



The Kindezi Schools
CUSTODIAL SERVICES REQUEST FOR PROPOSALS (RFP)

Custodial Services RFP - Selection Schedule	
Notice of RFP	May 2, 2025 published to Kindezi website (kindezi.org) and emailed to vendors.
Vendor Walk of School Sites	May 12- May 23, 2025 (CALL schools on pg.2 to set up walk throughs)
Submission of Proposal (Deadline)	May 30, 2025 @ 12 Noon To: kgreen@kindezi.org or Kimberly Green, COO The Kindezi Schools, % Gideons Elementary 897 Welch Street, SW Atlanta, GA 30310
Review of Submitted Proposals	June 2 - June 7, 2025
Tentative Contract Award Date	June 9-13, 2025
Vendor Completion of APS Background Checks	June 16 - Jun 30, 2025
Awardee Contractual Start	Wednesday, July 30, 2025
Contract Duration	Through May 31, 2026 (not to exceed one (1) year)

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Interested parties shall respond to this RFP by submitting proposals as soon as possible to: The Kindezi Schools, Inc. (KINDEZI) who reserves the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.

Introduction

THE KINDEZI SCHOOLS, INC. is soliciting proposals from offerors having specific interest and qualifications in the areas identified in this solicitation. Qualification statements and proposals for consideration must contain evidence of the offeror's experience and abilities in the specified area and other disciplines directly related to the proposed work. Other information required by THE KINDEZI SCHOOLS, INC. includes the submission of profiles and resumes of the staff to be assigned to the projects, references, illustrative examples of similar work performed, and any other requested information which will clearly demonstrate the offeror's expertise in the area of this solicitation.

A selection committee will review and evaluate all qualification statements and may request offerors to make oral presentations. The selection committee will rely on the qualification statements in selection of finalists and, therefore, offerors should emphasize specific information considered pertinent to this solicitation and submit all information requested.

Background

THE KINDEZI SCHOOLS, INC. operates three elementary schools -(2) charter schools and (1) partnership school- under the umbrella of Atlanta Public Schools (APS). The square footage of these buildings range from 60000 square feet to 89000 square feet. Some campuses are comprised of a single structure while others have multiple structures. All schools are within the city limits of Atlanta:

The Kindezi School, WEST
286 Wilson Mill Road, SW
Atlanta, GA 30331
(404) 802-8251

*The Kindezi School, Old Fourth Ward (re-opening July 2026)
386 Pine Street, NE
Atlanta, GA 30308
(404) 719-4005

Kindezi @ Gideons Elementary School
897 Welch Street, SW
Atlanta, GA 30310
(404) 802-7700

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Project Description

Offeror should be able to provide evening night cleaning reset for one, two, or all three schools, including gym buildings. Services would begin July 30, 2025 and conclude May 31, 2026. Services shall be performed between the hours of 6pm and 12am for night cleaning services, unless otherwise noted by KINDEZI. Holiday and summer hours will be determined as-needed by KINDEZI.

KINDEZI will supply the equipment, materials, cleaning chemicals, paper products, and trash bags for the entire duration of the contract.

Cleaning must be completed in a manner so as not to disrupt normal school functions as determined by KINDEZI. The following describes the expectation of the daily evening cleaning at both charter campuses.

- a. Floors and base moldings shine and/or are bright and clean, colors are fresh
- b. There is no buildup in corners or along walls
- c. All floors are swept daily
- d. All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges or fingerprints
- e. Lights and fixtures are clean (no bugs or dirt observed)
- f. Washroom, restroom and shower fixtures and tile shine and are odor free. Supplies are adequate
- g. Trash containers hold only daily waste and are clean and odor free.

Only single level subcontracting is allowed, and all subcontractors must be equally qualified and completely understand the scope and terms of the contract. All subcontractors must be approved by KINDEZI prior to starting work under this contract.

Subcontractors and employees of vendor can only be badged by KINDEZI via Atlanta Public Schools under that specific contract holder.

All special circumstances requiring additional/revised hours must be pre-approved by the local KINDEZI Director of Operations or Principal. The sites may include, but are not limited to: pre-K, elementary and middle grade classrooms and administrative locations or a combination thereof.

