

Janitorial RFP Summary

(*Management Company*) is requesting proposals for janitorial services for (*property name or address*).

Please RSVP to this invitation by (*date and time*) with your intentions.

A pre-bid meeting and walk through will be (*date*) at (*time*). Meeting will be in (*location*).

Or

Individual pre-bid meeting and walk-through times are as follows:

(*date and time*) (*date and time*) (*date and time*)

Please call (*person and phone #*) to schedule.

Proposals should be submitted on or before (*date and time*).

Contract award will be made by (*date*) with service starting on (*date*) for a period of (*period*).

Included in this RFP are:

- Sample contract for your review
- Sample Insurance Certificate Requirements
- Cleaning Specifications
- Bid Worksheet for nightly cleaning
- Bid Pricing Page
- Building Fact Sheet
- Contractor Questionnaire
- RFP Requirements (if property management company of building(s) have any additional requirements to make known)

Template - Building Facts Sheet to include in RFP

BUILDING FACTS - _____

Building name or Portfolio

Building name: _____

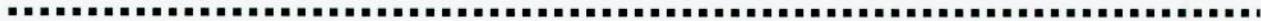
Address: _____

Manager's Name: _____

Days of the week service is to be performed: _____

Total Cleanable Square Footage:

1. Non - Medical Tenant Areas: _____
2. Medical Tenant Areas: _____
3. Common Areas: _____
4. Total Cleanable Area: _____
5. Current Cleanable Area: _____



GENERAL BUILDING INFORMATION

Number of Floors _____

Number of Stairwells _____

Elevators (number of carpet passenger) _____

Elevators (number of tiled passenger) _____

Elevators (number of freight) _____

Cafeteria (Yes or No) _____

Number of Entry Mats _____

How are Tenant Restroom and Breakroom Supplies Handled

Tenant Provides _____ Building Provides _____

Recycling Program (Yes or No) _____

Dumpsters (Yes or No) _____

Number of Day People Cleaning Required _____ x 40 hours/week

Contract Expiration Date: _____

Number of Public Restrooms: _____

Number of Private Restrooms: _____

Periodic deep cleaning of common area carpets and floors included in nightly cleaning price

Yes _____ No _____

Contractor Questionnaire for Janitorial RFP

Please answer all questions completely. Where necessary, attach additional sheets.

Full Company Name: _____

Address and Phone Number _____

Completed by: _____ (Name and Title)

What is the total square footage of the buildings cleaned by your firm in the Austin area?

What percentage of your work is performed by subcontractors? _____

What percentage of your work is performed by employees? _____

How many employees does your firm employ in the Austin area? _____

How many subcontractors in the Austin area? _____

Please list any industry organization affiliations and or certifications.

Provide an organization chart of your firm.

Please describe your recruiting, hiring, training and new account start up process.

References:

Please provide three references to include name, building square footages, and contact information (name, email and phone number) and period of contract.

Building Name
Janitorial Specifications Template

AREA REQUIREMENTS	WEEKLY	MONTHLY	ANNUALLY	SPECIAL REQUIREMENTS / NOTES	Sun	Mon	Tue	Wed	Thu	Fri	Sat
BUILDING ENTRANCES, LOBBY, ENTRYWAYS & STAIRWELLS (if applicable)											
Detail entry glass doors	5x										
Empty all trash / replace liners	5x										
Dust/clean lobby furniture	5x										
Maintain debris free entries	5x										
Empty ashtrays, urns	5x										
Vacuum carpeted areas / mats	5x										
Dustmop and dampmop hard floors with appropriate method for the surface	5x										
Sweep and mop stairs (if applicable)	1x										
Dust or dampwipe hand rails and signs (if applicable)	5x										
Wipe down doorknobs and signs	5x										
Spot clean walls/doors	5x										
Detail vacuum corners / edges	5x										
Clean walls, doors, frames, switches, baseboards, high and low dust	1x										
RESTROOMS											
Empty trash & replace liners	5x										
Clean / disinfect counters	5x										
Clean / disinfect all fixtures	5x										
Clean / shine mirrors	5x										
Clean / fill all dispensers	5x			Private restroom products supplied by (tenant or bldg?)							
Sweep & mop floors	5x										
Dust all horizontal surfaces	5x										
Spot-clean walls and partitions	5x										
Clean / disinfect changing table	5x										
Spot clean walls, doors, frames, switches	5x										
Dust vent covers and light fixtures	1x										
Clean baseboards, high and low dust	1x										
Pour water down floor drains	1x										
TENANT OFFICE AREAS											
Empty all trash & replace liners	5x										
Dust furniture without moving files & paperwork	5x										
Dust partition tops, wall hangings, ledges & other horizontal surfaces within reach	1x										
Vacuum carpet traffic areas and spot-clean as needed	5x										
Sweep floors and mop with appropriate method for the surface	5x										
Properly arrange office furniture	5x										
Spot clean all glass	5x										
Remove all fingerprints and smudges from doors and light switches	5x										
Secure doors & turn off lights	5x										
Dust vent covers and blinds		1x									
Detail vacuum corners / edges		1x									
Clean baseboards, high and low dust		1x									
KITCHEN / BREAKROOMS											
Empty trash & replace liners	5x										
Clean / disinfect counters and sinks	5x										
Empty and clean coffee maker	5x										
Sweep & mop floors	5x										
Clean tables & chairs	5x										

