

KIPP LA Schools

Janitorial and Maintenance Services

School Year 2015-16

KIPP LA Schools:

KIPP Promesa Prep

KIPP Ignite Academy

KIPP Philosophers Academy

KIPP Iluminar Academy

KIPP Academy of Innovation

KIPP Sol Academy

KIPP Empower Academy

Issue Date: April 30, 2015

Due Date: June 1, 2015

Prepared by:

KIPP LA Schools

3601 East 1st Street

Los Angeles, CA. 90063

Attn: Paulina Flores

Request for Proposal (RFP)

KIPP LA Schools is soliciting proposals to provide janitorial and/or maintenance services for 7 schools in the 2015-16 school year: KIPP Promesa Prep serving approximately 120 students, , KIPP Ignite Academy serving approximately 115 students, KIPP Philosophers Academy serving approximately 360 students, KIPP Iluminar Academy serving approximately 450 students, KIPP Sol Academy serving approximately 390, KIPP Academy of Innovation serving approximately 229, and KIPP Empower Academy serving approximately 565 students. The successful firm will provide services to the previously mentioned schools, with the potential to expand services to other school campuses within the KIPP LA Schools region. The successful firm will be expected to meet the requirements as addressed in this RFP.

Please Note: KIPP LA Schools reserves the option to award janitorial services and maintenance service to a single vendor or each service may be awarded separately. As such please be sure to separate out cost of each service in your proposal.

RFP Process Schedule

Listed below are scheduled activities related to this RFP. The following schedule reflects the expected completion dates but may be modified by KIPP LA Schools at any time at its sole discretion:

Activity	Expected Completion Date
Legal Notice/Publication of RFP	April 30, 2015
Due Date for Bidder Questions	May 15, 2015
Response to Questions	May 20, 2015
Proposal Due Date	June 1, 2015
Estimated Notification of Award	June 12, 2015
Estimated Contract Start Date	July 1, 2015

RFP Point of Contact (POC) Information

This RFP is being administered by the following KIPP LA Schools point of contact. All communication regarding this RFP shall be delivered via email only (no telephone calls) to:

Paulina Flores

Associate Director of Operations

KIPP LA Schools

pflores@kippla.org

Responses to questions from bidders regarding this RFP will be delivered and communicated to all bidders as a group versus individual responses to each bidder.

Proposal Submission Information

Proposals must be submitted in **PDF format only** via email to Paulina Flores at pflores@kippla.org. Please include **“Your Company Name- Janitorial Proposal”** in the email subject line.

No bids will be received via email after 5:00pm on [June 1, 2015]. All bids will be publicly opened and announced at KIPP LA Schools, 3601 East First Street, Los Angeles, CA. 90022

No offer or intent should be construed from the legal notice that KIPP LA Schools intends to enter into a contract with the interested company for janitorial and/or maintenance services unless it was in the best interest of KIPP LA Schools.

The following actions **will disqualify your bid**:

- Late submission for proposal
- Inquiries/questions regarding this RFP that are directed to any other KIPP LA Schools representative, vendor, or agent other than Paulina Flores.

SECTION 1 OVERVIEW OF KIPP LA SCHOOLS

Client

KIPP LA Schools is a nonprofit Charter Management Organization operating 11 schools-five elementary and six middle schools- in the 2014/15 school year serving approximately 4,000 students across 16 school sites in South and East Los Angeles. All of our schools aim to provide a world-class education to underserved students. During the 2015/16 school year we will operate 13 schools, serving nearly 5,000 students.

The mission of KIPP LA Schools is to teach the academic skills, foster the intellectual habits, and cultivate the character traits needed for our students to thrive in high school, college, and life.

Hours of Operation

The school day typically begins at 7:30am when breakfast is served for students. Classes begin at about 7:45am and students are typically dismissed at 4:00pm on regular days.

The selected firm will ensure that staff representative(s) are on site and available during normal school hours, to ensure prompt address of urgent needs as they are identified by KIPP LA Schools.

The selected firm will be expected to perform routine services on all school operating days as well as limited services during Winter, Spring and Summer Breaks. School operating days typically include weekdays during the school year, excluding holidays. In addition to regular school operating days, scheduled use of the facility occasionally occurs after school.

