

## **RFP – KHSC Cleaning Services**

### **1. Introduction:**

Kansas Health Science University is seeking proposals from qualified cleaning service providers to enter into a contract for the provision of cleaning services at our facilities. We aim to engage a reputable vendor capable of delivering high-quality cleaning services to maintain cleanliness, hygiene, and sanitation standards across our premises.

### **2. Scope of Work:**

The selected vendor shall be responsible for performing comprehensive cleaning services at our facilities, including but not limited to:

- Daily cleaning of offices, common areas, restrooms, and other designated spaces.
- Vacuuming, mopping, and dusting of floors and surfaces.
- Cleaning and sanitizing restroom fixtures, sinks, countertops, and mirrors.
- Emptying trash receptacles and replacing liners.
- Cleaning of windows, glass doors, and other glass surfaces.
- Spot cleaning of walls and surfaces as needed.
- Specialized cleaning services upon request (e.g., carpet cleaning, floor waxing).
- Supplying and restocking of janitorial supplies and consumables.
- Adherence to all safety and sanitation guidelines and regulations.

### **3. Proposal Requirements:**

Interested vendors are requested to submit a comprehensive proposal that includes the following information:

- Company profile, including years of experience in the cleaning industry and relevant certifications/licenses, bonding.
- Corporate mission
- Principles and values
- Details of previous experience providing cleaning services to organizations of similar size and scope.
- Description of the proposed cleaning methods, techniques, and equipment to be utilized.
- Proposed cleaning schedule and frequency.
- Pricing structure, including rates for standard services and any additional services.
- Availability of emergency cleaning services and response time.

- References from current or previous clients.
- Employee count

#### **4. Proposal Submission:**

Ahead of a proposal submission, please contact Matt Ankenbrandt at [mankenbrandt@kansashsc.org](mailto:mankenbrandt@kansashsc.org) or 316-315-5672 to schedule a walkthrough of the facility.

Once a walkthrough is completed, proposals must be submitted electronically to Matt Ankenbrandt at [mankenbrandt@kansashsc.org](mailto:mankenbrandt@kansashsc.org) no later than August 23, 2024. Late submissions may not be considered.

#### **5. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Experience and expertise of the cleaning service provider.
- Quality and comprehensiveness of the proposed cleaning plan.
- Competitive pricing and value for money.
- References and client testimonials.
- Ability to meet the requirements and specifications outlined in this RFP.

#### **6. Contract Terms and Conditions:**

The selected vendor will be required to enter into a formal contract with Kansas Health Science University outlining the terms and conditions of the cleaning services agreement. The contract term will be one year, with an option for renewal upon mutual agreement.

#### **7. Contact Information:**

For inquiries or clarification regarding this RFP, please contact:

Matt Ankenbrandt, CFO

[mankenbrandt@kansashsc.org](mailto:mankenbrandt@kansashsc.org)

316-315-5672

**8. Confidentiality:**

All information provided in response to this RFP shall be treated as confidential and used solely for the purpose of evaluating proposals.

**9. Disclaimer:**

This RFP does not constitute a commitment by Kansas Health Science University to enter into a contract with any vendor, nor does it imply acceptance of any proposal received. Kansas Health Science University reserves the right to reject any or all proposals or to award the contract to the vendor that best meets our needs and requirements.