



REQUEST FOR PROPOSAL

Custodial & Maintenance Services

Furlow Charter School is soliciting proposals for custodial and maintenance services.

SCOPE OF WORK

- Staff personnel (at minimum 2 custodians to follow with 240 school work day schedules, plus at minimum 1 maintenance person) to keep buildings clean and in an orderly condition.
- Perform heavy cleaning duties, such as sweeping, mopping, vacuuming, washing windows, scrubbing tables and desktops, emptying trash cans, sanitizing bathrooms, restocking bathrooms, washing walls and windows, and stripping and waxing of floors.
- Perform a variety of tasks that require the ability to inspect, repair, fabricate, install, service and maintain building facilities and building equipment.
- Other duties outside the building may include mowing grass, trimming bushes, weeding, removing debris from playgrounds and parking areas, setting up traffic cones and directing traffic.
- Other custodial and maintenance duties/projects as assigned.

FORM OF PROPOSAL

Proposals should consist of the following information:

- Identification of the point of contact for this RFP process with phone number and email
- Experience and qualifications of staff members that would be assigned to this project
- Fee structure and fee range proposed, including itemized and total fees

PROPOSAL SUBMISSION

Proposals should be emailed to sduff@furlowcharter.org.

The due date for proposals is December 14, 2020.

Please address questions to Stephanie Duff, Chief Financial Officer, sduff@furlowcharter.org.