



## **REQUEST FOR PROPOSALS:**

**RFP#2019-12**

**JANITORIAL / CLEANING SERVICES**

**Request for Proposal (RFP) Cover Page**

<b>Solicitation Issue Date: Thursday, November 21, 2019</b>			
<b>Solicitation Closing Date: Tuesday, December 24, 2019</b>		<b>Solicitation Closing Time: 2:00 PM ( EST)</b>	
<b>Issued By: United Planning Organization (UPO)</b>			
<b>Address: 301, Rhode Island Ave, NW, Washington, DC 20001</b>			
<b>Telephone Number: 202-238-4600</b>			
UPO is a non-profit organization in Washington DC, founded in 1962 and exempt from state and federal taxes.			
Responses must be received on or before <b>Tuesday, December 24, 2019</b> , by 2:00 PM (EST.) in the Procurement Office, UPO, 301 Rhode Island Avenue, NW, Washington, DC 20001.			
<b>Electronic Responses:</b> Please submit <b>Technical Proposal</b> to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “Janitorial/Cleaning Services RFP #2019-12 -Technical” in the subject line. Please submit <b>Pricing Proposal</b> to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “Janitorial/Cleaning Services RFP #2019-12 -Pricing” in the subject line.			
For questions/information, please email <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “Janitorial/Cleaning Services RFP #2019-12” in the subject line. Questions/information must be emailed no later than <b>Friday, December 13, 2019</b> . All questions received by the closing date will be answered within three (3) business days and will be posted on the UPO website.			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
<b>VENDOR IDENTIFICATION</b>			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

# TABLE OF CONTENTS

I.	PURPOSE OF THIS RFP .....	4
II.	UNITED PLANNING ORGANIZATION .....	4
III.	CONTRACT PERIOD .....	4
IV.	SCOPE OF SERVICES .....	4
V.	SITE VISITS .....	7
VI.	MINIMUM QUALIFICATION REQUIREMENTS .....	8
VII.	LICENSES/CERTIFICATIONS .....	8
VIII.	PROPOSAL REQUIREMENTS .....	8
	A. General Requirement .....	8
	B. Special Requirements .....	9
IX.	EVALUATION CRITERIA .....	9
X.	GENERAL TERMS AND CONDITIONS .....	10
XI.	APPENDICES	
	APPENDIX – A: Vendor Identification Form .....	15
	APPENDIX – B: Pricing Sheet .....	16

## **I. PURPOSE OF THIS RFP**

United Planning Organization (UPO) invites qualified, licensed and experienced service providers to provide janitorial/cleaning service at various centers of UPO's Office of Early Learning (OEL).

## **II. UNITED PLANNING ORGANIZATION**

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia (DC), providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's premier non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest;
- Comprehensive youth services with scholarships for DC residents;
- Homelessness transportation services;
- Training programs designed to prepare participants for skilled employment;
- Weatherization services to make homes more energy efficient;
- Substance abuse treatment programs that assist individuals in overcoming their addictions;
- Tax preparation and e-filing community based tax preparation services;
- Housing Counseling services that help alleviate predatory lending; and
- Job placement and career development services.

## **III. CONTRACT PERIOD**

The initial term of any contract resulting from this RFP shall be one (1) year: from February 1, 2020 (or from the date the contract is fully executed) to January 31, 2021 with four (4) additional option years, subject to annual review of performance and availability of funds.

## **IV. SCOPE OF SERVICES**

The contractor shall satisfactorily perform the following janitorial/cleaning services on a daily basis, Monday through Friday, which include the following:

- Thoroughly clean and disinfect bathroom toilets, including the exterior and base of toilets
- Thoroughly clean and disinfect bathroom urinals, including the exterior and base of urinals
- Wipe and sanitize bathroom walls, counters, door handles and other surfaces
- Clean bathroom mirrors
- Sweep and mop bathroom floors
- Wipe down corners and base boards
- Sweep and mop food prep area and kitchen (clean behind easily moveable items)
- Empty trash throughout the center
- Replace trash can liners
- Clean and disinfect trash cans as needed
- Sweep and mop floors beneath moveable items throughout the center
- Vacuum all carpets and rugs daily
- Replace outlet covers after vacuuming
- Clean all sinks and water fountains
- Clean glass partitions interior and exterior