The sites listed in this solicitation are currently covered by this agreement. Sites may be added or removed from the current roster. Awards for additional facilities will be determined by KINDEZI based on the performance and cost structure.

All work performed by the vendor and its personnel will, at all times be subject to review and acceptance by KINDEZI who reserves the right to modify these specifications at any time during the terms of the agreement and negotiate cost changes, if any.

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The vendor shall be responsible for careless workmanship. If a task is not performed so as to produce the specified standard result, it shall be re-done at the vendor's expense. Rework shall be performed without charge and shall not interfere with nor detract from the performance of regular scheduled work.

Personnel Expectations

Vendor will be required to be available to speak with KINDEZI 24/7 should KINDEZI have any questions or concerns about the way in which the buildings were left by the vendor.

The vendor is solely responsible for all matters concerning the recruitment, performance and retention of their employees. The vendor must fully comply with all federal, state and local laws and regulations regarding employment and immigration, including nondiscrimination, compensation, taxation, benefits, etc.

Only persons, who have received the proper screening and training, prior to employment, shall be assigned duties under this contract. All personnel employed by the offeror must be trained by the offeror on school facility cleaning.

All personnel shall be dressed in a manner authorized by the vendor, unless otherwise indicated by KINDEZI in writing. A uniform that identifies the person as an employee of the vendor's and APS-issued identification badge shall be worn at all times while working on a KINDEZI site. The uniform should identify the company's name. Vendors, at their cost, shall provide uniforms to its employees that have been approved by KINDEZI.

The vendor's employees are expected to exhibit professional, courteous conduct and an appropriate appearance at all times. Any conduct or appearance deemed inappropriate by a KINDEZI representative will be grounds for removal from KINDEZI property. Vendor employees are to be respectful to faculty, students and visitors; these employees are prohibited from fraternizing with these groups. Flirtatious behavior, soliciting monies, names, addresses and other such inquiries will be cause for the employee to be removed from the premises. Vendor shall assign the required staff to each location to be serviced.

Vendor must notify KINDEZI if personnel from an assigned school will be utilized at a different location. The offeror must staff the buildings in a manner to meet all expectations outlined in this document.

Shifting of cleaning crews will only be allowed on a case by case basis following approval from the KINDEZI Site Manager. **KINDEZI must be given a 30-day notice of any staffing changes in order to activate badges, provide security codes and site specific keys.**

The vendor shall designate a primary company contact within twenty four (24) hours of notice of award. This representative should be someone other than the job supervisor. They shall be available to attend the regular meetings as designated by the KINDEZI Site Manager. These meetings will be attended without any extra costs to KINDEZI.

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The vendor is solely responsible for all matters concerning the recruitment, performance and retention of their employees. The vendor must fully comply with all federal, state and local laws and regulations regarding employment and immigration, including nondiscrimination, compensation, taxation, benefits, etc.

Damage, Theft, Illegal or Inappropriate Conduct

The vendor shall be responsible for repairing or replacing, to the satisfaction of KINDEZI, any damage caused by any willful or negligent act of its employees or subcontractors.

The vendor is also liable for any theft proven to be either committed by its employees or subcontractors made possible by willful or negligent action of its employees. KINDEZI reserves the right to remove vendor from site based on the severity of the acts committed by the vendor's staff.

The vendor must reimburse any costs incurred by KINDEZI due to illegal or inappropriate conduct by the vendor's employees. Such costs shall include, but are not limited to the following:

- a. Re-keying or restoring of locks; Service charges levied by security alarm vendors, law enforcement agencies, or security companies in response to false alarms;
- b. Payments to law enforcement agencies or security companies for investigations of conduct that prove an employee's inappropriate or illegal conduct;
- c. Replacement costs of items missing or damaged, due to an employee's conduct;
- d. Damages to property due to misuse of cleaning chemicals and cleaning equipment;
- e. KINDEZI reserves the right to remove vendor from site based on the severity of the acts committed by the vendor's staff. The acts would be reviewed by assigned KINDEZI staff members.

