



Request for Proposal:
School System Cleaning Services
Lake Wales Charter Schools, Inc
For Lake Wales Charter Schools Inc., Eight Locations

Lake Wales Charter Schools, Inc. (LWCS), located in Lake Wales, FL, seeks proposals from qualified and experienced cleaning companies to provide comprehensive cleaning services for our seven school and district office locations. We invite you to submit a proposal that includes nightly cleaning, day porters, supplies, and deep cleaning. Your proposal must be in accordance with the guidelines and requirements outlined in this Request for Proposal (RFP).

Required Services including but not limited to:

- Daily cleaning of classrooms, offices, hallways, restrooms, and common areas.
- Vacuuming, dusting, mopping, and trash removal.
- Periodic deep cleaning of carpets, windows, and other specialized areas.
- Sanitization and disinfection protocols, particularly considering public health concerns.
- Supplying and restocking necessary cleaning materials and consumables.
- Nightly Cleaning Offices and Cafeterias and Classrooms and Gymnasium

Offices and Classrooms and Cafeterias and Gymnasium

- All receptacles will be emptied, wiped as needed, and trash removed to the dumpster area. Wipe clean all horizontal surfaces of desks, tables, counters, and filing cabinets.
- Vacuum all traffic areas of carpeting, including mats and runners.
- Dust mop, then spot mop all hard surface floors.
- Damp mop all hard surface floors and/or auto scrub all hard surfaces & floors as needed.
- Clean entrance area door glass.
- Spot clean partition glass, as needed.
- Spot-clean all metal partitions, walls, kick plates, and thresholds as needed.
- Clean cafeteria, kitchen, and lounge daily.
- Wipe clean tables, chairs, sink, counters, and exterior of cabinets.
- Vacuum mats and runners daily.
- Wipe clean all countertops and sinks with an approved disinfectant.
- Clean and disinfect all drinking fountains.
- Dust mop and Damp Mop/ or Auto Scrub floors in the Cafeteria.
- Sweep gymnasium floor and spot mop as needed.
- Restrooms – All restrooms on all campuses.



- Fill dispensers with towels, tissue, and hand soap daily. Wipe the dispenser fronts and soap off the walls.
- Empty trash receptacles and wipe with disinfectant, as needed.
- Wipe clean exposed pipes, counters, ledges, mirrors, and air grills with approved disinfectant.
- Sweep tile floor.
- Disinfect the interior and exterior of toilets and toilet seats. Polish all chrome fittings.
- Disinfect the interior and exterior of urinals. Polish all chrome fittings.
- Change urinal deodorizers as needed.
- Spot clean toilet partitions and dust tops.
- Clean sinks, disinfect counters, and polish chrome fittings.
- Remove splash marks from walls around sinks.
- Clean and polish mirrors and fixtures.
- Damp mop restroom floors, including corners and edges, with disinfectant, pouring water down drains to eliminate odors.
- Wipe clean handrails with a disinfectant.
- Wipe clean tile walls with a disinfectant as needed.

General Facilities and Offices

- Dust all vertical desks, file cabinets, and other office furniture surfaces.
- Detail vacuum all carpet edges, corners, and beneath the furniture.
- Dust baseboards.
- Damp mop hard surface floors, including corners, edges, and under furniture.
- Dust windowsills.
- Dust all blinds and verticals.
- High dust HVAC vents and louvers.
- High dust ceiling corners and remove cobwebs.

Miscellaneous Cleaning

- Exit Procedures
- Keep the janitorial closet and all stock, including janitorial equipment, clean, neat, and orderly.
- Empty and rinse mop buckets nightly.
- Turn off designated lights, re-secure all previously locked doors and areas, and set daily alarms per the Client's instructions.
- Complete a final walk-through of the facilities to ensure specifications have been completed.

Day Porter Cleaning



- Monday through Friday for 8 hours per day
- The above specifications serve as a general guide as to what is expected of the Day Porter services.
- Final Order of duties and frequencies to be determined by Client and Contractor.
- Report any property damages/security issues to the Principal or designee.

Special Notes

- Service Providers to report any maintenance and/or security issues to the administration office.
- Strip & Refinish Vinyl Floor – two (2) a year.
- Apply floor stripper liberally to the selected area. Then, use an aggressive pad with a low-speed floor scrubber to remove all coats of wax.
- Wet the Vac residue, then damp the mop area with a neutralizer. Once dry, apply a minimum of 4 coats of wax to the treated area.
- More coats of finish can be applied as requested or recommended for an additional price.

NOTE: It is recommended that this service be performed at least twice per year, depending on traffic and facility needs.

Scrub & Recoat Vinyl Floor

- Spray the vinyl floor in a designated area with degreaser solution or other low pH chemical, then use a non-aggressive pad with a low-speed floor scrubber to clean the surface layer of wax, removing any surface damage.
- Vacuum, then damp mop area, and once dry, apply a minimum of 2 coats of wax to the treated area.

Proposal Guidelines:

- Proposal deadline – April 11, 2025
- Walkthroughs – April 25, 2025
- Submission instructions – Submit all bids to the following email addresses:
 - angela.heyward@lwcharterschools.com
 - terrance.burroughs@lwcharterschools.com
 - alricky.smith@lwcharterschools.com
- Required documentation such as current business licenses, insurance certificates, and references.
- Format and structure of the proposal, including any specific sections or information required.



Evaluation Criteria:

- Experience and track record of the cleaning company.
- Qualifications and training of cleaning staff.
- Compliance with relevant industry standards and regulations.
- Pricing and cost-effectiveness.
- Ability to meet the schools' specific cleaning requirements.

Contract Terms and Conditions:

- Duration of the contract and potential renewal options.
- Termination clauses and notice periods.
- Payment terms and invoicing procedures.
- Insurance and liability requirements.
- Clear background checks of all staff working within our school. All staff will wear a picture ID provided by the school district once background screening has been completed

Timeline:

- RFP release date.
- Proposal submission deadline.
- Evaluation period.
- Contract award date.

Contact Information:

We kindly request that you review the attached RFP carefully and submit your proposal by the deadline specified in Section 6. Please note that the school system reserves the right to reject any proposals received or cancel the RFP process entirely. We appreciate your interest in providing cleaning services to Lake Wales Charter Schools, Inc. We look forward to receiving your proposal and establishing a mutually beneficial partnership.

Please provide one hard copy to

Lake Wales Charter Schools, Inc.
Attn: Angela Heyward
130 East Central Avenue
Lake Wales, FL 33853

All packets must be received by the Lake Wales Charter Schools, Inc. by **Friday, April 11, 2025 5 pm.**