Additionally, the contractor shall schedule and perform the following services at each center:

- Clean and shampoo all carpets and rugs twice a month
- Strip and wax floors every 3 months

The selected contractor shall satisfactorily perform required cleaning services at the following UPO Early Learning Centers and adhere to access restrictions at each individual center:

OEL CENTER LOCATION	NUMBER OF ROOMS	NO. OF HRS PER DAY FOR CLEANING (RECOMMENDED CLEANING HRS)	LOCATION SQUARE FOOTAGE
<b>ANACOSTIA HIGH SCHOOL*</b> <b>1601 16<sup>TH</sup> STREET, SE</b> <b>WASHINGTON, DC 20032</b>	4 classrooms 1 offices 1 kitchen area 6 bathrooms 1 staff lounge 1 reception area 2 Kitchenette	4 Hours 4:00 pm-8:00 pm	2700
<b>AZEEZE BATES**</b> <b>444 16<sup>TH</sup> STREET, NE</b> <b>WASHINGTON, DC 20032</b>	4 classrooms 2 offices 1 kitchen area 7 bathrooms 1 teacher lounge	3 Hours 6:00 pm-12:00 am	3229

OEL CENTER LOCATION	NUMBER OF ROOMS	NO. OF HRS PER DAY FOR CLEANING (RECOMMENDED CLEANING HRS)	LOCATION SQUARE FOOTAGE
<b>BALLOU HIGH SCHOOL*</b> <b>3401 4<sup>TH</sup> STREET, SE</b> <b>WASHINGTON, DC 20019</b>	2 classrooms 1 office 1 kitchen area 2 bathroom	2 Hours 3:30 pm-5:30 pm	1962
<b>C.W. HARRIS ELEMENTARY SCHOOL*</b> <b>301 53<sup>RD</sup> STREET, SE</b> <b>WASHINGTON, DC 20019</b>	2 classrooms 1 Office room 2 bathrooms 1 Changing area 1 Kitchen	2 Hours 3:30 pm-5:30 pm	3600
<b>DUNBAR SENIOR HIGH SCHOOL*</b> <b>101 N STREET, NW</b> <b>WASHINGTON, DC 20001</b>	1 classroom 1 bathroom 1 Office / lounge area	2 Hours 4:00 pm-10:00 pm	720
<b>EDGEWOOD OEL CENTER**</b> <b>601 EDGEWOOD TERRACE NE</b> <b>WASHINGTON, DC 20017</b>	4 classrooms 4 bathrooms 1 Kitchen 1 Lobby/hallway 3 Office	3 Hours 6:00 pm-12:00 am	5000
<b>FREDERICK DOUGLAS OEL CENTER**</b> <b>3240 STANTON ROAD, SE</b> <b>WASHINGTON, DC 20020</b>	6 classrooms 5 bathrooms 1 kitchen 3 kitchenettes 1 staff lounge 1 reception area 2 offices	6 Hours 6:00 pm-12:00 am	5888
<b>LUKE C. MOORE HIGH SCHOOL*</b> <b>1001 MONROE STREET, NE</b> <b>WASHINGTON, DC 20017*</b>	1 classroom 2 bathrooms 1 changing area	1 Hour 4:30 pm-8:30 pm	360
<b>KETCHAM ELEMENTARY SCHOOL*</b> <b>1919 15<sup>TH</sup> STREET</b> <b>WASHINGTON, DC 20020</b>	3 hours 3 bathrooms 1 office 1 kitchen	3 Hours 5:30 pm-12:00 am	6595
<b>HD WOODSON HIGH SCHOOL*</b> <b>540 55<sup>TH</sup> STREET, NE</b> <b>WASHINGTON, DC 20019</b>	1 classrooms 3 bathrooms 1 Kitchenette	1 Hours 4:30 pm-8:30 pm	900