The decision to close or delay the opening or closing of a KIPP LA Schools facility is within the sole discretion of KIPP LA Schools. KIPP LA Schools will communicate schedule adjustments to the contractor. The contractor will adjust the schedule to provide services within a reasonable time, after being notified of the decision to close or delay the opening of the facility.

SECTION 2

SCOPE OF SERVICES AND SPECIFICATIONS

KIPP LA Schools desires to receive high-quality, professional janitorial services and/or maintenance service. The general scope of these services is set forth in this RFP. It is the intent of these specifications that the facility(ies) is kept functional, clean, safe, and in a condition that enhances KIPP's educational environment at all times. These specifications should, therefore, be considered as a minimum guide rather than a limitation to the bidder.

In the performance of such services pursuant to this RFP, its proposal and the final contract, the successful bidder will comply with any and all applicable federal, state, and local laws, rules, ordinances, policies and regulations, as well as all licensing and permitting requirements applicable to providing the services anticipated in this RFP, and will indemnify, defend and hold KIPP LA Schools harmless from any liability from its failure to comply.

GENERAL GUIDELINES

Employee Recruitment, Hiring and Training

The contractor is expected to recruit and train employees to maintain high standards for the facility at all times. The contractor will manage the selection, evaluation, background checking, hiring, compensation, retention and termination of employees, including all labor, supervision and management necessary to provide the services outlined in this RFP. The contractor will provide training to employees through proven instructional techniques and work processes and will also provide all supplies, materials and equipment required for the job.

The contractor will provide all local, state, and federally mandated training, especially related to Occupational Safety and Health Administration (OSHA) requirements (e.g. personal protection equipment, Right-to-Know including Material Safety Data Sheets (MSDS), etc.)

The contractor will ensure that all employees of the contractor assigned to KIPP LA Schools, including any periodic assignments, undergo annual background checks at contractor expense and clear those background checks before beginning to work. In addition, all employees of the contractor assigned to KIPP LA Schools will be required to complete a Live Scan Background check and provide proof of a negative TB Test. All employees of the contractor assigned to KIPP LA Schools will also be required to adhere to the guidelines stipulated in the "Safe School Inspection Guidebook" provided through the LAUSD Office of Environmental Health and Safety (http://www.lausd-oehs.org/docs/SafetyInspections/SSIP_Guidebook_RevApr2011.pdf).

The contractor will be responsible for all salaries, payroll, and other taxes, benefits, fees and insurance required by any federal, state and local law, statute or regulation (including but now limited to unemployment taxes, Social Security contributions, worker's compensation premiums, and all similar taxes and payments).

All contractor employees assigned to KIPP LA Schools will be subject to the rules and regulations of KIPP LA Schools while at any school facility. The contractor, including its employees and agents, will be responsible for knowing KIPP LA Schools' policies and procedures concerning appropriate behavior of persons in its facility, and will comply with all such policies and procedures. KIPP LA Schools will use its best efforts, as reasonably requested by the contractor, to assist the contractor to comply with any and all applicable policies.

In case of improper employee conduct according to school policies, safety guidelines, or as otherwise identified by KIPP LA Schools, the contractor will work proactively with KIPP LA Schools to devise an acceptable resolution, potentially including imposing sanctions and/or removal of employee(s) from the facility temporarily or permanently. KIPP LA Schools may orally or in writing request the removal or replacement of any prospective or actual employee or agent of the contractor from working under the contract. The contractor shall comply with any such request.

KIPP LA Schools may request the contractor to perform additional services that are outside the scope of work in this RFP. In addition, there is the possibility that KIPP LA Schools will offer the opportunity to provide services to additional schools (not initially mentioned in this RFP) within the KIPP LA Schools region. All special projects or any opportunity to provide services to additional schools and associated costs must have prior written consent from KIPP LA Schools. The contractor is then responsible for furnishing all equipment and additional staff necessary for these special projects or additional schools. The contractor will invoice these special projects or services of additional schools at a rate agreed upon in advance by KIPP LA Schools and the contractor.

