

REQUEST FOR BIDS AND
INSTRUCTIONS TO BIDDERS FOR

Project Name: JANITORIAL SERVICE

Service A (GENERAL)

AND

Service B (HEAD START)

DATE: SEPTEMBER 30, 2025

RESPONSE DUE: October 23, 2025

@2:00 PM

**Urban League of
Metropolitan St. Louis
1408 N. Kingshighway Blvd.
St. Louis, Missouri 63113**

The Urban League of Metropolitan Saint Louis, Inc (hereinafter referred to as the "ULSTL") is requesting proposals from a private firm, to establish a contract(s) to provide professional **Janitorial Services: (see Appendix A)**

- **Service A: GENERAL locations**

- **Service B: HEADSTART (HS)/Early Headstart (EHS) Program locations**

The ULSTL reserve the right to select one or multiple contractors.

The service provider(s) must be reputable and capable of furnishing the required materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor, and supervision necessary to provide superior interior cleaning and exterior building maintenance services for the ULSTL offices as defined in this RFP document. The intent in soliciting proposals is to obtain cost savings and to allow for a competitive process while maintaining a high quality of janitorial services.

APPENDIX A – SITE LOCATIONS

GENERAL SERVICE A: The ULSTL GENERAL BUILDING locations consist of **Five (5) buildings.**

HEAD START SERVICE B: The ULSTL **HEAD START** locations consist of **Five (5) buildings.**

CONTRACTOR MAY BID ON BOTH LOCATIONS (A) AND (B), OR LOCATION (A)/(B)

The number of locations is subject to change and the ULSTL reserves the right to either add or delete locations, square footage and/or frequency of service(s). The successful contractor(s) will be required to provide quality service with minimal callbacks for service. To be considered as responsive, offerors must respond to this solicitation in accordance with the requirements, specifications, commercial terms, and provisions as described and set forth herein. Proposals must embrace a concept that the successful offeror will satisfy all the objectives and service specifications in the most cost-effective and efficient way possible as outlined in this document. The term is expected to be for three (3) years with two (2) one-year options to renew. If mutually agreeable to both parties, the Agreement may be extended on a year-to-year basis. However, in no case shall the renewal extend beyond five (5) years from the date of award of the original Agreement. The extension shall be in written form as an amendment to the Agreement. This contract will commence on the date the agreement is approved and awarded by the ULSTL Governing Board. Option to Extend: ULSTL may, at its option, and with the approval of the Contractor, extend the term of the Contract for two (2) additional one-year terms, as deemed beneficial to the ULSTL, for a total contract period of five (5) years. Contractor shall be notified in writing of the ULSTL's intention to extend the Contract term at least sixty (60) calendar days prior to the

expiration of the Contract. Cost Adjustment: The Contractor may apply for a cost adjustment after the third contract year.

BID SCHEDULE

	Date
Bid Release	September 30, 2025
Mandatory Site visit	October 6nd, and 8rd (PLEASE SEE APPENDIX B)
Question Due	October 14, 2025 @ 10:00 am
Question Response Post	October 16, 2025 @ 10:00 am
Bid Due	October 23, 2025 @ 2:00 PM

SUBMISSION DEADLINE/Guidelines:

Urban League will accept bids electronically on October 23, 2025 @ 2:00 pm CST, please email to: arussellperry@urbanleague-stl.org

Email subject: **Janitorial (General) Service LOCATION A, and/or Janitorial (Head Start) LOCATION B**

For any questions or further information, please email: rwilliams@urbanleague-stl.org, cc: arussellperry@urbanleague.org

BACKGROUND

The Urban League of Metropolitan St. Louis, Inc. is a nonprofit agency that has been empowering the community throughout the region in securing economic self-reliance, social equality, and rights for over 107 years.

NOTICE TO BIDDERS: The Urban League of Metropolitan St. Louis (Urban League) requests proposal for the Janitorial Service

The purpose of this specification is to define the janitorial services requirements for the facility operated by the ULSTL owned and operated buildings that is included in this contract. The objectives of ULSTL are to secure a timely, consistent, and cost-effective janitorial contract (s) with one or varied contractors, to ensure clean and safe office facilities for employees and customers doing business with ULSTL. The work covered in this specification includes furnishing all labor, equipment, some supplies, and supervision necessary for complete janitorial service. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided. ULSTL will consider innovative solutions and alternatives that will best accomplish the desired outcome. This scope of work is written in such a way that it may seem the ULSTL is only interested in large corporate responses – not true! We are looking for responsible bidders, regardless of size.

SCOPE OF WORK – SEE APPENDIX C

GENERAL REQUIREMENTS/PROVISIONS

The Janitorial Services Contractor is responsible for the cleanliness and sanitation of the building(s). The description of each service area is to be used as a guideline for the Janitorial Services Contractor. The description does not attempt to describe every detail or feature of the facility that is to be maintained by the Janitorial Services Contractor.