OEL CENTER LOCATION	NUMBER OF ROOMS	NO. OF HRS PER DAY FOR CLEANING (RECOMMENDED CLEANING HRS)	LOCATION SQUARE FOOTAGE
<b>PARADISE**</b> <b>3513 JAY STREET</b> <b>WASHINGTON DC, 20019</b>	4 classrooms 3 bathrooms 1 kitchen 1 staff lounge	3 Hours 5:30 pm-12:00 am	2480
<b>ROOSEVELT HIGH SCHOOL*</b> <b>4301 13<sup>TH</sup> STREET, NW.</b> <b>WASHINGTON DC, 20011</b>	2 classrooms 1 office 1 kitchen	2 Hours 5:00 pm-10:00 pm	1980
<b>MARIE REED ELEMENTARY SCHOOL**</b> <b>2200 CHAMPLAIN ST., NW</b> <b>WASHINGTON, DC 20009</b>	2 classrooms 1 bathroom 1 office 1 Kitchen / staff lounge	3 Hours 6:00 pm-12:00 am	2337

**\*Time Restricted Access**

**\*\*Key Access to Premise**

Additionally, the contractor will need to provide the following:

- The contractor will be responsible for providing all cleaning materials and supplies and that should also be included in their pricing (Rate per Hour on the Pricing Sheet –Appendix B to this RFP).
- Availability to respond to any health and/or safety related questions with respect to cleaning products or concerns, within 24 hours; and
- Submit the Monthly Invoice and/or Statement providing detail of the services provided to each center.

## V. SITE VISITS

Those proposers who are interested in visiting various locations/sites may contact Ms. Janet Smith-Coles at her phone #202-238-4624 or email address [jcoles@upo.org](mailto:jcoles@upo.org) to set up an appointment for site visits during the period Monday, December 2 to Friday, December 6 , 2019.

## VI. MINIMUM QUALIFICATION REQUIREMENTS

The UPO's Office of Early Learning (OEL) is committed to using effective "green" cleaning, sanitizing, and disinfecting methods, including use of third-party certified products that keeps early child care environments clean and safe. These methods also help to protect the health of young children and staff from infectious diseases and allergens.

Qualified and competent proposers should have a minimum of five (5) years' expertise and experience in providing cost-effective janitorial/green cleaning, sanitizing, and disinfection services for multiple sites, preferably in an early learning child care setting or other environment.

Prospective proposers must have familiarity with the use and application of third-party certified cleaning products and be able to provide Safety Data Sheets (SDSs) for all cleaning products used; and posted in a designated area in the early learning center(s) where they may be found, if required for staff or emergency use.

Prospective proposers must be aware of correct ventilation practices when cleaning is being performed.

Prospective proposers must have a business license to operate in Washington DC or in their home state with a reciprocity qualification.

## VII. LICENSES/CERTIFICATIONS

UPO may require the selected contractor to provide the following for their team members assigned to each UPO center:

- Criminal background check for each team member performing services;
- Drug screening check for each team member performing services; and a
- Child Protection Registry check for each team member performing services.

These requirements must be met, if a team member performs services while children are present in the respective centers.

## VIII. PROPOSAL REQUIREMENTS

### A. GENERAL REQUIREMENTS

1. In order to be considered for selection, proposers must submit a complete response to this solicitation electronically to [procurement@upo.org](mailto:procurement@upo.org) referencing "**Janitorial/Cleaning Services RFP#2019-12**". No other distribution of the proposals shall be made by the proposer.

**NOTE: A proposer may submit no more than one proposal in response to this RFP.**

2. Proposals shall include a letter of transmittal signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all requested information may result in the organization requiring prompt submission of missing information. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the solicitation. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5" X 11" paper size in 12 point font minimum type. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and shall remain firm for 120 days from the proposal opening date.
5. Prices should be submitted on the attached Pricing Sheet (Appendix B), exclusive of all federal, state, and local taxes. The contractor will be responsible for providing cleaning products and other materials/supplies proposed for use at the centers. These products should be briefly described in the proposal. Cost of these products and supplies should be included in the "rate per hour" for each center location on the Pricing Sheet.
6. Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to UPO.

**B. SPECIAL REQUIREMENTS**

1. All pages of the proposal should be numbered and should be addressed in the proposer's response in the following order:
  - a. Completed and signed Cover Page of this RFP.
  - b. Letter of transmittal, signed by an authorized representative of the proposer.
  - c. Table of Contents, cross-referencing the contents of the proposal.
  - d. A written proposal explaining experience and capabilities along with a statement that the proposer understands UPO's requirements.
  - e. Completed and signed Pricing Sheet included as an attachment (Appendix B) to this solicitation.
  - f. Completed and signed Vendor Identification Form. Blank form included as an attachment (Appendix A) to this RFP.
  - g. A copy of the current business license.
  - h. A copy of the current certificate of liability insurance evidencing coverage of the minimum required in this solicitation.