Subcontracting

Subcontracting of janitorial services will not be allowed in this Contract.

Insurance Requirements

The contractor will provide Commercial General Liability insurance to provide coverage for claims of bodily injury, property damage, and personal injury with the following limits:

- Commercial General Liability Insurance: \$1,000,000 combined single limit liability per occurrence for bodily, injury and personal property damage, including contractual liability

- Automobile Liability: \$1,000,000 combined single limit for bodily injury and property damage per accident. Coverage shall include, owned, non-owned and hired automobiles
- Employers Liability: \$1,000,000 per accident for bodily injury or disease
- Workers Compensation: Workers compensation as required by the state of California
- Sexual Abuse Liability: \$1,000,000 combined single limit liability per occurrence

For all policies required above, KIPP LA Schools is to be named as additional insured via endorsement to the policy. In addition for all policies required, the contracted firm's insurance coverage shall be primary. Any insurance carried by KIPP LA Schools shall be in excess of the contracted firm's insurance and shall not contribute with it.

Additionally, to the fullest extent permitted by law, the contracted firm will agree to indemnify, defend and hold harmless KIPP LA Schools, its agents and employees from and against all claims, damages, judgements, expenses (including attorneys' fees and costs) for bodily injury, death or property damage arising out of or related to services provided to KIPP LA Schools as per this contract. The contracted firm's obligations shall not extend to any claims, suits, damages, judgements, losses or expenses, arising in whole or in part, from the negligence or willful misconduct of KIPP LA Schools, its agents or employees.

The contractor will provide KIPP LA Schools with certificates of insurance. The certificates for each insurance policy are to be signed by a person authorized by the that insurer to bind coverage on its behalf. The certificates are to be received and approved by KIPP LA Schools before work commences. KIPP LA Schools reserves the right to require complete copies of all required policies, at any time.

Safety Requirements

The contractor will report all health and safety issues promptly to the School Business Operations Managers at the specific school site as well as to regional operations staff at KIPP LA Schools. All contracted facility maintenance staff will wear proper safety equipment and be trained on the safe usage of hazardous materials at the workplace by contracted firm. The contractor will ensure that all such materials on school premises are permissible per law and are clearly identified, labeled and stored at all times. The contractor shall keep Material Safety Data Sheets (MSDSs) in a designated on-site location for all cleaning supplies used/stored. Copies of all MSDSs shall be supplied to KIPP LA Schools. MSDSs shall be up-to-date at all times.

The contractor will ensure the safety of all individuals on grounds while performing services and be knowledgeable of and abide by all provision of local, state and federal codes, statutes and ordinances in regard to safety and building code compliance. The contractor will fulfill all obligations in compliance with all applicable laws and regulations including the Occupational Health and Safety Act (OSHA).

Intent of RFP

The purpose of this RFP, is to establish a mutually beneficial contractual relationship with an experienced and qualified contractor to provide **janitorial services and/or maintenance service** to KIPP LA Schools campuses previously mentioned. The selected firm will ensure that staff, students and community users of KIPP LA Schools facilities have a safe, healthy, functional and legally compliant environment that contributes positively to the educational activities of KIPP LA Schools. KIPP LA Schools seeks bidders who will provide superior workforce supervision, quality assurance and customer services in the most efficient and cost-effective manner possible, while maintaining the highest levels of safety and reliability.

The immediate objective of this RFP is to offer experienced & professional companies who have the ability to perform all services the opportunity to present a detailed proposal of their qualifications and experience in providing these services to schools and other facilities of similar size and scope as KIPP LA Schools' facilities.

Bidders will be evaluated on the basis of responses outlined in Section 3 as well as any additional information collected as part of this RFP process. Bidders financial stability, size and relevant experience will be considered during the evaluation process.

Each proposal must detail the bidder's experience and expertise in order to allow KIPP LA Schools to properly and efficiently evaluate each proposal. KIPP LA Schools will select the proposal that it deems most qualified to serve the best interest of KIPP LA Schools, in its sole and absolute discretion.

The period of the contract resulting for this RFP is tentatively scheduled to begin on or about July 1, 2015 and continue through June 30, 2016, with options to renew on a yearly basis.

