



Request for Proposal/Bids:

Maintenance, Deep Cleaning, and IT Services for Child Care Providers

This Request for Proposal (RFP) establishes terms and conditions for professional services to be rendered by Child Care Resource & Referral, 1001 W. Kennedy Ave, Suite A, Kimberly WI 54136 and private contractors for services provided to Child Care Programs in Outagamie County.

Title of Proposal: Essential Services for Child Care Providers in Outagamie County

Child Care Resource and Referral has been a local support system for child care providers in Outagamie County since 1987. CCR&R is currently seeking proposals to provide **Essential Services** to child care providers. These Essential Services will include Maintenance, Cleaning, and IT services. Services are to begin January 1st, 2024, and continue for a period of two years. Funding for this program is provided by ARPA funds granted through Outagamie County.

Any of these services will ONLY be provided to child care providers operating in Outagamie County. Services include the following:

Maintenance of Child Care Programs- Various services around the buildings and grounds of child care programs, both group and family programs as requested. Materials would be provided by the child care program unless otherwise agreed upon by CCR&R.

Deep Cleaning Services- The number of times each program would receive cleaning would be dependent on the interest of child care providers. Deep cleaning could include waxing of floors, cleaning of carpets and baseboards, and other tasks requested by providers.

IT Services- The IT company would provide services including troubleshooting, set up of phone/computer services, and other services at request by providers.

Request For Proposal will be scored as follows:

- 50% cost of services
- 30% ability to meet the needs of child care providers
- 20% references

CCR&R reserves the right to request in-person meeting with applicants filling out RFPs before contracts will be issued.



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Interested individuals and/or companies should submit the following information via email document no later than November 17th, 2023 at 12:00 pm to Candy Hall, CCR&R Executive Director, candyh@ccrfoxvalley.org

Name of Contact Person: _____

Name of Business: _____

Street Address _____

Email: _____

Contact Phone Number: _____

How many workers does your business employ? _____

*What services is your business interested in providing? (Please check all that apply, may choose more than one.)

- Maintenance of building and grounds of child care programs for up to 17.5 hours per week.** Materials would be provided by the child care program unless otherwise agreed upon by CCR&R.
- Deep cleaning services for up to 32 hours per week.** Deep cleaning could include waxing of floors, cleaning of carpets and baseboards, and other tasks as requested by program. All deep cleaning will take place after hours/after the program is closed and no children are present.
- IT services for up to 15 hours a week.** Services could include troubleshooting, setup of phone/computer services, and other services as requested by providers.

*Please submit an estimated hourly rate for services (attach rate list of individual services if possible)

*Please attach **3 letters of reference** from previous clients who have used your services.

*Your business must be able to offer basic liability and other necessary insurance as required by Wisconsin state law. Proof of insurance will be requested upon signing of contract.



Timeline for services

Contracted businesses will be required to be available for services to child care providers a certain number of hours each week. Child care providers will be contacting **the business directly** to schedule services. Some providers will choose a repeat schedule, while some providers may choose to use Essential Services as a one-time service. Businesses chosen for contracting will invoice CCR&R monthly for services. CCR&R will require data collection on services provided.

CCR&R reserves the right to adjust services or hours for the Essential Services program more/less as necessary to support child care providers.

How much notice do you require to be able to schedule services? Check all that apply:

- Available for last minute services/emergencies
- Available for services with 24 hours' notice
- Available for services with 48 hours' notice

Services are to begin January 1st, 2024, and continue for a period of two years. A one-year extension may be added in the future if funding allows. **Will your business be available to provide services for the full initial two-year period?**

- Yes
- No (If no, please specify why)

Background checks:

All employees of contracted businesses must be willing to pass a background check if necessary. CCR&R will cover this cost. Are your employees willing to be subject to a background check?

- Yes
- No

Signature of Business Representative: _____

Date _____

For questions, please contact:

Candy Hall, Executive Director, 920-376-8598, candyh@ccrfoxvalley.org