The intent of this specification is to define the janitorial services requirements for the facility operated by ULSTL included in this contract. On the Janitorial Maintenance Specifications – **SCOPE OF WORK (See APPENDIX C)** both the task descriptions and the frequency that each task is to be performed are itemized. From that information and a mandatory job walk/inspection of the facility, the potential contractor(s) is required to provide the monthly labor hours and cost per task, with a total for each to be entered on the appropriate line at the end of the page. The contractor will then provide a grand total for all Monthly Labor Hours and costs for all facilities combined on the a Pricing Recap Sheet. All measurements provided are approximate and should be confirmed by the Contractor.

Notwithstanding any other provisions of this proposal, the Janitorial Services Contractor(s) warrants that the services, equipment, and supplies furnished shall be of the best quality as

specified in this RFP. Such warranties shall include performance, workmanship, labor, and materials.

Contractor (s) is to be aware of the Missouri Labor Laws, regarding displaced janitors. It is the Contractor's responsibility to review this legislation and be familiarized with its content and respond accordingly as directed in the RFP.

Link to Missouri Labor Law: <https://labor.mo.gov/dls/general>

Subcontracting: No portion of the work covered by these specifications can be subcontracted or assigned without prior approval of the ULSTL unless specified in the bid. Requests to subcontract all or any portion of the services required by this contract will be submitted to ULSTL's Contract Compliance Manager (arussellperry@urbanleague-stl.org, at least thirty (30) days in advance of the proposed effective date of the subcontract. Contractor shall include in this written request a detailed description of how the Contractor plans to oversee the services performed by the proposed subcontractor. Contractor shall be responsible for services provided by any subcontractor as if Contractor were providing the services with its own organization. The ULSTL may make reasonable investigations deemed necessary and proper to determine the ability of a subcontractor to perform the work, and the Contractor shall furnish the ULSTL all information requested for this purpose.

PERFORMANCE STANDARDS

The contract specifications define the minimum level of service and frequency deemed acceptable. The Contractor will schedule his/her operations to meet or exceed these requirements. The Contractor shall put forth a level of effort to provide a thorough cleaning of the facility, not merely a surface cleaning. Some examples include but are not limited to: floors shall be buffed for a shine, carpeted floors shall be completely and thoroughly vacuumed, windows shall be cleaned to where all film, smudges, and streaks are removed, and the restroom facilities cleaned and polished to approach the sanitary levels of a hospital.

A. It Is the objective of ULSTL to obtain full cleaning performance in accordance with the terms of the specifications and at the quality standards of work set forth in this contract. To this end, ULSTL is contracting for the complete performance of each cleaning job as specified in this contract. Therefore, deductions (Liquidated Damages) for tasks not completed or not satisfactorily completed shall be in accordance with the schedule detailed herein.

B. ULSTL's Contract Compliance Manager or on site Building Project Manager shall contact the Contractor by telephone or email to notify them of performance issues. ULSTL's on site Building Project Manager shall also notify the Contractor of the written complaint(s) received from building occupants.

C. ULSTL's Contract Compliance Manager or Building Project Manager shall maintain a file of incoming complaints whether they are written, oral, or by telephone. This file shall contain the date, time, office, name of the person making the complaint, phone number and time the Contractor was notified, or a copy of the notification email.

D. Major problems require immediate attention and shall be responded to and corrected within two (2) hours. Examples of major problems include, but are NOT limited to: toilets not cleaned, offices not cleaned, or trash not removed, etc. ULSTL's Contract Compliance Manager or Building Project Manager shall have authority to classify a complaint as major or minor.

E. Minor problems require correction during the next scheduled normal clean up, however a continuing record of minor complaints shall result in a deduction. Examples of minor problems include, but are not limited to trash cannot emptied, a small area not vacuumed, etc.

Failure by the Contractor to respond to specific complaints as stated above, as well as preventing continuing occurrences of such complaints, may result in deductions of invoiced payments or termination of this contract agreement.

F. Proof of performance and adherence to specifications shall be upon the Contractor. The Contractor at no cost to the ULSTL shall be the sole judge as to the adequacy of supporting documentation.

G. Failure to clean an entire office or discrete area shall result in a separate reduction for nonperformance. In the event the contractor does not complete all the required semiweekly, weekly, or monthly services as scheduled and outlined in the specifications, the Contractor will make corrections of all discrepancies at a mutually agreed upon schedule. After three (3) occurrences of nonperformance within a 12-month period, ULSTL, at its discretion, may begin default proceedings. The Contractor, to manage an instance of nonperformance, shall send personnel to the missed site within two (2) hours of notification of an event of nonperformance for immediate servicing of that location. However, this shall not relieve the Contractor of the deductions or this counting towards the three (3) occurrences. If the Contractor does not respond in two (2) hours, ULSTL's Contract Compliance Manager or Building Project Manager may exercise ULSTL's right to recommendation terminate for default.

H. Failure of the Contractor to appear on any scheduled workday without the advance approval of the on site building designee, shall result in the deduction of the total daily cost.