Parking

The vendor's employees may use the facility parking, when on duty. The parking shall not be used for periods of time other than the work shift. The vendor, nor its employees or subcontractors should obstruct parking of regular employees of KINDEZI.

Trash Disposal

KINDEZI will provide containers for the vendor's use, for the disposal of waste paper, trash, and debris. The vendor shall ensure that all trash and debris collected each day is placed in these containers on a daily basis and the lids kept closed. If there is a recycling container on the site, the vendor is required to support the recycling program by placing the approved materials in the recycling bin and not in the trash container. This is to be done on a daily basis.

Utilities

KINDEZI will supply all utilities (electric, gas, water, and sewer) needed for custodial services for each site. KINDEZI utilities shall not be used for any purposes other than for the custodial services required under this contract. Violations of this provision will be considered theft and subsequently treated accordingly.

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Work Hours

The vendor shall clean the facilities five (5) times per week, on Monday-Friday, in accordance with the schedules issued by KINDEZI. The exception will be for days declared as official KINDEZI holidays. In the event schools are not opened, or in the event schools are closed early, due to inclement weather or emergency conditions, the owner's Representative or designee will notify the vendor of any needed adjustments. **The vendor will typically be required to work in the event of such circumstances as to ensure the readiness of the facility the following day. It is expected that the vendor shall resume their regular schedule on the next available workday.**

Any work that was left incomplete due to an unexpected closure must be completed along with regularly scheduled duties, on the next available workday.

In most cases, the vendor's employees will be reporting sometime after 6:00 pm each day (unless otherwise noted by KINDEZI), to begin cleaning duties. Actual hours will be confirmed for each individual facility.

Vendor must immediately notify KINDEZI if they are not able to remove all trash from building due to circumstances beyond their control. The notification of disruption in service will ensure the day porters are aware of the problem and immediately be dispatched to the areas not completed. No trash will be left in the building overnight.

All housekeeping, cleaning and maintenance duties must always be done with a minimum of disruption to normal instruction and other functions. If the vendor feels that the listed available hours for cleaning are not adequate for maintaining clean facilities, they may submit a proposed alternative schedule. Please explain the nature of the change(s) and why the change is an improvement. The vendor should not use the proposed schedule before and unless receiving written approval from KINDEZI. Vendor must notify KINDEZI if they are not able to complete any duties due to circumstances beyond their control.

In the event of special evening meetings or activities occurring at the facility, as a general rule, the vendor's cleaning crews should not stay beyond 11:00 pm. If the vendor's crews must stay later than 11:00 pm, the supervisor shall notify the APS Police Department (APSPD) office at (404) 802-2000 no later than 10:30 p.m. of the same evening. If the vendor plans or is scheduled to do weekend or holiday cleaning, the Owner's Representative or designee must approve in writing. Vendor may not work weekend or extended evening hours without written consent from the KINDEZI Director of Operations or Principal. The vendor must ensure that the APSPD and the appropriate KINDEZI Facilities Services personnel are properly notified. The supervisor and vendor's staff must have this approval available on-site. KINDEZI reserves the right to request and expect any adjustment to the work hours of vendor and its staff as needed by school location and situation.

Some KINDEZI facilities have regularly scheduled evening programs or specially scheduled community activities. In such cases, it may be more productive for the vendor's crew to report

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and to stay later in the day/evening. The local Operations Director or his/her designee will inform the vendor if such is the case at one of the facilities covered by this contract.

The vendor's employees shall not perform any services not specified in this proposal for the facility faculty and students, which are outside the scope of this contract. At no time, during the work shift, shall the Vendor's employees leave the facility premises on behalf of any KINDEZI employee, student, or visitor. (NOTE: In the event of some extreme, life-or-death emergency the vendor's employee should use his/her own best judgment as to whether to assist the principal or operations director. KINDEZI shall not incur any liability that may result from such an action.)