## **IX. EVALUATION CRITERIA**

- A. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below, and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of proposals received in accordance with the criteria outlined in this RFP. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.

UPO reserves the right to a) waive variances or reject any or all proposals and b) request clarifications from any or all proposers. Proposals shall be rejected if they: 1) are received after closing date and time, 2) contain alterations not initialed by an authorized official, and 3) are not meeting the minimum qualification requirements.

- B. The following criteria will be utilized in the evaluation of the proposals:
1. Adherence to RFP: The Proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
  2. Qualifications and experience: The Proposer's past experience and performance on comparable engagements.
  3. Reasonableness of Cost: A total dollar amount for the service requested and a detailed breakdown must be provided with the proposal.

*Technical proposal will carry 70% and pricing proposal will carry 30% of the total weightage.*

## **X. GENERAL TERMS AND CONDITIONS**

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor.
3. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner contractor's fulfillment of the contract.

4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. **Non-Collusion/Fraud:** By submitting a proposal, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.
6. **Equal Opportunity:** The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.
8. **Informal Communications:** From the date of receipt of this RFP by each proposer until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. **Formal Communications:** From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.

10. Costs Incurred: Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.

11. Minority/Women-Owned Business Enterprises: Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.

12. Federal, State and Local Taxes: UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.

13. Payment Terms: Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three year thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.

14. Indemnification: Contractor shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by the contractor or (2) any act or omission by the contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.

15. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.

- O Workers' Compensation Insurance providing statutory limits for the District of Columbia.
- O Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
- O Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole

or in part, an addendum will be posted on the UPO website:

<http://www.upo.org/work-with-us/#rfp>

17. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Proposals: Proposers are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to insure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.
20. Contract Award Notification: When the evaluation process of the proposals is completed; the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Certifications: Any agreement resulting from this RFP shall be subject to but not limited to the following certifications:
  - a. Certification that it nor its principals are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
  - b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.
22. By submitting a proposal, the proposer represents that:
  - a. The proposer has read and understands the RFP and submits the response in accordance therewith.
  - b. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
  - c. The proposer has all the required licenses and insurance.
23. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.



# APPENDICES



**APPENDIX - A**

**VENDOR IDENTIFICATION (Must be completed and returned with the Proposal)**

<b>Company/Individual's Name:</b>			
<b>Doing Business As (DBA):</b>			
<b>Company Federal ID# or Social Security No :</b>			
<b>Address:</b>			
<b>Remit To Address:</b>			
<b>Telephone:</b>			
<b>Fax:</b>			
<b>Email:</b>			
<b>Web address:</b>			
<b>Main Contact Person:</b>			
<b>Person responsible for response (if different):</b>			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>



**APPENDIX - B**

**PRICING SHEET**

**RFP#2019-11 JANITORIAL/CLEANING SERVICES**

<b>Sl. No.</b>	<b>LOCATIONS</b>	<b>RATE PER HOUR* (\$)</b>	<b>JANITORIAL/ CLEANING SERVICE HOURS (No.)</b>	<b>TOTAL AMOUNT (\$)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E (Column C x Column D)</b>
1.	Anacostia High School			
2.	Azeeze Bates			
3.	Ballou High School			
4.	C. W. Harris Elementary School			
5.	Dunbar Senior High School			
6.	Edgewood OEL Center			
7.	Frederick Douglas OEL Center			
8.	Luke C. Moore High School			
9.	Ketcham Elementary School			
10.	HD Woodson High School			
11.	Paradise OEL Center			
12.	Roosevelt High School			
13.	Marie Reed Elementary School			
	<b>Sub Total:</b>	<b>XXX</b>	<b>XXX</b>	
	Any other charges (Please explain)			
	<b>TOTAL:</b>	<b>XXX</b>	<b>XXX</b>	

**\*This hourly rate includes cost of cleaning materials and supplies.**