

REQUEST FOR PROPOSAL (RFP)

Nightly Janitorial & Custodial Services

Issuing Agency: All Kids Academy Head Start, Inc.

Issue Date: June 10, 2026

Proposal Due Date: July 10, 2026, by 2:00 p.m. PST

Purpose & Introduction

All Kids Academy Head Start, Inc. is soliciting formal proposals from qualified, licensed, and experienced commercial cleaning service providers. The selected contractor will perform comprehensive nightly janitorial and custodial services across our early childhood education centers. Our primary objective is to secure a partner who will maintain a meticulously clean, safe, and healthy environment compliant with Head Start standards for our students, staff, and visitors.

Scope of Work

The selected contractor shall furnish all labor, supervision, equipment (Approval Required), and insurance necessary to execute nightly cleaning services.

Daily Core Responsibilities

- **Floor Care:** Sweep, damp-mop, and vacuum all hard surfaces and carpeted flooring.
- **Waste Management:** Empty, clean, and sanitize all interior trash and recycling bins; replace liners nightly.
- **Restroom Sanitation:** Clean, disinfect, and deep-sanitize children and staff restrooms, including fixtures, mirrors, and toilets.
- **Surface Disinfection:** Wipe down and disinfect classroom desks, tables, doorknobs, and high-touch surfaces using child-safe, approved sanitizers.
- **Glass & Windows:** Clean entry glass doors, partition glass, and interior low-level windows.
- **Stocking:** Restock all restroom consumables (soap, paper towels, toilet tissue) provided by the facility.
- **Detail Cleaning:** Spot-clean interior walls, light switches, and doors.
- **Facility Reporting:** Document and immediately report any maintenance issues, hazards, or safety concerns discovered.

Note: Please reference Section 5 (Page 4) for the comprehensive Summary Work Schedule. All tasks are subject to minor modifications based on facility operational needs.

Service Schedule

- **Frequency:** Monday through Friday (excluding official holidays and designated program breaks).
 - **Operational Hours:** Services must be performed after instructional hours, between **5:00 p.m. and 7:00 a.m.**
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Contractor & Staff Requirements

To be considered for evaluation, bidding contractors must fulfill the following mandatory qualifications:

- **Experience:** Minimum of five (5) years of verifiable commercial cleaning experience, with a strong preference for early childhood education or childcare facilities.
 - **Head Start Compliance:** Compliance with federal Head Start Program Performance Standards (45 CFR § 1302.47) regarding safety, sanitation, and toxic substance storage.
 - **IPM Training:** All assigned cleaning professionals must possess documented training in Basic Integrated Pest Management (IPM) practices appropriate for classroom and office environments.
 - **Staff Screening:** Comprehensive background checks required
 - **Insurance Coverage:** Must provide proof of current coverage meeting the following minimum limits:
 - Commercial General Liability
 - Workers' Compensation and Employer's Liability
 - Commercial Automobile Liability
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Proposal Submission Requirements

Bidders must submit a comprehensive proposal organized into the following distinct sections:

- **Company Profile:** Overview of history, size, capabilities, and relevant early childhood facility experience.
- **References:** A list of three (3) professional references, preferably from schools, , or childcare facilities of similar scale. (reference must be available for verification)
- **Staffing & Supervision Plan:** Details regarding crew sizing, onsite supervision, quality control metrics, and emergency coverage plans.
- **Financial Proposal:** Itemized pricing breakdown presented in both monthly and annualized formats.

- **Certifications:** Copies of business licenses, proof of insurance certificates, and sample training verifications.