I. Contractor billing shall be on a timely basis. The successful proposer shall submit monthly invoices for work completed in the previous month.

Expectation: The contractor shall render the ULSTL facilities clean, defined as free of dirt, pure, spotless, sanitary, sterile, and uncontaminated." This includes timely removal of trash, dirt, dust, cobwebs, and other waste.

Frequency: Janitorial services minimum must be two (3) times per week, to be determined by Building Project Manager. The work schedule for completing service requirements is in the Janitorial Specifications – Scope of Work (See [APPENDIX C](#)). The task and frequency schedule indicates the minimum acceptable cleaning frequencies. The contractor shall in no way interfere with the normal work of ULSTL employees.

Changes: Changes in the areas serviced and/or specifications may be necessary during the term of this contract. Changes in the contract requirements and corresponding changes in compensation must be a mutual agreement of the ULSTL Building Project Manager and the Contractor. All such changes will be through the on Building Project Manager designee and. ULSTL reserves the right to add or delete services at any time with 30 days' written notice to the vendor. If extra services are requested, the vendor is required to provide a cost estimate detailing them as an attachment to the bid along with prices, where applicable, which may be offered as an addendum for the term of this contract agreement.

Deficient Performance: ULSTL reserves the right to deduct from the payments due or to become due to the Contractor(s) for deficient performance. The amount of such deductions will be based on the value and extent of the unsatisfactory work. A copy of the ULSTL inspection record for the facility, with associated deduction calculation will be provided to the Contractor prior to a deduction taking effect. All work determined by the on site building designee to be defective or deficient in any of the requirements shall be remedied by the Contractor at Contractor's expense and in a manner acceptable to the ULSTL.

CONTRACTOR'S RESPONSIBILITY

- A. Adherence to All Local, State and Federal Laws and Requirements The Contractor shall adhere to all current applicable federal, state, and local laws, code and ordinances, including, but not limited to, those promulgated by MO-OSHA, FED-OSHA, EPA, and the Missouri State Department of Health Services.
- B. Key Personnel

All contracted personnel are required to successfully complete a comprehensive background screening process, to be administered and approved by the Office of Human Resources, prior to the commencement of any services under this agreement. This requirement is mandatory, and no exceptions will be permitted. **Prior to contract award, contractor(s) must submit on site employment information to HR Department: Keesha Strong, PHR, SHRM VP, Chief Human Resources Officer, email: kstrong@urbanleague-stl.org**

- a. Contractor must comply with RFP requirement for ensuring HR has updated employee list throughout the contract. List must be current, list all and new hire throughout the contract - Violation of this requirement could be deemed as non-compliance and immediate termination of contractor. **NO EXCEPTION -**
 - b. It is essential that the contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work that will be performed under this contract.
- C. The Contractor must agree to assign specific individuals to the key positions. It is acceptable to the ULSTL that one employee holds multiple positions within this framework as long as they are identified in the response
- D. The Contractor agrees that, once assigned to work under this contract, key personnel removed or replaced, must be provided via email to HR **Keesha Strong, PHR, SHRM VP, Chief Human Resources Officer, email: kstrong@urbanleague-stl.org**
- E. If key personnel are not available for work under this contract for a continuous period exceeding thirty calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the ULSTL, and shall, subject to the concurrence of the ULSTL, replace such personnel with personnel of substantially equal ability and qualifications.

The contractor shall be responsible for, but not limited to, the following:

1. adherence to schedules
2. maintenance or replacement of cleaning equipment

3. notifying ULSTL of any personnel changes
4. training of new personnel

Supervisors

The Contractor shall provide qualified supervision in all areas of operations. The Contractor's Project Manager shall be the contract supervisor. The working supervisor shall verify the cleanliness of facilities prior to releasing Contractor personnel each day.

The Contractor shall designate in writing to the on Compliance manager and Project Manager the name of the person with full authority to administer the terms of this contract. This person must possess effectively communication skills, business management and full knowledge/requirement and understanding of the RFP and its contract requirements.

The Project Manager/Supervisor shall work with ULSTL on site building designee with planning and scheduling work for completion of tasks. The Contractor shall furnish only employees who are authorized, competent and skilled for work under this contract.

The Contractor's Project Manager's/Supervisor's shall have the capability to receive complaints by telephone or e-mail to facilitate timely corrective actions. An answering service or answering machine shall **NOT** be an acceptable means of contact for the Contractor's Project Manager/Supervisor. This representative shall be available Monday through Friday 6:00 a.m. through 6:00 p.m..

Contractor's Project Manager/Supervisor(s) shall be thoroughly familiar with the content of the bid specifications and intent of the complete agreement. Any violation by the Contractor's personnel of these requirements, or others established by the ULSTL, shall result in the removal of the employee from this contract. Recommended Termination of this contract may result, at the discretion of the Director, in repeated non-compliance with these requirements.

