



MC REALTY GROUP

**KIPP KC - Janitorial Services**

**Request for Proposal**

**Event Description:**

**As the Facility Management company responsible for KIPP KC ("Client") buildings located at 2700 E 18th Street [57,553sf] and 1522 Winchester Ave, Kansas City, MO. 64127 [28,243sf], MC Realty Group, LLC ("MCRG") is soliciting proposals for Janitorial Services at the Client location listed above. Once all bid proposals have been reviewed, MCRG will award this business for a three (3) year term.**

**Owner's Representative:**

Lee A. Whitman

Director, Property Management, MC Realty Group, LLC

114 West 11th Street Suite 200

Kansas City, MO 64105

Desk: {816}499-8385

Email: [lawhitman@mcrealtyus.com](mailto:lawhitman@mcrealtyus.com)

**Contract Administrator:**

Gregg Bedell

Senior Contract Administrator/Buyer

114 West 11th Street Suite 200

Kansas City, MO 64105

Desk: {816} 499-8438

Email: [gabedell@mcrealtyus.com](mailto:gabedell@mcrealtyus.com)

**Schedule of Events**

Open for Review – 7/30/2024 at 10:00 am CST

Bid Questions Due - 8/12/2024 at 2:00 pm CST - Email to [lawhitman@mcrealtyus.com](mailto:lawhitman@mcrealtyus.com)

Site Visit - To Be Announced after Bidders confirm intent to provide a proposal, most likely week of 8/5/24

Responses to Questions - 8/16/2024 - 12:00 pm CST - All responses will be made via e-mail, to ALL participants.

Event Closed for Responses/ Bids Due – 8/23/2024 at 2:00 pm - Email Responses to [lawhitman@mcrealtyus.com](mailto:lawhitman@mcrealtyus.com)

MCRG Review of Responses – Week of 8/26/2024

Contract Awarded - To Be Determined

### Company Information

MC Realty Group is one of the most experienced full-service corporate and investment commercial real estate service companies, committed to providing innovative solutions to meet our customers most demanding commercial real estate requirements. MCRG provides exceptional comprehensive corporate and investment real estate services with integrity, commitment and innovation. MCRG adds value to our clients real estate and facilities assets by applying our unique skills and experience. We help relieve our clients of functions which are not part of their core business or mission, while providing them with full transparency and control of the process at all times.

### Objective

**Objective: The purpose of this RFP is to inform potential bidders of a business opportunity and to solicit proposals for Janitorial Services detailed in this document at the property managed by MCRG listed on this RFP. Based upon the review and evaluation of proposals offered in response to this RFP, MCRG intends to select one (1) successful bidder for this location to provide security services as defined in the RFP.**

The initial contract will be for three (3) years.

### Confidentiality and Non-Disclosure

All parties shall adhere to the rights and safeguard the information received and provided, subject to the terms and conditions of the Confidentiality and Non-disclosure Agreement executed between the parties.

### Contracts


The successful supplier will be requested to sign a contract similar to the Master Service Agreement attached. The RFP responses will be made a part of the agreement as well.











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**Request for Proposal**

**RFP Description**

Facility Management company responsible for KIPP KC ("Client") buildings located at 2700 E 18th Street and 1522 Winchester Ave, Kansas City, MO. 64127, MCRG LLC ("MCRG") is soliciting proposals for Janitorial Services at the Client location listed above. Once all bid proposals have been reviewed, MCRG will award this business for a three (3) year term.

**Questions**

**Supplier Information**

Please provide your company's legal name.

Please provide the address, phone number and tax identification number of your home office.

Please provide an organizational chart and the name and contact information of the account manager that will be assigned to the MCRG - Client account in Kansas City, Kansas.

Indicate the official capacity of the person executing this RFP

Is your company public or privately held?

Are you a subsidiary of another company?

If yes, please identify your parent company and any other subsidiaries.

Please provide your company's size and years in business.

Has your company merged or is in the process of merging within the last 3 years?

If yes, list name of company or companies.

