



Created for Greatness

Belton Preparatory Academy 5901 Belton Highway Belton, SC 29627

Positioned for Success

REQUEST FOR PROPOSAL

6/17/22

Belton Preparatory Academy
5901 Belton Highway
Belton, SC 29627

To Whom It May Concern:

Belton Preparatory Academy (BPA) holds a 501(c)(3) status as a public charter school. We invite your company to submit a proposal for sanitation and cleaning services for BPA's facilities. The period covered will be July 2022 through June 2023.

The mission of Belton Preparatory Academy is to prepare its students to compete at the highest levels of academics, with integrity, using a proven curriculum, Core Knowledge, and through the core programmatic feature of entrepreneurship used in tandem with an organized wellness program. BPA will serve grades K5-8, adding a grade level every year. BPA serves students each year with funding from grants, contracts, and fees. We receive government funding from state and federal agencies.

BPA requires that its Board of Directors' approve the proposal.

GENERAL CLEANING

Offices, Entrances, Reception Areas, Meeting Rooms, Classrooms, Hallways, Common Areas, Stairwells, Floor Care

To Be Cleaned Monday – Friday

- Empty all wastepaper receptacles
- Replace waste receptacle liners as need
- Disinfect light switches, light switch plate covers, and door handles
- Clean 11 classrooms
- Spot clean activity room
- Clean 3 office areas
- Vacuum and empty trash in seven classrooms- two in the main building and four in the portables
- Downstairs carpet leading to the sanctuary
- Spot clean horizontal surfaces
- Entrance doors and internal glass partitions cleaned of fingerprints and smudges
- Vacuum, sweep or dust mop all hard surface floors



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- Vacuum all carpeted traffic areas
- Mop all hard surface floors
- Wall-to-wall vacuuming of carpeted areas
- Remove spots and small spills from carper
- Disinfect all touchpoints with CDC Approved Disinfectant including handrails, door handles, light switches, horizontal counter tops, etc.

Restrooms

- Clean 10 restrooms (4 in portables, 6 in main building)
- Clean and disinfect counter tops, wash basins, toilets, toilet seats, and urinals
- Clean and disinfect all dispenser, fixture and mirrors
- Empty Trash receptacles
- Empty sanitary napkin receptacle and disinfect
- Spot clean partitions and tile walls
- Restock hand soap and paper products
- Disinfect partition handles, door handles, and light switches
- Clean and sanitize outsides of dispensers and trash receptacles
- Polish all dispenser, fixtures and mirrors
- Sweep and thoroughly mop floor with germicidal solution
- High dust – tops of partitions, air vents, mirror frames and tops of doors (Once a Week)
- Clean and disinfect restroom partition and wall around toilets and urinals – (Once A Week)

Break Areas

- Counters and tabletops cleaned with approved disinfectant
- Fronts of counters and chairs cleaned
- Sinks cleaned with approved disinfectant
- Outside of refrigerator and microwave wiped down
- Trash removed
- Coffee machines turned off
- Sink thoroughly scored using liquid cleanser (Once a Week)
- Table bases and chair legs cleaned (Once a Month)
- Inside of microwave cleaned as needed

To Be Cleaned Wednesday and Friday

- Both front lobbies cleaned and trash emptied



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- Spot vacuuming of carpeted areas in the main building upstairs
- Spot clean sanctuary
- Vacuum entry area to sanctuary

To Be Cleaned Once a Week

- Vacuum two stairs between top and bottom floors and wipe rails –Friday
- Mop floor outside classrooms in portables - Friday
- Vacuum 1/2 Sanctuary on Friday
- Walls cleaned of fingerprints and smudges
- Dust air vents, tops of doors, door frames, ceiling corners

To Be Cleaned Once a Month

- Detail vacuum carpet edges and corners along walls and partitions
- Dust all baseboards

Price should include supplies, chemicals and equipment furnished by cleaning service.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in sanitation and cleaning services including years in business;
- c) The size and organizational structure of the firm;
- d) Statement of the firm's understanding of work to be performed services;
- f) Proposed fee structure and/or billing rates;
- g) Proof of insurance;

Your proposal must be received by July 8, 2022. Please submit your proposal to deirdre@reasonandpublic.com and ralph@reasonandpublic.com with the Subject line marked BPA Sanitation & Cleaning Proposal. The committee will review all proposals and make a recommendation regarding the choice of vendor to the full board of directors during the August board meeting.

If you have any questions or would like further clarification of any aspect of this request for bid, please email deirdre@reasonandpublic.com and ralph@reasonandpublic.com. We look forward to receiving your proposal.