The contractor shall schedule a meeting with on site Building Project Manager at a time to agree upon administration of work, cleaning schedule, including review of inspection reports if requested.

Personnel

Personnel employed by the Contractor shall be competent, trustworthy, and professionally trained for the work requirements. The Contractor and employees will be required to comply with all applicable regulations of the ULSTL, as directed, and full cooperation shall be required.

The contractor shall notify the on site Building Project Manager immediately in writing of all changes in contract personnel by submitting the name and address of the employee and

effective date of employment or termination. When, in the opinion of ULSTL, an employee does not constitute a satisfactory security risk, his/her employment on the contract.

1. Health: All personnel shall be in good health and free of contagious diseases. Contractor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the building. Neither shall the Contractor allow the use or presence of alcohol or drugs on the premises or in the building.

2. Identification and appearance: The Contractor's workforce shall be neat and clean in appearance. Closed-toed shoes for proper safety during work hours. Employees shall carry identification with the employee's picture, name, and company name on the face of the badge. The Contractor's employees are to provide proper identification when requested by ULSTL personnel. Any employee that does not comply must leave ULSTL facilities. There is no exception to this requirement, which is to ensure only authorized Contractor employees are in ULSTL facilities.

3. Conduct: No person(s) shall be employed for this work that is incompetent, disorderly, or troublesome, under the influence of alcohol or drugs, which fails or otherwise refuses to perform the work properly and or is otherwise objectionable. Any person found to be objectionable must leave immediately and not re-employed in this work.

4. Supervision: Contractor shall provide a supervisor who shall always be present during contract operations, and who shall be responsible for both conduct and workmanship. The or said supervisor or shall be able to communicate effectively in both written and oral English.

5. Training: Contractor shall have an ongoing training program for all staff. Contractor shall provide only personnel that have been fully trained for the performance of this work. Supervisors should have been trained in supervision as well as technical training in janitorial services.

6. Nondiscrimination: The Contractor shall not engage in discrimination in employment of persons because of race, color, national origin, ancestry, sex, or religion of such persons. Violation of this provision may result in the imposition of penalties under the Missouri Human Rights Act (MHRA).

7. Employee List: The Contractor **must** provide ULSTL's Urban League Human Resource Director (kstrong@urbanleague-stl.org) an accurate list of all personnel performed work within the scope of this contract, prior to the employee starting work. List data shall indicate personnel by full names. Changes to the list shall be reported, in writing, to ULSTL's Human Resource Director within one working day. Employees terminated by the Contractor shall be reported the same day to the ULSTL's Human Resource Director

(kstrong@urbanleague-stl.org), unless it is after hours, then the next business morning shall be acceptable.

8. Removal of Staff: The ULSTL requires the Contractor to remove all Contractor personnel from ULSTL property who are deemed careless, incompetent, insubordinate, objectionable, or whose continued employment on the job is deemed to be contrary to public health, safety, and welfare. If, in the opinion of the ULSTL, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on ULSTL property, or is otherwise unsatisfactory, upon ULSTL request, the Contractor shall remove that employee from all work under this contract. It is the responsibility of the Contractor to provide the proper training for their employees.

9. Backup Staff: The Contractor shall provide sufficient backup staff to cover absenteeism or extend existing work force hours to compensate for absent staff. The backup staff shall adhere to the same standards as regular staff. ULSTL reserves the right to request additional backup staff as deemed necessary. If the Contractor is a one-person operation, you must explain how the requirements under this contract will be met in case of your absence.

10. Unauthorized Personnel: Employees of the Contractor shall not be assisted nor accompanied by any individual that is not an employee of the Contractor, while performing duties related to the contract. This includes friends, children, and/or other relatives. Employees of the Contractor that violate this stipulation shall be deemed objectionable to the ULSTL and shall not be allowed to work in ULSTL facilities.

11. Prohibited Items: Contractor's employees shall be prohibited in the use or possession of the following items while working on ULSTL premises: guns, knives, other weapons, alcohol, and/or controlled substances. Contractor's employees shall not be under the influence of alcohol or illegal drugs. Any employee violating this policy should be removed immediately from ULSTL facilities and replaced with acceptable personnel.

12. ULSTL & Personal Property of ULSTL Personnel: The Contractor shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the facilities of the ULSTL and against unauthorized use of ULSTL and personal property, such as: telephones, radios, copy machines, computers, terminals, fax machines, calculators, etc., which may be in any of the ULSTL facilities. The Contractor shall be responsible for seeing that Contractor's employees do not disturb papers on desks, tables, or cabinets, and do not open desk drawers or cabinets. Found item(s) shall be turned in at the end of each shift to the Contractor's supervisor. The supervisor shall return the item(s) to ULSTL's Administrative Projects Manager within twenty-four (24) hours.

13. Telephones: Telephones shall not be used by the Contractor or its employees for personal or business reasons with the following exception(s): to report need of emergency medical aid, fire or need of law enforcement, (use '911') and notification to the St. Louis City Police Department of damage as required in this contract. Any calls to numbers other than those above will be considered a violation of this contract and grounds for immediate termination.

