

## **Heritage Presbyterian Church Janitorial and Cleaning Service RFP**

**Objective** To secure janitorial and cleaning services, either from an individual or company, to attend to the cleaning needs of our approximately 40,000 square foot church campus that includes multiples offices and classrooms, nursery, Sanctuary, music rooms, single and multiple restrooms, fellowship hall, kitchen, food pantry, and gym, along with adjacent hallways, staircases, and storage/mechanical rooms.

### **Responsibilities**

General Weekly Cleaning Requirements include:

- Remove trash, clean and disinfect containers, and replace liners/bags.
- Clean and Dust surfaces (including tables and shelving units), sanitizing and disinfecting door handles and other high touch areas, spot-cleaning walls, light switches and doors, and removing cobwebs from corners, windows, ceilings, and furniture pieces. No personal items, paperwork, musical instruments or computer equipment should be moved or disturbed in cleaning.
- Sweep, Mop, and Vacuum floors as appropriate by type, including underneath easily moveable items and floormats. Spot-clean any carpet stains.
- Sanitize, Disinfect, and Restock restrooms throughout campus, thoroughly cleaning and disinfecting sinks, countertops, toilets, urinals and partitions and refilling toilet tissue, paper towels, and liquid hand soap.

Monthly Cleaning Requirements include:

- Deep clean of Sanctuary, including vacuuming fabric on upholstered pew surfaces and dusting wooden surfaces.
- Deep clean of gym sports court surface (mop and sanitize)
- Deep clean of non-carpeted education building floors (Nursery, Children's Classroom)

Quarterly Cleaning Requirements include:

- Interior and Exterior window cleaning in Sanctuary and Education Building
- Deep clean of Fellowship Hall Dining Floor
- Shampoo high-traffic carpeted areas in building, spot-clean carpets as needed.

A more detailed list and description of services is available and will be reviewed and mutually agreed upon prior to the beginning of the engagement of services.

### **Supplies**

The church will provide consumables such as paper towels, toilet paper, and waste basket liners for replenishment, along with maintaining an adequate supply of cleaning products and equipment in consultation with the cleaning services provider. It is expected that the Provider will submit for approval in advance of use a list of each and every chemical or product used, with non-toxic and green scent-free products preferred. Provider shall maintain cleaning carts and storage closets with all products in original containers or properly labeled.

### **Schedule Expectations**

The Cleaning Service Provider should work with the HPC Office to establish a regular and reliable schedule for weekly cleaning that meets the needs of both parties. It is preferred that at the provider overlap service hours once a week with HPC Office hours to better facilitate communication of particular needs.

Previously, it has been beneficial to have at least 2 days of service, focusing on different areas while attending to trash removal and restroom facilities with each visit. Experience has shown that some cleaning duties, particularly dusting and window cleaning in the Sanctuary and Narthex and classrooms, is better done during daylight hours due to the amount of windows and lighting.

The HPC Campus is used for regularly scheduled activities and special events by the congregation of Heritage Presbyterian Church, church-sponsored groups such as Scouts, community and non-profit groups, individuals and athletic teams and programs. The HPC office manager will e-mail and post in the church office the monthly schedule for the entire campus facility to assist the cleaning service provider in scheduling services. The provider should work to avoid conflicts and interruptions of events or meetings and be attentive to areas of higher use and related increases in cleaning needs.

### **Accountability**

The provider of services is accountable to the Pastor/Head of Staff and Office Manager for schedule and cleaning needs communication, with the broad scope of services overseen by the Facilities Committee as approved by the HPC Session. In the event of an individual providing these services, the Pastor/Head of Staff will serve as the immediate supervisor, with the Personnel Committee serving as Human Relations.

### **Compensation**

A monthly negotiated rate for the scope of work as outlined above is preferred, payable monthly as invoiced by a company or twice a month for an individual according to the payroll schedule of Heritage Presbyterian Church. Additionally, a cost for "one-time cleanings" will be established for special events upon request.

### **Independent Contractor Requirements**

Independent Contractors/Companies are required to adhere to the following additional requirements:

- a. Certificate of Insurance Coverage for General liability and Workman's Compensation policies naming HPC as loss payee under the current policy.
- b. Compliance to Living Wage Applicable to this Contract\* (with information provided to HPC upon request at least annually)
- c. A valid Georgia Business License and/or Business Tax Certificate (if applicable)
- d. Federal Tax Employer Identification Number
- e. Georgia Tax Identification
- f. Name of personnel, including title, that shall be working on site

### **Application and References**

Individuals should submit a resume with cover letter.

Contractors should submit a BID that includes the details of the scope of contract as named above.

All individuals and bidders must provide at least three recent business references, preferably for similar size/scope janitorial cleaning contracts or positions.

All applications should be sent to Rev. Elizabeth Lovell Milford, preferably via e-mail in pdf form, at [pastor@heritagepres.com](mailto:pastor@heritagepres.com), or delivered in person to Heritage Presbyterian Church, 5323 Bells Ferry Road, Acworth, GA, 30102 (office hours M-Th, 9-4, F 9-12).

Applications received by May 11 will receive priority review.

If requested, a walk-through of the facility may be scheduled with Rev. Milford or a member of the Facilities Committee at a mutually agreeable time.