SCOPE OF SERVICES

Overview of Services

The contracted firm will supply janitorial and/or maintenance services to 7 schools during the 2015-16 academic year; with the possibility that KIPP LA Schools may offer the opportunity to provide services to additional schools during or after the 2015-16 school year. Services will be required during and after school hours with the exact schedule determined by the school. Specific responsibilities and frequency of duties performed are detailed in **EXHIBIT 1**. General areas to be serviced may include, but not limited to: Classrooms, Multi-Purpose Rooms, Cafeteria/Eating Area, Restrooms, Offices, and Common Areas; see individual school abstracts for additional information regarding size and need of each school location.

The proposal should include the cost of services and the number of staff required for each facility. A walk-through of school sites listed in this RFP can be arranged upon request with at least 3 business days advance notice and subject to school availability.

Please contact Paulina Flores at pflores@kippla.org to schedule a facility walk-through for any school location included in this RFP. Bidders who contact or visit schools without scheduling a visit with Paulina Flores will be subject to dismissal from bidding on the contract.

The contract period will be for a maximum of one year with options for renewal.

Equipment

The contracted firm is expected to provide all janitorial and/or maintenance equipment and supplies needed to provide services including, but not limited to, all disinfectants, floor cleaning products, carts, containers, vacuum cleaners, maintenance products, etc. The contracted firm will ensure that products and equipment are stored safely and in an orderly manner. Cleaning products should be EPA approved, Green Seal certified is also highly recommended.

Consumables and Trash Liners

The contracted firm is expected to provide all consumable products and include this cost in the pricing section of their proposal. The contractor will be responsible for stocking and refilling all consumable products as outlined in **EXHIBIT 1** of this RFP. The contractor will ensure that:

- All paper products should be EPA approved
- Hand soap shall meet the requirements of GS-41 standards

SECTION 3
FORMAT OF BIDDER'S PROPOSAL

To ensure that all Proposals are evaluated in an equivalent fashion, Bidders must submit a Proposal that corresponds to the sequence and format outlined below. The Bidder should ensure that its Proposal clearly explains all issues and questions addressed in this Section. In responding, it is at the discretion of the Bidder to expand upon topics.

EACH PROPOSAL SHALL CONTAIN THE FOLLOWING SECTIONS:

- 1. Experiences and References**
- 2. Business Stability**
- 3. Organization and Staff Capacity**
- 4. Service Delivery Plan**
- 5. Quality Assurance Plan**
- 6. Training Plan**
- 7. Proof of insurance**
- 8. List of Exceptions**
- 9. Bid Pricing**
- 10. Additional Capacities (if applicable)**

1. Experiences and References

To demonstrate the company's experience with similar schools or other facilities and experiences in the education sector, include:

- A. Summary Description of company and relevant experiences, as well as that of any strategic partners, if applicable.
- B. A list of clients served within the past five years (preferably schools); please include contact information (name, address, email, phone number).
- C. If your company is a GS-42 Certified Vendor, please provide a copy of your certification from Green Seal.

2. Business Stability

To provide documentation of sufficient financial soundness and capacity to provide the services and carry out the contractor's requirements and obligations under this RFP and the subsequent contract, please provide:

- A. A company financial report for the most recent fiscal year, or explanation of unavailability and equivalent alternative financial documentation.
- B. Documentation of company legal operating status. Provide copies of all relevant certificates or disclosures.

3. Organization and Staff Capacity

To demonstrate how personnel will manage, supervise and perform the services and communicate with KIPP LA Schools effectively to maintain a high standard of services, please include:

- A. Description of experience and qualifications of key personnel providing the services with clear explanation of personnel roles and responsibilities. Include personnel responsible for work order completion, hiring/training, employee management, quality assurance, issue resolution/customer service, billing, compliance and documentation. For all personnel, describe planned level of effort, anticipated duration of involvement and on-site availability, and tenure with the contractor.
- B. Description of management and reporting relationships. Provide detailed organizational chart.