14. Hours of Work: The Contractor shall provide no less than the 30 minimum number of estimated hours per shift as provided in the Contractor's proposal and subsequent contract award. Any amount less than this minimum per building may be deducted from the Contractor's billing. The amount of deduction will be calculated on an hour-for-hour basis, utilizing the Contractor's hourly proposal amount (total dollars divided by total hours). ULSTL shall be the sole judge of any performance discrepancies.

15. Care of Facilities: Contractor's employees shall regularly observe the general condition of all buildings and report problem areas to Contractor's supervisor. The contractor shall be responsible for knowledge of and use of all fire alarms and fire prevention equipment. In case of emergency, Contractor's employees shall notify the St. Louis City Police Department by dialing 911 and shall then call the on site building manager, or their designee, immediately. The contractor shall report all required non-emergency repairs by contacting the on site building manager, or their designee.

16. Employee Training Program: The Contractor's employees shall be trained in the following areas, prior to being assigned to work under this contract:

1. Proper cleaning techniques required to perform the standards of the specifications, in accordance with this contract.
2. Specific location training.
3. Contract specification cleaning requirements.
4. All janitorial contract personnel are also required to receive all appropriate safety training in all aspects of custodial/housekeeping operations from the janitorial company. Records to substantiate these requirements must be made available to ULSTL within 24 hours of a request.

17. Safety Program: The Contractor (if more than a one-person operation) shall submit to ULSTL upon request, a written safety program. This program shall include at a minimum, detailed training procedures in the following:

1. Safe work habits
2. Safe use of cleaning chemicals (right-to-know) Safety Data Sheet (SDS)

3. Safe use of cleaning equipment
4. The use of equipment, signs, barriers, or other devices, to protect the building occupants or equipment
5. Proper handling of hazardous materials and biological waste (blood-borne pathogens)
6. Recognizing hazardous or other materials, which are not allowed for use in this contract

18. Safety Procedures: All cleaning chemicals shall be stored in properly always labeled containers. Any additional or replacement staff hired throughout the life of the contract shall also complete safety training prior to beginning work in the ULSTL facilities.

19. Tools & Equipment: The contractor shall furnish and maintain all the equipment necessary for properly maintaining the ULSTL building. The contractor shall provide an equipment inventory list, identifying all equipment by age and condition to provide the services required by this contract. Contractor shall furnish and keep in good working order all necessary tools, equipment and supplies, including, but not limited to, carpet cleaners, soaps, cleaners, mops, brooms, buffers, ladders, hoses, High Efficiency Particulate Air (HEPA) vacuum cleaners, trash liners, cleaning rags, and all other cleaning equipment. ULSTL reserves the right to inspect equipment to be used to fulfil this contract. Any equipment determined to be in poor condition must be replaced immediately, at the contractor's expense. Failure to provide suitable equipment for completing all the requirements of this contract may be grounds for termination.

20. Materials & Supplies: All cleaning supplies, materials, and tools used in the performance of this contract shall be of good commercial quality, suitable for the purpose intended, and shall provide results necessary to provide the lofty standards of cleanliness required under this contract. All cleaning processes used shall meet exacting standards of safety and effectiveness for commercial applications in high traffic areas and shall not damage the facilities being cleaned. ULSTL have the right to prohibit the use of any process, material, supply, or tool which may damage ULSTL property, or which may be a risk to employees, the public, or others using ULSTL facilities. The Custodial/Janitorial Services contractor shall provide all other chemicals, supplies, and equipment. All cleaning chemicals and other supplies used by the Custodial/Janitorial Services contractor must be used in accordance with all federal, state, and local laws, comply with OSHA - standards and be used in conjunction with necessary safety equipment. Safety Data Sheets (SDS) must be on-site and available for all chemicals used within a service area on the first day of the contract. ULSTL will supply all toilet paper, paper towels, toilet seat covers, and hand soap to the Custodial/Janitorial Services contractor. All supplies remain the property of ULSTL and may

only be used at the specified site. ULSTL shall also provide at its expense all utilities, including lights, power, and water. Contractor shall stock and refill all restroom dispensers, as outlined in this section of the RFP document.

21. Cleaning Schedule:

1. Cleaning shall not start earlier than sixty (60) minutes before/after the end of normal business hours (generally 5:00 AM or 6:00PM on weekdays). This will fluctuate depending on the building/location.
2. The Contractor shall provide the on site designee a monthly schedule showing the estimated number of labor-hours, date to be accomplished, and task to be performed, to accomplish the contract requirements.
3. The Contractor shall maintain a schedule for carpet cleaning and hot water extraction for all ULSTL office and provide to the ULSTL's Contract compliance Manager and the Building Project Manager a copy of the monthly completed and scheduled work on the first workday of every month.
4. The Contractor shall maintain a schedule for quarterly interior and exterior window washing and provide to the ULSTL's on site building manager a copy of the scheduled work a minimum of 1 week in advance, and a copy of the quarterly completed work on the first workday following completion of work.