The vendor's site supervisor, after confirming that all daily requirements have been met with regards to a properly cleaned facility, shall ensure that all outside doors and windows are secured and locked daily. **Vendor assumes full responsibility in the event the exterior doors and windows are not properly secured upon exiting from the facility.** Furthermore, the vendor is totally responsible if the building is left in an unsecured position, including but not limited to, all doors and windows being locked, setting of the burglar alarm, immediate notification to the local Site Manager if a problem is encountered, receiving confirmation of "building secure" status. Vendor or site supervisor shall coordinate with the Owner's Representative or her designee as to the appropriate times for these actions.

Supplies & Materials

The vendor shall provide:

- a. All labor, supervision, tools, etc. as are required for undertaking custodial services for the schools/facilities under contract.
- b. All cleaning materials and equipment to be used by the vendor are to be supplied and maintained by the school at its sole cost and expense.
- c. Adequate storage space for supplies and equipment will be provided for the vendor. These areas shall be kept clean and organized by the vendor.
- d. **KINDEZI reserves the right to provide all supplies and equipment. KINDEZI may provide supplies and equipment and the vendor will provide the labor.**

All sanitary chemicals shall have UL approved label. Abrasive cleaners and polishes shall not be used routinely. When these are essential they shall be used with great care and caution. The restrooms are to be stocked by the day cleaning personnel. The vendor shall submit samples of these chemicals to KINDEZI upon request for approval prior to implementation. The vendor shall not use any hazardous materials.

Prior to implementation, vendor must supply a detailed listing of all chemicals to be used during the custodial services contract and the list of chemicals must be approved by KINDEZI prior to use in a KINDEZI facility or school (approval in writing is the only acceptable method of approval). This applies to any new products that the vendor wishes to use in addition to the original list submitted.

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Vendor will use an odor control counteractant with enzymes for restroom care. This is to help combat the smell of urine salt within the schools/facilities serviced by the vendor. Vendor will use disinfectants daily in restrooms and cafeterias. This product must be kept on site at the facility/school at all times.

No bleach is allowed on KINDEZI sites.

In the event that indoor air quality (IAQ) concerns develop, the vendor must be prepared to assist in the resolution of the concern by providing wet wiping, carpet extraction and removing flood waters from VCT (12 x 12 flooring) or carpet as directed by KINDEZI facilities representative at no additional expense to school. Vendor will use KINDEZI approved cleaning supplies including wax and stripper products.

Vendor must have, at a minimum, the following equipment at each awarded school:

- i. Auto-scrubber -All hallways and common areas are to be auto-scrubbed each day, Monday-Friday. Sunday-Friday if appropriate.
- j. Two mop buckets per floor at awarded facility. One is to only be used for restrooms.
- k. Two mops per floor at each awarded facility. One mop head is to be blue or red for restrooms only. The other can be white or green in color.
- l. One vacuum cleaner. On LEED certified schools this must be HEPA filter equipped. LEED certified schools are identified in Addendum B.
- m. Chemical dilution stations to properly mix all cleaning chemicals.
- n. All vendor equipment and chemicals must be properly marked identifying it as belonging to the vendor.

Floors

Hard surface floors shall be maintained without the accumulation of dirt in the corners and/or scuff marks throughout. Floors should be free from discoloration or build-up throughout the building and under desks, chairs, sinks, and other furnishings. All floors shall be swept free of debris and litter daily.

The vendor's chosen floor finish material shall provide a long-lasting appearance and meet the slip resistance requirements of Underwriters' Laboratories or other approved testing agency. Finish or sealer materials should not discolor light-colored floor materials and shall not have an objectionable odor.

The EPA (Environmental Protection Agency) requires the use of the custodial closet deep sink to dispose of stripper water by flushing with warm water into the sewer system. Dumping stripper water onto ground or in storm drains is prohibited and subject to fine. Kitchen drains cannot be used to dispose of stripper water.

Vendor must provide with their proposal a list of all types of cleaning chemicals to be used on the different types of floors found in KINDEZI facilities. Vendor must submit to KINDEZI for

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approval the brand of floor finish to be used on all floors. All floors that are stripped must get approval from KINDEZI before applying finish. Cleaning of kitchen and cafeteria floor must include deep cleaning and not just mop clean; moreover, vendor must state the number and frequency of deep cleaning schedule. Vendor should not use any dust mop treatment chemicals that leave a residue.

