

*This is a formal request for a quote for the JANITORIAL SERVICES at the following locations:
RCS Head Start centers in Alamance, and Randolph Counties:*

A. Alamance County

- 1. Janice S. Scarborough Head Start (JSS), 615 Gunn Street, Burlington, NC for approximately 12,000 square feet with 8 classrooms, 4 offices, 2 adult restrooms, 16 child restrooms, resource room/kitchenette, and copy room.*
- 2. Head Start Junction (HSJ), 421 Alamance Road, Burlington, NC for approximately 6,200 square feet with 5 classrooms, 3 offices, 2 adult restrooms, 5 child restrooms, and a resource room/kitchenette.*
- 3. Graham Head Start (GR), 620 Ray Street, Graham, NC for 2 units approximately 900 square feet each with 2 classrooms, 2 offices, and 2 restrooms.*

B. Randolph County

- 1. Connie Redding Head Start (CR), 118 Virginia Avenue, Asheboro, NC for approximately 8,000 square feet with 6 classrooms, 4 offices, 2 adult restrooms, 12 child restrooms, resource room/kitchenette, and copy room.*
- 2. Head Start Station (HSS), 7279 Jordan Road, Ramseur, NC 27316 for approximately 2,444 square feet with 1 classroom, 1 adult restroom, child restroom, and resource room/kitchenette.*

Service Requirements

A. Weekly Duties:

- 1. Clean, disinfect and sanitize all restrooms, including partitions and walls; Clean, disinfect and sanitize all sinks in restrooms, classrooms, and receiving kitchens;*
- 2. Sweep and mop (with appropriate cleaning solution) all floors, including classrooms, offices, hallways, resource rooms, receiving kitchen areas, janitor's closet, and restrooms;*
- 3. Vacuum all area rugs, including those in classrooms and at entrances;*
- 4. Wipe tables, countertops, shelves, and clean receiving kitchen areas/resource rooms (RCS Head Start employees are responsible for refrigerator cleaning on a regular basis);*
- 5. Empty wastebaskets and other trash receptacles; remove other articles designated as trash;*
- 6. Clean entrance glass doors;*
- 7. Clean all mirrors;*
- 8. Replenish supplies;*
- 9. Clean each drinking fountain with a bleach solution;*
- 10. Dust blinds, desktops, and other furniture in offices;*
- 11. Spot clean interior glass and walls.*
- 12. Remove cobwebs at the entry doorway outside.*
- 13. Turn off lights and secure the building as instructed.*

B. Additional Monthly Duties:

1. Wash trash cans;
2. Dust all horizontal surfaces, including moldings, vents, returns, light fixtures, pictures, baseboards, etc.
3. Wet clean filing cabinets and other hard-surfaced furniture
4. Wet clean vents, returns, and blinds;

Paper quotes must be received prior to **12:00 P.M. by 8/12/2024** as one hard copy in a sealed envelope delivered in person or a delivery service mark with bold inscription **“RCS HEAD START Quote –Janitorial Services”** addressed to **Lorri Brady, Transportation/ Facilities Coordinator** at 109 N Main Street, Randleman, NC 27317 or PO Box 487, Randleman, NC 27317.

Quotes submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the **Transportation/ Facilities Coordinator at lbrady@regionalcs.org** no later than **12 p.m.** on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the **Transportation/ Facilities Coordinator**.

PRICE FOR Project/Contract Scope: Purchase of Janitorial Services

Price: Service for each site, separating janitorial services from stripping/waxing and shampooing carpets.

<u>Alamance County Centers</u>	
<u>Location</u>	<u>Cost</u>
JSS:	\$ _____ per month Cleaning 2 times month\$ _____
HSJ:	\$ _____ per month Cleaning 2 times a month\$ _____
GR:	\$ _____ per month Cleaning 2 times a month\$ _____
<u>Randolph County Centers</u>	
CR:	\$ _____ per month Cleaning 2 times a month\$ _____
HSS:	\$ _____ per month Cleaning 2 times a month\$ _____

1. Options requested – to be priced separately

<u>Floors</u>	<u>Cost</u>
Shampooing Carpets/area rugs:	\$ _____ per square foot
Stripping/Waxing Tile Floors:	\$ _____ per square foot