Security

1. Security: Contractor's personnel shall not be allowed in ULSTL facilities outside of normal business hours unless they are performing work for the Contractor. All Contractor personnel are required to provide proof of identity when requested to do so by ULSTL personnel. Keys shall not be left in the door locks. The Janitorial Services contractor shall be responsible for securing/locking the interior and exterior portions of the building during hours to be specified by the Building Project Manager. All workspaces shall be locked and the lights turned off when cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility. Keys required by the contractor will be furnished by ULSTL Building Maintenance Manager to the designated contractor employees and shall be returned to ULSTL on demand. The contractor is not to assist entry of anyone except contractor, employees, or Police/Fire personnel. Close and lock any exterior windows. Contractor's personnel shall immediately report to their supervisor and ULSTL Building Project Manager personnel, problems dealing with unauthorized or suspicious persons, conditions indicating theft, break-in, or vandalism, and building system failures. The Contractor's employees shall report to emergency personnel situations such as: fire, smoke, unusual odors, broken pipes, or floods, and take appropriate safety measures.

2. **Keys: The Janitorial Services contractor shall be issued building keys, where applicable, for the performance of services as specified herein. Should a lost or stolen key jeopardize the security of the ULSTL facility, the contractor shall be solely responsible for all costs incurred by the ULSTL in re-keying the lock system. No keys shall be duplicated.**
3. Damages: The Janitorial Services Contractor will be responsible for all damage to the facility or contents caused by the Janitorial Services Contractor or their staff during the performance of their duties.
4. Protection & Restoration: The Contractor shall protect all furnishings and improvements from damage by its operations. All damage shall be repaired or replaced, at the option of ULSTL, at the Contractor's expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to original in all aspects.
5. Removal of items: The Contractor's employees shall not remove any items from the job sites except that which has been specifically authorized by the ULSTL Building Project Manager in writing.

ULSTL'S RESPONSIBILITY:

1. Contract Project Manager: The ULSTL Projects Manager will be responsible for administering this contract. Staff will inspect and approve services provided for compliance with the specifications prior to payment. Questions may be directed to arussellperry@urbanleague-stl.org.
2. Inspections: The onsite Building Project Manager will perform inspections of each area to ascertain compliance with the specifications. A janitorial inspection report will be communicated to the Contractor listing any deficiencies found.

DELIVERABLES REQUIRED OF SUCCESSFUL CONTRACTOR

The successful Contractor(s) shall submit the following items to the ULSTL's Compliance Projects Manager and on site Building Project Manager within thirty (30) days of initiation of the contract award:

- A. Complete work schedule for semi-weekly, weekly, monthly, quarterly, semi-annual, and annual services for all offices.
- B. Schedule of all employees of the Contractor and the offices to which they are assigned, along with the labor-hours to perform the required work at each office.
- C. Copy of the current Safety Data Sheet (SDS) for all chemicals that will be used in the performance of the contract.

D. ULSTL Building Maintenance Manager will provide all cleaning supplies to contractors.

E. Documented list of employee training programs showing that all employees have been trained according to specifications of the proposal prior to the commencement of the contract.

F. Enter a Professional Services Contract with the ULSTL. The contract will be submitted to the ULSTL staff for approval with the award of the contract.

G. Appropriate City of St Louis business license.

H. Copy of Certificate of Insurance which shows compliance with the attached requirements and naming ULSTL as an additional insurance.

I. Provide a completed and signed W-9 form for your company.

PROPOSAL FOR FORMAT GUIDELINES

Before submitting a proposal, each Janitorial Contractor shall familiarize themselves with the Scope of Work, laws, regulations and other factors that may affect contract performance. The Contractor and contractor representative shall be responsible for fully understanding the requirements of the subsequent Contract and otherwise satisfy themselves as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the Contractor. There will be no subsequent financial adjustment for lack of such familiarization, other than that as provided within the subsequent Contract.

All proposals shall comply with current federal, state, and other laws relative thereto. The contractor shall comply with all applicable requirements of the MO Labor Code. Interested entities or contractors are to provide the ULSTL with a thorough proposal using the following guidelines: Proposal should be typed using a 12-point font size. Each proposal will adhere to the following order and content of sections, and hourly rate. Proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the meeting the scope of work task. Proposals which appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract may be rejected.

The following proposal sections are to be included in the Proposer’s response:

Proposal Requirements

Proposals should include the following information:

- **Project Schedule:** Detailed plan outlining the approach to completing the scope of work, including timeline and any specific methods or equipment to be used.
- **Cost Estimate:** Comprehensive cost estimate for the entire project, including labor, materials, and any additional expenses.
- **References:** Contact information for at least three references from similar projects completed by the contractor.