Carpet & Rugs

Vendor shall maintain the carpet and area rugs free of spots and soiled areas. All areas shall be vacuumed on a daily basis. **Vendor shall maintain the carpet and area rugs free of spots and soiled areas. They shall also be spot cleaned as frequently as needed (daily if needed).** Carpet extraction shall be done on a monthly basis for pre-k areas.

Steam cleaning with a truck mount or like unit shall occur 1(1) time per year during the following:
a. Winter break

Walls

Walls shall be cleaned in accordance with the schedule provided by KINDEZI. Scuff marks and other marks or dirt on the walls shall be removed to maintain a clean appearance. If the appearance of the wall is altered after spot cleaning the entire wall must be cleaned.

Window & Window Frames

Both inside and outside of window and window frames shall be cleaned as specified by the Facilities Manager. Vendor is responsible for any windows up to a height of 10 feet. All windows and frames shall be cleaned in accordance with the schedules.

Surfaces & Equipment

Vendor must understand and will ensure their cleaning personnel understands no computer equipment is to be unplugged at any time without written approval from local operations management. Vendor should have KINDEZI personnel unplug all equipment. All horizontal surfaces, including desks, chairs, casework, and furnishings shall be kept free of dust and soil. Cleaners shall be used in a manner that imparts a glossy look, without leaving a discernible residue or without damaging the surface material.

Restrooms

All restroom surfaces, including toilet seats, face bowls, mirrors, vent fans, floors, walls and partitions, etc. shall be cleaned thoroughly each night with a disinfectant cleaner. They shall be maintained in a condition free of noxious odors and residues. All restroom floors shall be cleaned in accordance with the schedule defined by the Site Manager, or as often as is necessary to maintain a sanitary condition, free of noxious odors or residues. All restrooms are to be cleaned by Kaivac nightly; deep cleaned and scrubbed weekly. Deep clean shall be done with a low speed and scrub brush or a pressure washer. All trash shall be emptied on a nightly basis.

Other Appurtenances

Blinds, curtains, drapes, vents, fountains, stage curtains and all other appurtenances shall be cleaned as specified in the schedule as defined by the Facilities Manager.

Mechanical & Electrical Equipment Rooms

These areas shall not be cleaned or entered, unless otherwise requested by KINDEZI. These areas should be cleaned on a semiannual basis and needs to be coordinated with the site manager.

Need Servicing

It shall be noted as a warning when performance is showing deterioration from the standard. Where the latter is noted, the vendor is required to take corrective action. It is the vendor's responsibility to correct the noted deficiencies within 12 hours of notification.

Inspection and Evaluation Documentation

- a. Vendor must have a written inspection and corrective action program included with all proposals submitted;
- b. Vendor must state the inspections frequency and time table to ensure corrective actions are complete;
- c. Vendor must provide KINDEZI with written documentation regarding all inspection (Time table to be determined by KINDEZI);
- d. KINDEZI reserves the right to adjust the time table regarding written inspections and corrective actions to be taken as required.

KINDEZI will follow the following steps for corrective action when conducting (scheduled and unscheduled) Custodial Audits on a school or facility. The frequency of the audits will be determined by KINDEZI.

- a. Audit 1- below KINDEZI standard of cleanliness, written warning and request for plan of action from vendor to bring facility back to KINDEZI standards.
- b. Audit 2 –below KINDEZI standard cleanliness, request for plan of action from vendor to bring facility back to KINDEZI standards.
- c. Audit 3- below KINDEZI standard cleanliness, contract termination with vendor.

