p)	\$19
Cleaners	4	6	\$17
On-site supervisor/ cleaner	1	4	\$20

5. Exhibit E: Proposer must provide total annual contract and monthly charges that are inclusive of all labor, supervision, material for cleaning, equipment for cleaning, payroll taxes, insurance, etc. for providing services at KALCS. Supplies to refill including hand soap, hand towels, hand sanitizer, facial tissue, and toilet paper will be purchased by KALCS and should not be included in the rate sheet. See fig. 2 below for an example, and recall that price increases between years will not be permitted;

***fig. 2

90 High Rock Street

Contract Year	Monthly Price	Annual Price
Year 1 (July 1, 2025 - June 30, 2026)	\$	\$
Year 2 (July 1, 2026 - June 30, 2027)	\$	\$
Year 3 (July 1, 2027 - June 30, 2028)	\$	\$

20 Wheeler Street

Contract Year	Monthly Price	Annual Price
Year 1 (July 1, 2025 - June 30, 2026)	\$	\$
Year 2 (July 1, 2026 - June 30, 2027)	\$	\$
Year 3 (July 1, 2027 - June 30, 2028)	\$	\$

6. Exhibit F: Proof of liability insurance at or exceeding the minimum insurance requirement contained in Article XIII of the KIPP Academy Lynn CharterSchool Service Agreement.
7. Exhibit G: Information about all policies and procedures related to Conduct Criminal Offender Record Information (CORI) background checks for its employees who are or will be performing the services, and a statement acknowledging that at the request of KALCS, vendor will require its employees who will be providing any services to KALCS to submit criminal history background check acknowledgement forms to KALCS prior to performing any services at the School.

Proposal Requirements:

1. Sealed "PRICE" and "NON-PRICE" proposals shall be submitted separately. One shall be submitted for each listed location. Each vendor shall submit one original and one copy of their "NON-PRICE" proposal for review. Only one original of the "PRICE" proposal needs to be submitted. Each proposal shall be clearly identified and be submitted in separate sealed envelopes or containers marked plainly and prominently as follows:

"Price/Non-Price Proposal for Janitorial Service Vendor for
KIPP Academy Lynn Charter School, 90 High Rock Street, Lynn, MA.
KIPP Academy Lynn Charter School, 20 Wheeler Street, Lynn MA"

2. The "PRICE" and "NON-PRICE" proposals should be addressed to:

Charles Clark
Director of Facilities
KIPP Academy Lynn Charter
90 High Rock Street
Lynn, MA 01902

3. Proposals are due no later than 3:00 PM EDST, Friday, April 18, 2025.
4. No proposals will be accepted after the above due date and time.
5. Clarification or interpretation must be made by email to the Director of Facilities at cclark@kippma.org prior to submission of a proposal by April 4, 2025 at 3:00 pm EDST.
6. In accordance with competitive purchasing procedures, Chapter 30B, and Chapter 149 (G.L. c. 149, §27H), the proposals will be publicly available after the determination of award is made.
7. KALCS reserves the right to reject any and all proposals and to waive any "informalities" in the proposals received whenever such action, rejection or waiver is in its best interests.
8. Edits for changes to this document or the form Agreement must use "Track Changes" feature and be printed showing all language and format changes.
9. KALCS will accept no pleas of ignorance regarding any item in this RFP or the Agreement as a basis for any claim by the vendor for extra charges or fees.
10. Please ensure that all of the required exhibits are completed and included.

Review Committee:

The review committee shall consist of Charlie Clark, Director of Facilities, Zach Trotsky, Chief Operating Officer, Shannon Clark, Managing Director of Regional Operations, and Steve Pizzimenti, Chief Financial and Talent Officer.

Selection Criteria and Rule for Award:

The selection of a vendor shall be based upon the following criteria. The contract will be awarded to the responsive and responsible bidder whose proposal is most advantageous to KALCS, taking into consideration all selection criteria, below, with price as the primary factor among factors considered.

The selection criteria below is listed in order of importance:

1. Proposed cost of the services at KIPP Academy Lynn Charter School 90 High Rock Street, 20 Wheeler Street.

2. Proven ability to provide timely, efficient and high quality janitorial services based on the adequacy of the staffing structure, management procedures, quality control policies and procedures and the details set forth in the proposal.
3. Knowledge of and experience in the industry based on number of years of prior experience, the number and length of comparable janitorial service contracts, and the level and length of experience serving public schools and public charter schools in the greater Boston area.
4. Adequacy of required corporate documentation based on the completion and thoroughness of the proposal, as well as the level of detail provided in response to other required Exhibits, as applicable.
5. Attendance at the required site visit on Wednesday, March 26th, 2025, as described in the time schedule.