



# Foundation for Early Childhood Education, Inc.

CHILD DEVELOPMENT CENTERS

*Excellence in Early Childhood Education and Human Services*



## RFP

### Request for Proposals for daily Janitorial Services of Foundation for ECE Preschool Sites

#### Submission Deadline: April 3, 2026

You may visit sites with notification to Maintenance Department in advance.

Please submit your bid electronically to [L\\_sprattling@foundationheadstart.org](mailto:L_sprattling@foundationheadstart.org) Questions can be directed to Will Sprattling at 626-672-6037

Foundation for ECE is a Head Start-Early Head Start- State Preschool program with 19 sites in Los Angeles CA and our main office located in Pasadena, CA. Each location requires cleaning five days a week Monday-Friday with the exception of Holidays and site closures. Biannual deep cleaning is typically scheduled in August and during Winter Break.

Daily Duties, includes but not limited to:

- Vacuum all carpets and high traffic areas
- Sweep and mop all classroom, kitchen, office and restroom floors removing all debris, trash and stains
- Empty all trash receptacles and replace trash liners
- Clean and sanitize all classroom, office and kitchen tables and counter tops
- Clean and sanitize all toilets, toilet seats, commodes, urinals, and wash basins
- Clean and sanitize all sinks and drinking fountains
- Clean and remove spot/splash marks from mirrors and walls
- Clean and sanitize doors and door knobs
- Clean and refill dispensers (we provide replenishment supplies)
- Clean and remove finger prints and smudges from glass, windows, and furniture
- Dust and spot clean partitions

Weekly:

- Clean and sanitize all trash receptacles
- Clean windows (interior and exterior)
- Dust desks, door jams, windows, blinds, and sills

Monthly:

- Dust and polish hardwood furniture
- Dust vents/grills/ louvers
- Remove cob webs, spider webs, and dust bunnies from ceiling, behind furniture and under desk areas

Biannual (2x year, typically August and mid-year/winter break). Please provide separate cost for deep cleaning services



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- Deep cleaning of site to include all items listed above with shampooing carpets, strip-wax/ sealing of floors (all furniture to be moved and returned to original setting as needed for floor cleaning.)

On Call (as needed, provide separate cost for deep cleaning protocols)

- COVID-19 sanitizing, disinfecting, fogging, and wiping down all surfaces including exterior play equipment.

Janitorial Log: Daily Sign in & Out

- Provide a Janitorial binder for all locations to log each visit. Binder will provide communication between site staff and janitorial crew to document any questions, comments or concerns.

Additional notes

- Staff are required to wear appropriate attire and carry your Agency's identification

## **Insurance Requirements for Vendors:**

- Commercial General Liability Insurance; for liability for bodily injury, personal injury, and property damage arising from, including, but not limited to, premises and operations, contractual liability, use of independent contractors, products and completed operations, broad form property damage, and broad form liability with a combined single limit of \$1,000,000 per occurrence. The general aggregate limit shall apply shall be twice the required per occurrence limit.
- Professional Liability Insurance: Professional Liability Insurance to provide coverage for defense and damages to the Foundation, its employees and children and families for negligent acts, errors, and omissions with a limit of liability of \$1,000,000 each incident. The general aggregate limit shall be twice the required per incident limit. The policy shall be endorsed to provide coverage for prior acts. If the policy is written on a claim made form, such insurance shall be endorsed to provide an extended reporting period of not less than one year following termination of the Agreement.
- Workers' Compensation Insurance: Workers' Compensation Insurance as required by the Labor Code of the State of California and Employers' Liability insurance for bodily injury by: (1) accident with limits of
  - \$1,000,000 each accident; (2) disease with limits of
  - \$1,000,000 per policy limit; and (3) disease with limits of
  - \$1,000,000 each employee.



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Thank you for your interest in providing a janitorial bid. Please provide a cost for each location, 5 days a week, Monday- Friday with the exception of Holidays and site closures. Please see attached Janitorial scope of work for details.

<b>SCHOOL</b>	<b>LOCATION</b>	<b>Zip code</b>	<b># of Days</b>	<b>Monthly Daily Cleaning Cost</b>	<b>Deep cleaning Cost per occurrence</b>
<b><i>Pasadena Area</i></b>					
<b>Main Office</b>	<b>3450 E Sierra Madre Blvd</b>	<b>91107</b>	<b>5x Week, M-F</b>		
<b><i>East LA/Boyle Heights Area</i></b>					
<b>ESTRADA</b>	1320 1/2 S Concord Ave.	<b>90023</b>	<b>5x Week, M-F</b>		
<b>EUCLID</b>	817 Euclid Ave.	<b>90023</b>	<b>5x Week, M-F</b>		
<b>GARDEN OF PROGRESS</b>	360 S Gless St.	<b>90023</b>	<b>5x Week, M-F</b>		
<b>PARK PLACE</b>	2630 E 7th St.	<b>90023</b>	<b>5x Week, M-F</b>		
<b>PICO GARDENS</b>	1500 E 4th St.	<b>90033</b>	<b>5x Week, M-F</b>		
<b>SOTO (2 buildings)</b>	2616 E 7th St.	<b>90023</b>	<b>5x Week, M-F</b>		
<b><i>Echo Park/Lincoln Heights/ Highland Park Area</i></b>					
<b>*EVANS (LAUSD campus)</b>	717 N. Figueroa	<b>90012</b>	<b>5x Week, M-F</b>		
<b>RAMONA HS</b>	2755 Lancaster Ave	<b>90033</b>	<b>5x Week, M-F</b>		
<b>RAMONA GARDENS</b>	2830 Lancaster Ave.	<b>90033</b>	<b>5x Week, M-F</b>		
<b>ECHO PARK HS</b>	1962 Echo Park Ave.	<b>90026</b>	<b>5x Week, M-F</b>		
<b>ECHO PARK CDC</b>	1010 Douglas St.	<b>90026</b>	<b>5x Week, M-F</b>		
<b>LITTLE FRIENDS</b>	707 E. Kensington Rd.	<b>90026</b>	<b>5x Week, M-F</b>		
<b>WILLIAM MEAD</b>	120 Leroy St	<b>90012</b>	<b>5x Week, M-F</b>		
<b>Lincoln Heights</b>	2141 Workman St	<b>90031</b>	<b>5x Week, M-F</b>		
<b>Flores De Valle</b>	225 N. Avenue 25	<b>90031</b>	<b>5x Week, M-F</b>		
<b><i>Hollywood Area</i></b>					
<b>LA MIRADA (2 buildings)</b>	5637 La Mirada Ave	<b>90038</b>	<b>5x Week, M-F</b>		
<b>FOUNTAIN (2 buildings)</b>	5636 Fountain Ave.	<b>90028</b>	<b>5x Week, M-F</b>		
<b>GREGORY PARK (2 buildings)</b>	5807 Gregory Ave.	<b>90038</b>	<b>5x Week, M-F</b>		
<b>*Santa Monica (Santa Monica Charter Campus)</b>	1022 N Van Ness Ave.	<b>90038</b>	<b>5x Week M-F</b>		

\* Access is only available during School Campus hours. No exceptions will be made.