Vendor Performance Indicators

The vendor will be evaluated based on the random audits performed by KINDEZI in adherence to the KINDEZI schedule and cleaning standards. An average score of 90% must be obtained during these random audits for the vendor to be in compliance with the contract. These audits will evaluate how well a company performs in key areas such as communication with KINDEZI, quality control and following procedures according to the contract. How well a vendor performs

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in these key areas are to be tracked and rated on a quarterly basis using a 1-5 scale for scoring. (1 being poor and 5 being best)

In addition to monthly meetings, authorized KINDEZI personnel shall make a written “negative performance report” each time vendor’s work performance falls below acceptable standards, as determined by KINDEZI. The negative performance report shall detail each area in which the vendor’s performance is deficient. After each negative performance report is issued, the vendor will have an allotted time to demonstrate marked improvement. After the issuance of a negative performance report for substandard performance, KINDEZI has the option to:

- a. Wait for a reasonable amount of time for vendor’s cure; or
- b. Terminate vendor’s services at a particular premises; or
- c. Terminate vendor’s contract with KINDEZI in its entirety.

Additional Requested Services

Non-standard or unscheduled projects may occur. The vendor is expected to perform these services at no additional charge. Some examples of these projects are:

- a. Dignitary visits i.e., district superintendent visits
- b. Disinfectant for health concerns

Emergency On-Call Services

The vendor may be required to perform emergency on-call cleaning services as requested by KINDEZI. The services required may include but not be limited to the following:

- c. Floor restoration
- d. Fire and smoke damage
- e. Mold clean-up, wipe down and removal

Safety / Security / Criminal History Background Checks

KINDEZI policy requires that all contractors, consultants, or vendors providing services on KINDEZI premises be fingerprinted and submit to a criminal record check initiated by KINDEZI prior to providing services to KINDEZI. All KINDEZI vendor background checks are handled through APS. **There is a fee of \$45 per individual payable by money order associated with the background check. The payment of this fee is the sole responsibility of the contractor, consultant, vendor or the employing company. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check as determined by KINDEZI.**

Vendor shall comply with the following:

- a. Vendor shall not employ for the services of KINDEZI, any person who does not pass the criminal history background check. No person, who has been convicted of a crime of moral turpitude, may be assigned duties under this contract.**
- b. Vendor is responsible for ensuring that all workers have the correct immigration status. The vendor shall provide to KINDEZI Human Resources the names of all personnel assigned to perform services for KINDEZI schools, prior to the start of work. KINDEZI HR will submit vendor personnel information to APS for background check**

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processing. A minimum of two (2) weeks should be allotted for completion of background checks and personnel verification/badging.

Employees and their personal items (i.e. Purses, lunch bags, etc.) may be subject to a security inspection upon entering or leaving a KINDEZI facility.

Lunches and breaks are to be taken only in designated areas. Vendor is responsible for cleaning up after staff lunches.

Use of KINDEZI property and equipment (phones, computers, copy machines, etc.) by employees is prohibited. The consumption of food, drinks, candy, etc. on the property that was not purchased or brought from home by employees is also prohibited.

Employees are not allowed to remove any items from buildings. This includes food, trashed items, etc.

Badges

All vendor employees deemed eligible to perform services for KINDEZI shall wear APS photo ID badges and clothing identifying the name of the company. Contract employees shall not report to any KINDEZI school or facility at any time to perform services without an APS ID badge and identifiable clothing. If so, the employee will not be allowed to enter the building to perform services. Badges and identifiable clothing shall be worn at all times when on property. Vendor must enforce the badge policy throughout the term of the awarded contract.

All vendor employees are required to badge in upon arrival for work at a KINDEZI site and badge out upon leaving a KINDEZI site after work.

All vendor employees must display KINDEZI issued credentials at all times when working on a KINDEZI site.

Upon termination of a contract employee, the vendor shall immediately retrieve the badge and identifiable clothing from the ex-employee, inform the KINDEZI Site Manager immediately. Any property belonging to the KINDEZI or Atlanta Public Schools must be returned immediately.

Keys

a. Upon award of a contract, KINDEZI may provide keys and an access code to the non-working supervisor, to allow entrance to and exit from the school.

b. If keys and codes are provided, they shall be given ONLY to the non-working supervisor.

c. Neither the keys nor the access codes shall be duplicated, or given to other contracted employees in the non-working supervisor's absence, unless the contractor has obtained written permission to do so from the authorized KINDEZI representative.

d. Any vendor's employee or supervisor found to have duplicated a key will be immediately removed from KINDEZI property and this contract.

e. The vendor is fully responsible for the cost of replacing lost keys, and the cost of replacing the facility locks, if this becomes necessary. Upon termination of a non-working supervisor or

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other management staff, the vendor shall immediately retrieve the keys from the ex-employee and inform and provide the keys to the KINDEZI Site Manager.

f. The keys shall be formally reassigned and a new access code shall be given to the new nonworking supervisor by the Atlanta Public Schools.