Are you locations wholly owned?
If no, please describe the location model
What differentiates your company from the competition?
Please list your unique company strengths.
Please list your major customers and services provided.
Please list other educational facilities that are current clients.
Please list your personnel qualifications.
<b>General Service Specifications</b>
Supplier will provide supervision for all cleaners. Please list who will serve as primary point of contact between the Supplier and Client, or MCRG, with the respect of any and all issues, concerns, and relevant information including Client policies and procedures.
Cleaners must be equipped with uniforms and identification that foster a professional consistent appearance, provided by the Supplier. Please provide picture or sample of uniform.
Cleaners are expected to always conduct themselves professionally, using appropriate language and respect when interacting with staff, students, and families.
Client, or MCRG, reserve the right, at its sole discretion, to require the Supplier to remove any cleaner for any reason and request a suitable replacement from the Supplier. Please explain how supplier will fill cleaner vacancies due to illness, vacation and unforeseen absence.
Supplier will be responsible for the hiring and training of all cleaners.
Client will not pay for training costs.
To the extent permitted by law, and at Supplier's sole cost and expense, Supplier shall be responsible for conducting criminal background checks on all cleaners used to perform any services for Client, understanding that the Client's properties are educational facilities for minors and such background checks shall at a minimum include a Missouri criminal and Family Care Registry background check. Supplier will certify to Client that there is nothing revealed by such background checks of said cleaners that would create a reasonable doubt about the utilization of same for the services in a safe manner and with proper regard for the security of Client and its employees, affiliates, subsidiaries, customers, vendors and other third parties.
Supplier shall be responsible for ensuring that its cleaners strictly comply with Client's drug-free workplace policies, as the same may be amended by Client in its sole discretion.

**Map**

Please see the attached map of approximate floor plate and areas.

**Vendor Supplied Equipment / Tools**

Vendor will supply all cleaning equipment and cleaning products at their cost. Client will supply janitorial supplies such as paper towels, toilet paper, and replacement trash bags.

**Pricing (Please attach a spreadsheet outlining the list below.)**

Please refer to accompanying SOW tabs regarding night, day, and event duties.

Please specify the base price per month per building for night cleaning services.

Please specify the base price per month per building for day cleaning services.

Please specify the base price per event per building for special event services.

Please specify the number of labor hours anticipated per building per evening.

Please specify the anticipated crew size per building per evening.

Please provide the day cleaner hourly labor rate per building as the Client may elect to alter the hours at times based on need.

Please specify all other charges to be billed to Client not specified above.

Pricing will be locked for the entire three-year term.

**Conclusion**

... of your responses will begin upon receipt. You are welcome to submit your response prior to the close of the event. Please make yourself available for any MCRG may have in regards to your response. Should you not be available, please provide the name and phone number of another in your company that can act on your behalf. Should you need clarification on a question, or need to ask a question, please do so via email to the event owner. The event owner will be checking in with you on a regular basis. All questions asked will be relayed to all participants (company name, individuals will be removed) so that the response can be shared with all.

Please attach any additional information you feel is pertinent to this RFP.





















# KIPP-KANSAS CITY SCHOOLS

Endeavor (2700 E 18th) and Legacy (1522 Winchester)

Revised July 2024

## Day & Night Janitorial Services Monday - Friday

<b>GENERAL CONDITIONS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
All cleaning personnel must not begin cleaning duties before 6:00pm, and be out of the facility by 10:30pm, unless prior approval is granted by Manager or Owner.	x					
Shift supervisor or designated person should verify all lights in non-occupied areas are off when crew leaves that area.	x					
Crew should report any maintenance issues to MCRG Dispatch (816-499-8300) before leaving for the evening.	x					
Each crew member should wear an identifying uniform or smock and DISPLAY a picture ID badge issued by the janitorial company.	x					
Green Cleaning Initiatives: Contractor should use products that are packaged ecologically and minimize the use of those that include harsh chemicals and/or release irritating fumes. Also, products and equipment should be environmentally beneficial and/or contain recycled materials, and that are phosphate-free, non-corrosive, non-flammable and fully biodegradable. This includes refraining from using paper towels to clean; re-useable/launderable cloths should be used for that purpose. All disinfectant products need to comply with CDC & EPA guidelines.	x					
Contractor to supply cleaning supplies at their cost. Owner will supply paper products and trash bags for building use as needed. Contractor to restock all receptacles throughout facility nightly.	x					
<b>ENTRANCE / COMMUNAL AREAS/ CORRIDORS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
Empty/line all wastebaskets and take refuse to disposal	x					
Clean and disinfect all drinking fountains.	x					
Clean and disinfect both sides of all entrance doors including glass and wood.	x					
Sweep and damp mop hard surface floors using approved cleaner/disinfectant.	x					
Clean and disinfect, damp wipe, all open surfaces of furniture	x					
Dust all medium level and low level ledges, 6' and lower	x					
Clean and disinfect finger prints from door frames, walls, etc.	x					
Clean/sanitize door knobs, handrails, etc.	x					
Secure all doors and turn off lights	x					
Police exterior of building entry areas for trash and spills, empty and wipe down trash receptacles.	x					
Dust all high level ledges, above 6'		x				
Dust all exposed air ducts		x				