The contractor shall submit the following completed documents:

Document 1 – Bid Form

Document 2 – Non-Collusive Anti-Kickback Affidavit

Document 3 – Bidders “Statement of Qualifications”

DOCUMENT 1: BID FORM

PROJECT: General Janitorial Services

Bid Date: _____, 2025

Bid Time: _____, C.S.T.

From: _____

Bids submitted to: arussellperry@urbanleague-stl.org

Email subject: ULSTL: Janitorial Service A &/OR Service B

DOCUMENT 2: NON-COLLUSIVE ANTI-KICKBACK AFFIDAVIT

(hereinafter called "Bidder")
(hereinafter called "Urban League")

_____, being first duly sworn, deposes and says:

That (s)he is _____ of _____
("Bidder"), the party making the foregoing proposal or bid, that Bidder will comply with and adhere to the provisions of the Copeland Anti-Kickback Act (18 USC 874) as Supplemented in Department of Labor regulations (29 CFR, Part 3), that such proposal or bid is genuine and not collusive or sham; that Bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any other bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication, conference, or otherwise, with any person, to fix the bid price of Bidder or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against any person interested in the proposed contract; and that all statements in said proposal of bid are true and that the prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy and connivance and place responsibility on, in addition to the Bidder, its agents, representatives, owners, employees, or parties of interest.

BIDDER

Bye

STATE OF MISSOURI)
) SS
COUNTY OF ST. LOUIS)

Subscribed and sworn to before me this _____ day of _____,
2025.

Notary Public

My commission expires:

DOCUMENT 3 BIDDER'S STATEMENT OF QUALIFICATIONS

To Be Filed with Bid

(Where necessary, provide attachments for additional information.)

1. Company Name: _____

Corporation Partnership Individual

2. Number of years in business _____. If not under present firm name, list previous firm names and types of organization.

3. Contracts on hand (complete the following schedule).

Project & Address	Owner	Owner's Representative	Amount of Your Contract	Percent Completed

4. General character of work performed on the above contracts: _____

5. The following are the more important projects completed in the last five (5) years on a type similar (minimum two (2) comparable in size and nature) to that now being bid, including approximate cost.

Project & Address	Owner	Owner's Representative and Telephone Number	Amount of Your Contract

Project & Address	Owner	Owner's Representative and Telephone Number	Amount of Your Contract

6. Percent of work to be done by own staff __%.
 a. Number of permanent employees _____

7. There has been no fault in any contract, completed or uncompleted, except as noted below:
 a. Number of contracts on which default was made: _____
 b. Description of defaulted contracts and reasons therefore

Dated this ____ day of _____, 2025.

Name of Organization

Bye _____

Title of Person Signing

APPENDIX A – SITE LOCATIONS

APPENDIX A – SITE LOCATIONS (GENERAL)

URBAN LEAGUE BUILDINGS JANITORIAL GENERAL - SERVICE A

- North Spring Community Empowerment Center
929 North Spring Avenue
St. Louis, MO 63108

- Peter Bunce
2125 Bissell Street
St Louis, MO 63107

- Women’s Business Center
4401 Natural Bridge
St Louis, MO 63115

- Save Our Sons
2626 Cherokee Street # 102
St Louis, MO 63118

- Division of Public Safety Center
9000 West Florissant Ave
St Louis, MO 63136

APPENDIX A – SITE LOCATIONS (HEAD START)

URBAN LEAGUE HEAD START BUILDINGS JANITORIAL SERVICE B –

- Centene Campus
2900 Pershall Rd
St. Louis, MO 63136

- Magnolia Center
2725 Alhambra Ct.
St. Louis, MO 63118

- Broadway Center
4040 S. Broadway
St. Louis, MO 63118

- Patch Center
7925 Minnesota
St. Louis, MO 63107

- Peter H. Bunce (Water Tower Center)
2125 Bissell St.
St. Louis, MO 63107

APPENDIX B
MANDATORY ON SITE VISIT SCHEDULE

- Peter H. Bunce (Water Tower Center)
2125 Bissell St.
St. Louis, MO 63107
On site Building Project Manager: Tricia Gooden - tgooden@urbanleague-stl.org

October 8, 2025 @ 2:00 – 4:00 pm

APPENDIX C

JANITORIAL SPECIFICATION - SCOPE OF WORK

APPENDIX C – JANITORIAL SPECIFICATION - SCOPE OF WORK

DAILY CLEANING

Offices, Lobby, Conference Room

- Empty all trash receptacles and replace liners as needed. Remove trash to a collection point
- Vacuum carpeting
- Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures and all manner of furnishings
- Damp wipe all horizontal surfaces to remove coffee rings and spillage
- Dust telephones
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove any spillage from soiled areas
- Damp wipe entryway and clean fingerprints from entrance glass
- Spot clean partition glass
- Inspect and pick up, as needed, building entrance area