Code Compliance / Safe Operating Environment

The vendor shall be solely responsible for compliance with all applicable federal, state, and local safety regulations, including training employees in the proper use of chemicals and equipment needed to perform their work. Any act or condition, created by the vendor's employees, which affects the health or safety of KINDEZI faculty, students or visitors, may be grounds for immediate termination of the contract.

The vendor shall keep safe and clean any work and/or storage area assigned for their use. The vendor agrees to indemnify and hold harmless the Atlanta Board of Education, the Atlanta Public Schools, THE KINDEZI SCHOOLS, INC., and/or their employees from any loss, claim, or liability used by the failure of the vendor or its employees to do so.

Whenever and wherever the vendor's work creates a potential hazard to the public (e.g. slipping or tripping), the vendor shall place appropriate barriers and warning signs to provide and ensure adequate protection.

Buildings

The vendor shall be responsible for communicating with their employees on the security requirements of the school or facility in which he or she is working. The vendor is also responsible for enforcing these requirements.

The vendor shall secure the building after completion of work or other activities. All rooms are to remain locked at all times, unless in use or being cleaned at that time. This includes locking all doors and windows as designed by the KINDEZI Site Manager and his/her designee.

In the event doors or window are left unsecured by the vendor's employees, vendor will be subject to disciplinary action.

The building shall be locked, if left unattended; the security alarm shall be set, before leaving the school campus or administrative facility. In the event the school is occupied and the alarm cannot be set, the Vendor's supervisor must notify the KINDEZI Site Manager prior to leaving the school campus or administrative facility.

Weapons

Guns, knives or any other recognized weapons or any tools or instruments intended for use, as weapons are not allowed upon Atlanta Public Schools' or KINDEZI property. Possession of a weapon on the grounds or property of the Atlanta Public Schools or KINDEZI, regardless of whether the weapon is on the person of the employee or in a location of the employee's

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knowledge, shall be cause for the immediate removal of the employee from Atlanta Public Schools or KINDEZI property and from any further work under this contract.

Alcohol & Drugs

Possession and/or use of alcohol, tobacco or illegal drugs are prohibited on Atlanta Public Schools' or KINDEZI property. Being under the influence of illegal drugs and alcohol, while on Atlanta Public Schools' or KINDEZI property or grounds, is prohibited. Violation of this provision shall be cause for the immediate removal of the employee from Atlanta Public Schools' or KINDEZI property and from any further work under this contract.

Use or possession of legally prescribed or over-the-counter medication is not prohibited. However, the vendor is cautioned to closely monitor and supervise employees taking medication, such that they will not endanger themselves or others by being unable to work effectively and safely, while under the medication.

Atlanta Public Schools is a smoke-free district. Smoking is not permitted on district or KINDEZI property at any time.

Accessing Desks & Furnishings

The vendor's employees shall not disturb papers on desks or on other office furnishings. They shall not open drawers of desks, furnishings, or cabinets, under any circumstances, unless otherwise directed by an authorized KINDEZI representative.

Visitations

The vendor's employees shall not be assisted, accompanied, or visited by family, friends, or associates, during their work shift, unless specific, written authorization has been granted by an authorized KINDEZI representative.

Chemicals, Equipment and Supplies

Wherever possible and reasonable, KINDEZI will provide locked storage at each facility covered under this contract, for the vendor's use. The vendor is solely responsible for the protection and safekeeping of his/her equipment, materials and supplies.

The vendor must submit a list with their proposal of all chemicals that will be used at KINDEZI sites, along with two copies each of their Material Data Safety Sheets (MSDS). The vendor must also keep a list of the chemicals and MSDS copies at each facility in which they are providing service.