Submission Deadline & Contact

- **Deadline:** July 10, 2026, by 5:00 p.m. PST. Late submissions will not be reviewed.
- **Delivery Method:** send responses to rfp@akaheadstart.org
- **Attention:** Amanda Kelley, Facilities Manager

Summary Work Schedule

DAILY CORE RESPONSIBILITIES – ALL AREAS

Task	Frequency
Sweep, damp mop, and/or vacuum all flooring surfaces	Every Service
Empty, clean, and sanitize all trash and recycling receptacles; replace liners	Every Service
Clean and disinfect high-touch surfaces including light switches, doorknobs, push plates, handrails, and shared surfaces using approved child-safe disinfectants	Every Service
Dust and disinfect desks, tables, counters, shelves, and horizontal surfaces	Every Service
Spot clean walls, doors, partitions, and glass surfaces	Every Service
Clean interior entry glass and low-level interior windows	Every Service
Clean and disinfect drinking fountains and water coolers	Every Service
Remove cobwebs and visible debris	As Needed
Dust door frames, moldings, ledges, and chair rails	Weekly
Clean baseboards	Weekly
Dust computer monitors, keyboards, and office equipment using microfiber cloths	Weekly
Wipe and sanitize all trash receptacles	Weekly
Clean and disinfect Classroom Walls	Weekly
Dust blinds and window sills	Monthly
Clean ceiling vents, returns, and light fixtures	Monthly
Report maintenance concerns, damages, or safety hazards to designated facility representative immediately	Every Service

A. ENTRANCE / OFFICE AREAS

Entrance / Lobby / Waiting Areas

Task	Frequency
Clean entry glass doors and remove fingerprints/smudges	Every Service
Vacuum walk-off mats and entry rugs	Every Service

Task	Frequency
Sweep and mop hard flooring	Every Service
Dust and disinfect reception counters and seating areas	Every Service
Perform all applicable “All Areas” services	Every Service

Private Offices

Task	Frequency
Empty trash and replace liners	Every Service
Clean desks and tables when surfaces are cleared	Every Service
Vacuum carpeted areas including edges and corners	Every Service
Sweep and mop hard flooring	Every Service
Disinfect telephones and shared office equipment	Weekly
Dust monitors and keyboards	Weekly
Perform all applicable “All Areas” services	Every Service

B. CLASSROOMS

Classrooms

Task	Frequency
Clean and disinfect sinks and classroom touchpoints	Every Service
Disinfect desks, tables, chairs, and classroom surfaces using approved child-safe disinfectants	Every Service
Dust all horizontal surfaces and shelving	Every Service
Vacuum all carpeted areas	Every Service
Dust mop and damp mop hard surface flooring	Every Service
Empty trash and replace liners	Every Service
Clean drinking fountains and water coolers	Every Service
Spot clean walls, doors, and partitions	Every Service
Disinfect light switches, door handles, push plates, and high-touch surfaces	Every Service

C. KITCHEN / BREAKROOM

Kitchen & Staff Breakroom

Task	Frequency
Clean and disinfect countertops, tables, sinks, and food preparation surfaces	Every Service
Clean and disinfect exterior surfaces of appliances and vending machines	Every Service
Clean and disinfect microwave interior and exterior	Every Service
Sweep and damp mop floors	Every Service
Restock soap, paper towels, and related consumables supplied by facility	Every Service
Spot clean cabinets and appliance surfaces	Weekly

D. RESTROOMS

Children & Staff Restrooms

Task	Frequency
Clean, disinfect, and sanitize toilets, sinks, urinals, faucets, and countertops	Every Service
Deep clean and disinfect partitions, tile walls, and baby changing stations	Every Service
Clean and polish mirrors and chrome fixtures	Every Service
Spot clean walls, doors, and partitions	Every Service
Sweep and disinfect floors	Every Service
Restock soap, toilet tissue, paper towels, and other consumables supplied by facility	Every Service
Deodorize and sanitize restroom fixtures and surfaces	Every Service

E. COMMON AREAS / HALLWAYS

Common Areas & Corridors

Task	Frequency
Vacuum carpeted areas and maintain debris-free walkways	Every Service
Sweep and mop hard flooring	Every Service
Spot clean walls, doors, and glass	Every Service
Perform all applicable “All Areas” services	Every Service

F. CLOSING PROCEDURES

Closing Procedures

Task	Frequency
Clean and organize janitorial storage areas	Every Service
Ensure cleaning chemicals and supplies are properly stored in compliance with Head Start safety standards	Every Service
Secure designated doors and activate alarms as directed	Every Service
Report abnormalities, maintenance concerns, leaks, damages, or safety hazards	Every Service
Ensure all areas are left clean, safe, and ready for next-day operations	Every Service