Restrooms

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and wipe with a disinfectant
- Empty trash receptacles and wipe
- Clean and polish mirrors
- Wipe towel cabinet covers
- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work
- Toilet seats to be cleaned on both sides using a disinfectant
- Scour and sanitize all basins. Polish bright work
- Dust partitions, top of mirrors and frames
- Remove splash marks from walls around basins
- Mop and rinse restroom floors with a disinfectant

Lunch/ Breakroom

- All trash receptacles are to be emptied and trash removed to a collection point
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove spillage from soiled areas
- Clean and wipe tables and chairs
- Spot clean walls near trash receptacles
- Clean fronts, tops, and sides of trash receptacles with a disinfectant
- Clean and polish drinking fountain/water cooler
- Damp wipe countertops to remove coffee rings and spillage
- Clean and sanitize sink
- Spot clean cabinets and exterior of appliances to present a neat appearance

WEEKLY CLEANING

Offices, Lobby, Lunchroom, Conference Room

- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture
- Buff hard surface floors if needed

MONTHLY CLEANING

Offices, Lobby, Lunchroom, Conference Room

- Complete all high dusting not reached in the above-mentioned cleaning
- Top scrub or machine scrub, rinse, and apply finish to composition floor covering in those areas that show excessive wear
- Remove fingerprints and marks from around light switches and doorframes
- Vacuum all upholstered furniture
- Damp wipe telephones using a disinfectant

Floors

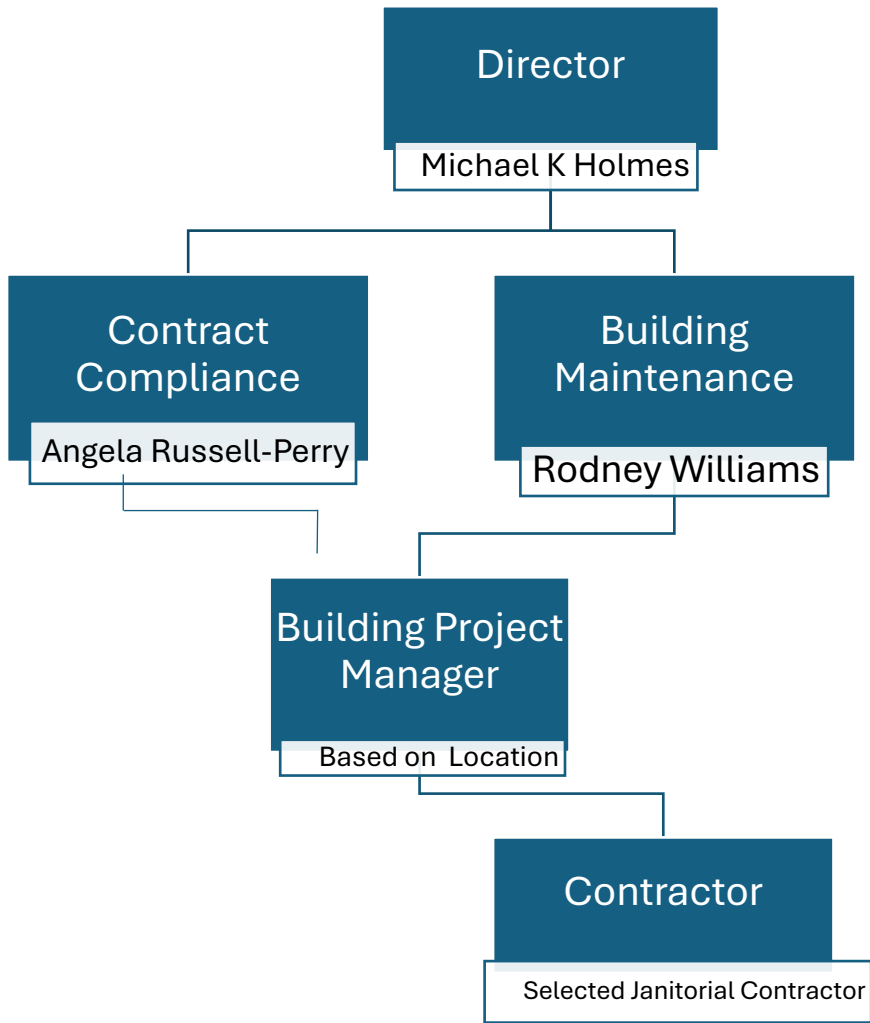
- Hard Surface - machine scrub, rinse and apply new finish to all hard surface flooring, exercising care to get into corners and along edges
- Carpet - extract all carpeting, taking care to get into corners and along edges

Offices

- Thoroughly damp wipe vertical and horizontal surfaces, including desks, files, windowsills, tables, chairs and telephones
- Perform all high dusting of light fixtures, air diffusers and doorframes
- Wash trash receptacles with disinfectant

Restrooms

- Scour and sanitize all basins, toilets, urinals and showers, inside and out
- Polish all bright work, attempting to remove lime and mineral deposits
- Wash all partitions with an industry standard disinfectant
- Wash trash receptacles using a disinfectant



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