



Request for Proposal for Sanitizing & Disinfecting Services

ISSUE DATE: MONDAY, JULY 20, 2020

Contract Period: August 1, 2020- July 31, 2021

DUE DATE: FRIDAY, JULY 24, 2020

This Request for Proposal (RFP) is for sanitizing, and disinfecting services outlined in the Scope of Work at the locations listed below.

Goal: Westchester Community Opportunity Program, Inc. (WestCOP) is currently seeking vendors to provide specialized COVID-19 disinfecting and sanitizing services for their 20 Head Start Centers.

Scope of Work: Due to the COVID-19 virus and the possibility that the virus could quickly spread through contaminated surfaces, it is crucial that our centers are properly clean by professional that has been trained in cleaning and disinfecting specifically to combat this spread. Our goal is to maintain a safe environment for our children, teachers, and staff. Routine cleaning and disinfecting are key to providing a safe space.

Disinfecting and Sanitization

Disinfecting and sanitizing of frequently touched surfaces and objects as outlined below must be done on a daily basis, Monday through Friday.

- Doorknobs and handles
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Telephone
- Stair rails
- Toilets
- Faucets
- Sinks
- Provider must apply an electrostatic sprayer to fog all classrooms and office with a misted disinfectant that is EPA approved and is effective against COVID-19 on a daily basis

Facemasks and gloves must be worn by the cleaning staff and disposed of after each cleaning. EPA-registered household disinfectants must be used according to directions from the manufacturer.

LOCATIONS:

Location	Address
Brewster, NY	31 Mount Ebo Road North
Elmsford, NY	2 Westchester Plaza
Chappaqua, NY	650 King Street
Granite Springs, NY	6 Old Tomahawk Street
Mamaroneck, NY	134 Center Avenue
Mount Vernon	250 South 6th Avenue
Mount Vernon	114 East 4 th Avenue
Mount Vernon	260 So. 4th Avenue
Mount Vernon	240 Franklin Avenue
New Rochelle, NY	95 Lincoln Avenue
Ossining, NY	50 North Malcolm Street
Peekskill	137 Union Avenue
Peekskill	705 South Street
Port Chester	400 Westchester Avenue
Port Chester	17 Spring Street
Tarrytown	105 Wildey Street
Yonkers, NY	10 St. Joseph's Avenue
Yorktown Heights, NY	1974 Commerce Street

Agency Profile: WestCOP is a private not-for-profit, multipurpose social service agency operating community programs to combat poverty and its adverse effects in Westchester and the Lower Hudson Valley Region. Chartered in 1965, the organization each year receives more than 60 grants from corporations, government, foundations and individuals to sponsor numerous programs essential to the well-being of the community's residents. These programs include 21 Day Care Head Start centers, 9 Community Action Programs (CAPs), Family living program, Homeless prevention and Assistance programs, Emergency food pantries, Surplus food distribution, Energy conservation and Weatherization programs and numerous employment and training programs. WestCOP services include a variety of special projects, such as the Foster Grandparents Programs, an Emergency Homeless Men's Shelter, Seniors in Community Services, Victims Assistance Services, Rape Crisis Services, a Rape Hotline, Adolescent Pregnancy Prevention and Community Services to the Elderly.

Please submit your proposal including your experience, clients, staff, training, and cost.

The deadline to submit is 4:00 PM on Friday, July 24, 2020. All submissions must be emailed to mperry@westcop.org or hand-delivered to the attention of:

Mr. Malcolm Perry
 2 Westchester Plaza, Suite 137
 Elmsford, New York 10523