Spray buff and maintain all resilient tile and hard surface floors.			x			
Hot water extract entry mats (at least monthly or as needed)			x			
Machine scrub hard surface floors.				x		
Strip and wax tile floors				x		
<b>RESTROOMS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
Empty waste receptacle and replace liner daily. Clean and disinfect waste receptacles as needed.	x					
Replenish all paper towels, tissue and hand soap dispensers.	x					
Clean and disinfect top, bottom and side surfaces, inside and out of all stools and urinals.	x					
Clean and disinfect wash basins inside and out.	x					
Dust all ledges, dispensers and partitions.	x					
Clean and disinfect both sides of stool seats.	x					
Clean, disinfect, and polish all bright work.	x					
Clean and disinfect wash basins inside and out.	x					
Clean and disinfect mirrors and counter tops.	x					
Sweep, then mop all floors using a disinfectant cleaner. Use clean water on each floor.	x					
Clean and disinfect both sides of doors to restrooms.	x					
Clean and disinfect all partitions, doors and walls.	x					
Report to supervisor, malfunctioning of equipment, doors, locks, etc. so these can be reported to MCRG.	x					
Secure all doors and turn off lights.	x					
Pour water into floor drains.		x				
Damp wipe clean and disinfect wall tile.		x				
High dust all walls and air diffusers.			x			
Machine scrub hard surface floors.				x		
Strip and wax tile floors				x		
<b>ELEVATORS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
Sweep and damp mop all hard surface floors as needed.	x					
Power vacuum with HEPA filtered vacuum carpets, spot clean and disinfect spills as necessary	x					
Damp wipe fingerprints and smudges from all surfaces including call buttons and panel.	x					
Dust all walls and ledges.	x					
Vacuum all elevator tracks and floor threshold plates	x					
Damp wipe clean and disinfect elevator threshold plates and tracks		x				

<b>STAIRWELLS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
Remove all debris.	x					
Spot mop for spillage.	x					
Sweep stairways including ribbed flooring.	x					
Damp wipe handrails with disinfectant.	x					
Damp mop all building stairway areas.		x				
Dust lower wall areas, 72" and below.			x			
Dust high wall areas, above 72", remove cobwebs.				x		
<b>BREAK ROOMS &amp; CAFETERIA</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
Clean all table tops, counters, and sinks with disinfectant cleaner.	x					
Chairs will be low dusted and neatly arranged.	x					
Wipe down vending machines, coffee makers, ice machines and change dispensers.	x					
Empty all waste receptacles and replace liners.	x					
Sweep and damp mop all hard surface floors .	x					
Clean fronts of cabinet doors and outside front of refrigerators and dishwashers.	x					
Power vacuum with HEPA filtered vacuum floor mats, spot clean and disinfect spills as necessary	x					
Spray buff all resilient tile and hard surface floors.			x			
Machine scrub hard surface floors.				x		
Strip and wax tile floors				x		
<b>FACULTY AREAS/OFFICES</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
Empty all waste containers, replace soiled basket liners as required	x					
Empty recycle collection bins as directed	x					
Dust all tops of furniture, window ledges, partitions, file cabinets and horizontal surfaces	x					
Spot Clean and disinfect all interior partition glass	x					
Wash both sides of glass doors, and disinfect door handles	x					
Remove fingerprints from around doors and light switches	x					
Dust mop all floors. Damp mop to remove spillage	x					
Dust all lower areas of chairs, file cabinets, desks, etc.	x					
Power vacuum carpets with HEPA filtered vacuum, spot clean and disinfect spills as necessary	x					
Secure all doors and turn off lights	x					
Dust top of picture frames and high ledges		x				
General high dust partitions and other vertical surfaces		x				