Initials _____

Building Name
Janitorial Specifications Template

AREA REQUIREMENTS	WEEKLY	MONTHLY	ANNUALLY	SPECIAL REQUIREMENTS / NOTES	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Wipe exterior of cabinets, appliances, and inside of microwave	5x										
Dust horizontal surfaces	5x										
Clean and refill dispensers	5x			Breakroom supplies provided by (tenant or bldg?)							
Dust vent covers and blinds		1x									
Walls, doors, frames, switches, baseboards, high and low dust		1x									
ELEVATORS											
Clean elevator doors and walls (interior and exterior)	5x										
Vacuum, spot clean carpet or floor	5x										
Maintain tracks debris free	5x										
JANITORIAL CLOSET											
Organize and Maintain	5x										
FLOORS											
Buff floors		1x									
Scrub stone or tile floors			1x								
Strip and refinish VCT			1x								

Initials _____

Janitorial RFP Pricing Sheet			
			Pricing (Building Name)
Monthly Janitorial (per square foot)			\$ _____
Day Porter Monthly rate for ____ hours daily			\$ _____
PRICING FOR ADDITIONAL SERVICES			
Carpet Cleaning Tenant Areas			per square foot \$.00
Machine Scrubbing of Stone or Tile Tenant Areas			per square foot \$.00
Floors Strip and Refinish Tenant Areas			per square foot \$.00
Windows Interior			per pane \$
Windows Exterior			per pane \$
Carpet Cleaning Common Areas			per square foot \$.00
Floor Strip and Refinish Common Areas			per square foot \$.00
Machine Scrubbing of Stone or Tile Common Areas			per square foot \$.00
Refrigerator cleaning (interior)			per clean
Additional Cleaning not in Contract			per hour \$
Emergency Rate			per hour \$
Submitted by:			
Company Name:			

Date:			

Bid Work Sheet

	Example Property	XYZ Building
PROPERTY NAME:		
PROPERTY SQUARE FOOTAGE: (Cleanable Square Feet when 100% leased)	100,000	200,000
	Example	Contractor (Actuals)
Fill out <u>completely</u> using example as guideline.		
Property Square Footage (Full):	129,576 SF	200,000 SF
What will your staffing level be on a square footage per hour basis (w/o supervision)?	4,300 SF per Hour	5,500 SF per Hour
How many cleaner hours per night will be used? (SF / SF per Hour = Cleaner Hours per Night)	30.13 Hours	36.36 Hours
How many night supervisor hours per night will be utilized when the Property is full?	4.5 Hours	4.5 Hours
How many floor care hours will be utilized per night on average?	1.5 Hours	4 Hours
How many hours per day will be devoted to the account by senior management / ownership? (i.e. scheduling, inspections, site visits, ?, etc)	1 Hours	0.5
What is your firm's total cost for all labor-related taxes and insurance (burden) on a percentage basis? (i.e.: FICA, FUTA, Gen. Liability, Workman's Comp. etc.)	18%	15.0%
What is your average pay rate for cleaners in the geographical area for this Property? (Note: Please use long-term average, not starting rate)	\$5.70	\$ 8.00
What is your pay rate for supervisors in this geographical area?	\$9.00	\$ 12.00
What is your pay rate for floor technicians?	\$7.00	\$ 11.00
What is your firm's overall general & administrative costs as a percent of revenue? G&A = all non-direct costs (i.e. sales, admin, executive, and human resources salaries; rent; utilities; taxes; insurance; association fees; etc.)	18%	15%

Nightly Costs (Example)	Hours	Pay Rate	Pay Rate with Burden*	Total Labor Cost / Night with Burden
Cleaners	30.13	\$5.70	\$6.73	\$202.68
Supervisors	4.50	\$9.00	\$10.62	\$47.79
Floor Staff	1.50	\$7.00	\$8.26	\$12.39
Fixed Management per Night	1.00	\$20.00	\$23.60	\$23.60
Total				\$286.46

Nightly Costs (Contractor - Actual)	Hours	Pay Rate	Pay Rate with Burden*	Total Labor Cost / Night with Burden
Cleaners	36.36	\$8.00	\$9.20	\$334.55
Supervisors	4.50	\$12.00	\$13.80	\$62.10
Floor Staff	4.00	\$11.00	\$12.65	\$50.60
Fixed Management per Night (Varies according to needs)	0.50	\$18.00	\$20.70	\$10.35
Total				\$457.60

Bid Calculations

Example

Contractor

Monthly Labor Cost (\$404.24x 21.67 days = _____)	<u>\$6,207.61</u>	<u>\$ 9,916.09</u>
Monthly Non-Consumable Supplies Costs (Cleaner, dustcloths, vacuum bags, etc.)	<u>\$575.00</u>	<u>\$ 250.00</u> Includes all Chemicals & Equipment
Uniform Costs	<u>\$25.00</u>	<u>\$ 60.00</u>
Monthly Equipment Lease or Depreciaton Cost	<u>\$125.00</u>	<u>\$ 250.00</u>
Total Direct Cost	<u>\$6,932.61</u>	<u>\$ 10,476.09</u>
G&A Cost Allocation (for this period)**	<u>\$1,247.87</u>	<u>\$ 1,571.41</u>
Total Cost with G&A	<u>\$8,180.48</u>	<u>\$ 12,047.51</u>
Profit Margin	<u>\$750.00</u>	<u>\$ 963.80</u> F89 X Your Profit Margin
TOTAL	<u>\$8,930.48</u>	<u>\$ 13,011.31</u>
Price as a per Square Foot Basis	<u>0.068921</u>	<u>0.065057</u>