

## Request for Quotation (RFQ)

### Maintenance and Cleaning Services for Thea Bowman Leadership Academy

#### 1. Introduction

Thea Bowman Leadership Academy (TBLA) invites qualified maintenance and cleaning companies to submit quotations for providing comprehensive deep cleaning services, staff training, master schedule development, and maintenance assessments of our 112,000 Square Foot Facility. TBLA is a public charter school committed to creating a clean, safe, and conducive environment for learning and development.

#### 2. Scope of Work

The selected maintenance and cleaning company will be responsible for the following tasks:

##### Deep Cleaning Services

- Perform deep cleaning of floors (tile, wood, and carpet) throughout the facility.
- Clean classrooms, offices, bathrooms, cafeteria, gymnasium, windows, walls, and modular units.
- Use appropriate cleaning techniques and equipment to ensure thorough and effective cleaning.

##### Staff Training

- Train existing staff on proper cleaning techniques and equipment usage.
- Provide training materials and conduct hands-on training sessions.

##### Schedule Development

- Develop a master cleaning schedule to ensure regular and thorough cleaning of all areas.
- Coordinate with school administration to align the schedule with school activities and events.

##### Maintenance Assessment

- Perform an assessment of the current maintenance status of the facility.
- Develop a checklist for skilled maintenance tasks to be performed regularly.
- Provide recommendations for improvements and necessary maintenance activities.

#### 3. Deliverables

- Comprehensive deep cleaning of all specified areas.
- Training sessions and materials for existing staff.
- A detailed master cleaning schedule.
- A maintenance assessment report and checklist.

#### 4. Qualifications

- Proven experience in providing maintenance and cleaning services in educational or similar settings.
- Expertise in training staff on cleaning techniques and equipment usage.
- Strong knowledge of cleaning standards and best practices.
- Excellent organizational and communication skills.
- Relevant certifications in cleaning and maintenance services are preferred.

## 5. Submission Requirements

Interested companies should submit the following:

- A cover letter summarizing their qualifications and experience.
- Detailed proposal outlining their approach to the scope of work.
- Resumes of key personnel.
- References from previous clients, preferably in the education sector.
- Cost proposal, including rates for services and any other fees.

## 6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Understanding of the scope of work and approach.
- Cost-effectiveness of the proposal.
- References and past performance.

## 7. Submission Deadline

All submissions must be received by July 12, 2024. Late submissions will not be considered.

## 8. Contact Information

For any questions or to submit your proposal, please contact:

Dr. Marlon R. Mitchell  
Superintendent  
3401 W 5th Avenue  
Gary, IN 46402

## 9. Terms and Conditions

- TBLA reserves the right to reject any or all quotations.
- The selected consultant will be required to sign a contract detailing the terms of engagement.
- All information provided in the proposal will be kept confidential.

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Thea Bowman Leadership Academy thanks you for your interest and looks forward to receiving your quotation.