Clean and disinfect all baseboards and door jambs		x				
Power vacuum with HEPA filtered vacuum all upholstered furniture			x			
<b>CLASSROOMS</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
Reset Furniture to designated floor plan	x					
Power vacuum carpeted areas with HEPA filtered vacuum	x					
Wipe down fingerprints and disinfect door knobs into and within classrooms, sinks if applicable, and light switches	x					
Empty all waste containers, replace soiled basket liners as required	x					
Spot Clean and disinfect all interior partition glass	x					
Clean and disinfect both sides of glass doors	x					
Dust mop all floors, damp mop to remove spillage	x					
Clean and disinfect wash basins inside and out	x					
Empty recycle collection bins as directed (when full)	x					
Dust all lower areas of chairs, file cabinets, desks, etc.	x					
Secure all doors and turn off lights	x					
After Friday dismissal, custodial staff responsible for a more thorough cleaning and disinfecting in the classrooms, including desks, chairs, high-touch surfaces (door knobs, light switches, countertops, sinks, tables., etc.), dusting, vacuuming/mopping floors, etc.		x				
General high dust, blinds and other vertical surfaces		x				
Full mop of all floors		x				
Clean and disinfect all baseboards and door jambs		x				
<b>MULTIPURPOSE AREA/GYM</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S/A</b>	<b>A</b>
Power vacuum carpeted areas with HEPA filtered vacuum	x					
Wipe down fingerprints and disinfect door knobs and light switches	x					
Empty all waste containers, replace soiled basket liners as required	x					
Clean up/damp mop messes/spills as requested.	x					
Dust mop all floors using approved antibacterial cleaner/disinfectant	x					
Spot clean/disinfect exterior partition glass.	x					
Clean/ Disinfect around doors and push/kick plates.	x					
General high dust, blinds and other vertical surfaces		x				
Clean and disinfect all baseboards and door jambs		x				
Full mop of all floors with disinfectant cleaner		x				
Vacuum with HEPA filtered vacuum all ceiling air vents			x			

## Day Cleaner Responsibilities

Revised July 2, 2024

Based Upon Covering Building between 10am - 2pm, Mon - Fri

<b>GENERAL CONDITIONS</b>		<b>D</b>						
Cleaner will clock in and out at designated location each shift.	x							
Each person should wear an identifying uniform or smock and DISPLAY a picture ID badge issued by the janitorial company.	x							
Cleaner should report any maintenance issues to MCRG Dispatch whenever they are noticed.	x							
Cleaner should review inventory of paper supplies and trash bags and report to MCRG when more is needing to be ordered.	x							
Promptly acknowledge and address any tenant cleaning requests called into MCRG Dispatch.	x							
Fulfill any other special building assignments as requested.	x							
Green Cleaning Initiatives: Contractor should use products that are packaged ecologically and minimize the use of those that include harsh chemicals and/or release irritating fumes. Also, products and equipment should be environmentally beneficial and/or contain recycled materials, and that are phosphate-free, non-corrosive, non-flammable and fully biodegradable. This includes refraining from using paper towels to clean; re-useable/laundryable cloths should be used for that purpose. All disinfectant products need to comply with CDC & EPA guidelines.	x							
<b>ENTRANCE / COMMUNAL AREAS/ CORRIDORS</b>		<b>D</b>						
Custodial staff responsible for cleaning/disinfecting hallways, staff lounge, copy room, communal spaces, etc. High-touch surfaces should be disinfected at least twice during the day and once at the end of the day	x							
Empty any full trash receptacles and replace liner.	x							
Clean and disinfect all drinking fountains	x							
Clean and disinfect both sides of all entrance doors including glass	x							
Sweep and damp mop hard surface floors as needed for spills	x							
Straighten and Clean and disinfect furniture as needed	x							
Spot wash fingerprints from wall areas	x							
Clean and disinfect door knobs, handrails, light switches (all high-touch surfaces)	x							
Rearrange floor mats as needed.	x							
<b>RESTROOMS</b>		<b>D</b>						