Kindezi will supply all cleaning materials. Vendor shall use environmentally safe cleaning products certified by a qualified green seal agency. It is a possibility that after KINDEZI reviews the submitted proposals, that KINDEZI will supply all supplies and equipment. KINDEZI will

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specify green seal products and green process wax specification as well as bag size and thickness.

Soap, Towels, Tissues

KINDEZI shall supply all hand soap, paper towels, toilet tissue and storage area for cleaning equipment and supplies. These shall be made available to the vendor's employees in a designated storage area at each facility.

Inspections and Performance Evaluations

The vendor shall remain mindful that KINDEZI expects the vendor to be proactive and to operate as a strategic partner in its effort to maintain a very high level of cleanliness within all of its facilities.

KINDEZI does not intend to engage the services of a vendor and then be required to fulfill the vendor obligations for daily supervision, daily inspections of full compliance upon the completion of the work, verification that the performance of the cleaning duties have met the standards of the contract, securing the facility each evening, verification of the readiness of the facility for the next day, etc.

All awarded buildings will be inspected in accordance with the cleaning schedule by the awarded contractor's dedicated inspection team. **The awarded vendor is expected to have a minimum of one dedicated full time certified custodial inspector. These inspectors will inspect and evaluate the performance of both the night and day custodians, including KINDEZI employees. These inspections must be documented on a KINDEZI approved form or approved equivalent. KINDEZI will conduct random inspections of the facilities maintained by the vendor as a part of its standard operating procedures.**

All deficiencies shall be communicated to the cleaning vendor in writing along with documented followup actions. All documentation shall be made available to all KINDEZI personnel when requested.

In the event a deficiency or concern regarding the potential drop in the outlined standard is noted, a copy of the respective assessment sheet identifying the deficiency shall be provided to the vendor within twenty four (24) hours of the inspection. Twelve (12) hour turn around on non-waxing issues is strictly enforced. Floors sited for waxing or stripping will be evaluated based on the size and scope of the problem and turnaround time rendered. The sheet will denote areas of satisfactory performance and areas of unsatisfactory performance.

The vendor's supervisor shall meet, at a minimum, once a week with the Site Manager, Director of Operations or principal, or their designee, (as determined by KINDEZI) of each of the vendor's awarded schools to discuss service level being provided.

Insurance Requirements

www.kindezi.org

Vendor is not required to submit proof of insurance with proposal but must submit within five (5) business days of approval of work. The Certificate of Insurance must list THE KINDEZI SCHOOLS, INC., THE KINDEZI SCHOOLS ATLANTA, LLC, and Atlanta Public Schools as the additional insured. In addition to the insurance requirements, vendor must also have Crime Insurance in the amount of not less than \$100,000 per occurrence to include Employee Theft of client Property coverage during the term of the contract.

Qualification Statement Requirements

The offeror shall provide the following information organized as follows in their qualification statement:

1. A brief discussion of the firm, its organization, and services offered;
2. Information which demonstrates experience and history of providing said service as identified in this solicitation;
3. Description of staff training programs; and
4. Proposed team and qualifications and experience of team members

Proposal Requirements

Offerors shall submit the following in addition to qualifications:

1. Proposed scope of services.
2. Proposed fee and fee structure.
3. Example certificate of insurance

Timeline

May 1, 2025: Release RFP to the marketplace

May 12- May 23: Schedule and visit KINDEZI facilities

May 30, 2025: RFP due by 12pm EST

June 2-7: Administrative Review and Evaluation

June 9-13: Vendor decision confirmed

June 16-30: Vendor background checks process through Atlanta Public Schools

July 30, 2025: Contract Start Date

Submission Requirements

The deadline for submission of proposals is Friday, May 30th @ 12NOON. Proposals may be submitted electronically to kgreen@kindezi.org or in hard copy format to :

Attn.: Kimberly Green, Chief Operating Officer
THE KINDEZI SCHOOLS, INC.
% GIDEONS ELEMENTARY
897 WELCH STREET, SW ATLANTA, GA 30310

Additional Information

www.kindezi.org

For further information regarding this request, please contact Kimberly Green at kgreen@kindezi.org.

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