



2021-2022

REQUEST FOR PROPOSALS – JANITORIAL SERVICES – SAN ANTONIO

HERITAGE ACADEMY CHARTER SCHOOLS is currently accepting janitorial proposals beginning Friday, August 27, 2021, through Friday, September 10, 2021. Janitorial services will include 39470 sq. ft. classroom facility located at 8750 Fourwinds Drive, Windcrest, TX 78239 to be cleaned 5 days per week. Services will also include a 2250 sq. ft. office facility located at 6013 Fountainwood Street, San Antonio, TX 78233 to be cleaned 2 days per week. To arrange site inspection or for questions/concerns, please contact James Mize at 210-659-0329. All proposals must be submitted by close of business (5:00 PM) on Friday, September 10, 2021, in order to be considered. Proposals may be mailed or delivered to 6013 Fountainwood Street, San Antonio, TX 78233. Heritage Academy Charter Schools thanks you for your consideration.

Any proposal or materials received after the respective closing date/time will not be considered.

Heritage Academy Charter Schools will open and read the names of the proposers and prices submitted in responsive proposals, beginning at 8:30 AM (local time), on Monday, September 13, 2021.

SCOPE OF SERVICES

Daily Services: Offices, Public Areas and Classrooms, Multi-Purpose Rooms

Empty and reline waste receptacles; remove trash to dumpster.
Dust mop all floors
Wash, clean, and disinfect dispensing area of water fountains and coolers. Wash metal housing.
Clean all glass doors.
Use lights only in areas being cleaned to conserve electricity.
Vacuum carpeted areas. Spot clean spills and smudges caused during the day.
Clean lobby entrances/if applicable.
Spot clean walls and door trim.
Clean mats and return to proper location.
Clean and Disinfect cafeteria tables
Do not empty recycle containers
Sweep stairwells



Daily Services: Restrooms

Clean and disinfect restroom floors.

Clean mirrors.

Wash and disinfect all sinks, toilets, and urinals.

Hand dust, clean and disinfect all partitions, tops of tile ledges, paper towel and sanitary napkin dispensers.

Clean and refill toilet tissue, hand soap, and hand towel dispensers.

Weekly Services: All other areas

Remove fingerprints, smudges, and scuffmarks from vertical and horizontal surfaces within reach. This includes, but may not be limited to, doors, walls, glass partitions, and windowsills.

Damp mop all hard floor surfaces.

Machine scrub Cafeteria floor.

Spray buff hard-surface flooring in public areas. Spot Clean Carpets with machines in all areas (as needed).

Clean all chalk and marker boards on Fridays unless marked "Do Not Erase"

Dust Stairwell handrails

Bi-Monthly Services

Machine scrub, buff and polish Tile flooring in all areas.

Monthly

Wash down restroom partition walls.

Perform high dusting on air vents, ledges, partition tops, baseboards, high windowsills, blinds, racks, and shelves.

Clean windows in cafeteria

Bi-Annual (or as needed)

Extraction of carpets in all areas.

Annual

Christmas/Thanksgiving Break

Clean, Wax and Buff all hard floor surfaces during Christmas Break. Shampoo any carpet that is needed over Christmas Break.

Summer Break

Strip, Clean, Wax and Buff all hard floor surfaces during the Summer Break.

Shampoo all Carpet over Summer Break.