Empty waste receptacle and replace liner daily. Clean and disinfect/Disinfect waste receptacles								
Replenish all paper towels, tissue and hand soap dispensers	x							
Clean and disinfect/disinfect top, bottom and side surfaces, inside and out of all stools and urinals using a disinfectant Clean and disinfectant	x							
Clean and disinfect wash basins inside and out	x							
Clean and disinfect mirrors and counter tops	x							
Clean and disinfect bathroom door locks/handles/door knobs on entry and stall doors	x							
<b>ELEVATORS</b>	<b>D</b>							
Police elevator cabs periodically to make sure they are free of trash and spills.	x							
Wipe down floor call buttons and interior cab panels once per shift with disinfectant.	x							
<b>STAIRWELLS</b>	<b>D</b>							
Police stairwells periodically to make sure they are free of trash and spills.	x							
<b>BREAK ROOMS &amp; CAFETERIA</b>	<b>D</b>							
Wipe down counter tops, tables and microwaves.	x							
Re-stock paper towels and soap as necessary.	x							
Police floors to make they are free of trash and water spots and spills.	x							
Empty any full trash receptacles and replace liner.	x							
<b>FACULTY AREAS/OFFICES</b>	<b>D</b>							
Respond to daily tenant requests/needs as dispatched by MCRG.	x							
<b>CLASSROOMS</b>	<b>D</b>							
Respond to daily tenant requests/needs as dispatched by MCRG.	x							
<b>MULTIPURPOSE AREA/GYM</b>	<b>D</b>							
Wipe down counter tops, chairs, and tables as necessary.	x							
Police floors to make they are free of trash and water spots and spills.	x							
Empty any full trash receptacles and replace liner.	x							

# KIPP-KANSAS CITY SCHOOLS

Endeavor (2700 E 18th) and Legacy (1522 Winchester)

Revised July 2024

**Special Events will be scheduled by need (e.g. sporting events, dances, concerts, etc.)**

GENERAL CONDITIONS	D					
All cleaning personnel must not begin cleaning duties until after the event has been concluded, and must be out of the facility within 90 minutes following the event conclusion, unless prior approval is granted by Manager or Owner.	x					
Shift supervisor or designated person should verify all lights in non-occupied areas are off when crew leaves that area.	x					
Crew should report any maintenance issues to MCRG Dispatch (816-499-8300) before leaving for the evening.	x					
Each crew member should wear an identifying uniform or smock and DISPLAY a picture ID badge issued by the janitorial company.	x					
Green Cleaning Initiatives: Contractor should use products that are packaged ecologically and minimize the use of those that include harsh chemicals and/or release irritating fumes. Also, products and equipment should be environmentally beneficial and/or contain recycled materials, and that are phosphate-free, non-corrosive, non-flammable and fully biodegradable. This includes refraining from using paper towels to clean; re-useable/laundryable cloths should be used for that purpose. All disinfectant products need to comply with CDC & EPA guidelines.	x					
Contractor to supply cleaning supplies at their cost. Owner will supply paper products and trash bags for building use as needed. Contractor to restock all receptacles throughout facility nightly.	x					
ENTRANCE / EVENT SPACE	D					
Custodial staff responsible for cleaning/disinfecting entrance and spaces where the event takes place. High-touch surfaces should be disinfected.	x					
Empty any full trash receptacles and replace liner.	x					
Clean and disinfect all drinking fountains	x					
Clean and disinfect both sides of all entrance doors including glass	x					
Sweep and damp mop hard surface floors as needed for spills	x					
Straighten and Clean and disinfect furniture as needed	x					
Spot wash fingerprints from wall areas	x					
Clean and disinfect door knobs, handrails, light switches (all high-touch surfaces)	x					
Wipe down counter tops, tables and microwaves.	x					
Re-stock paper towels and soap as necessary.	x					
Police floors to make they are free of trash and water spots and spills.	x					
Empty any full trash receptacles and replace liner.	x					
Rearrange floor mats as needed.	x					

<b>RESTROOMS</b>	<b>D</b>
Empty waste receptacle and replace liners. Clean and disinfect/Disinfect waste receptacles	
Replenish all paper towels, tissue and hand soap dispensers	x
Clean and disinfect/disinfect top, bottom and side surfaces, inside and out of all stools and urinals using a disinfectant, clean and disinfect	x
Clean and disinfect wash basins inside and out	x
Clean and disinfect mirrors and counter tops	x
Clean and disinfect bathroom door locks/handles/door knobs on entry and stall doors	x



24 - 25 Physical Space\_Operations \_KIPPKC.pdf

MC Realty Group- Non Disclosure Agreement



Microsoft Word  
Document

**Please "CLICK" on Word Icon - MSA for KIPP KC Janitorial Services will come up.**



Document