4. Scope of Work

To demonstrate how the bidder will effectively perform the services specified in this RFP, while demonstrating understanding of KIPP LA Schools mission, values, and activities as a charter school network, please include:

- A. Description of how the bidder will provide all aspects of each service as specified; include detailed plan explaining how bidder will perform and document specific routine and cycle services and at what frequency, with reference to the service requirements specified in this RFP (See **EXHIBIT 1**).
- B. Bidder's staffing model (i.e., #of FTEs, etc.), staff allocation and scheduling of services provision; explain how staffing and scheduling will align with KIPP LA Schools schedule and daily activities during normal school hours/days, in order to minimize disturbances to staff, students, and community users of KIPP LA Schools facilities.
- C. If applicable, description of any additional services that will be provided at cost, by the contractor above and beyond the minimum basic services specified in this RFP, which would enhance the educational, business and community activities at KIPP LA Schools facilities.

5. Quality Assurance Plan

To demonstrate how the bidder will ensure quality of service, please include:

- A. Description of how the bidder will monitor, measure and ensure service quality, safety and reliability; include detail on bidder's methods/program for project management and quality assurance (e.g. work standards, inspections, resolution of unacceptable work, staff timesheets, safety issues log, other relevant systems).
- B. List of chemicals used and information regarding safety of products.

- C. Bidder's methods to document and ensure timeliness and responsiveness in addressing urgent, non-urgent, safety-related and/or non-safety related KIPP LA Schools facility needs as specified in this RFP and is identified at any time by KIPP LA Schools (e.g. Work Order System, etc.).
- D. Bidder's methods to ensure and document required safety practices (e.g. Safety Plan).
- E. Description of how the bidder will keep KIPP LA Schools leadership and relevant staff informed of service quality and maintain high customer service standards.

6. Training Plan

To demonstrate contractor's capacity and quality of training provided to employees, please include:

- A. Evidence and description of scope of bidder's formalized in-service training and educational programs and requirements for all employees, including detailed list of orientation, training, subject and other ongoing job training subjects.
- B. Description of how the bidder will ensure effective employee recruiting and/or staff transition, and conduct employee training and safety programs

7. Proof of Insurance

To demonstrate contractors ability of insurance obligations, please provide proof of insurance in the amounts outlined in Section 2: Insurance Requirements.

8. List of Exceptions

If applicable, submit a detailed list setting forth any requested exceptions, including explanations, to the RFP (i.e., of specific services that will not be provided by the bidder, and justifying reasons).

9. Bid Pricing

Provide a firm bid pricing information with a breakdown of specific costs for services outlined in Exhibit 1. Please include:

1. An hourly billable rate for routine cleaning services (daily, weekly and monthly)
2. Rate to perform re-waxing of vinyl floors and carpet shampoo over winter, spring and summer breaks.
3. Rate to perform bio-hazard waste removal (if able)
4. Rate to perform optional maintenance services

10. Additional Capacities(if applicable)

If applicable, description of any other resources to be provided by the contractor which would enhance the contractor's ability to carry out the services (cost savings guarantees, etc.).

KIPP LA SCHOOLS RESERVATIONS OF RIGHTS

Any proposal not providing the required information, or not conforming to the format specified in this RFP, may be disqualified on that basis. Incomplete proposals or proposals submitted after the submission deadline may not be considered.

KIPP LA Schools reserves the right, in its sole and absolute discretion (for this provision and all other provisions contained in this RFP), to accept or reject, in whole or in part, any or all proposals with or without cause.

KIPP LA Schools further reserves the right to waive any irregularity or informality in the RFP process or any proposal.

KIPP LA Schools further reserves the right to make corrections or amendments due to errors identified in proposals by KIPP LA Schools or the bidder.

KIPP LA Schools further reserves the right to modify and/or amend the final contract in negotiation with the contractor.

KIPP LA Schools further reserves the right to select one or more bidders to perform the services.

EXHIBITS

The following Exhibits are included in this RFP:

EXHIBIT 1: Routine Cleaning Schedule

EXHIBIT 2: Sample School Calendar

EXHIBIT 3: Janitorial Abstract Sheets

Exhibit 4: Floorplans/School Maps

EXHIBIT 1: Routine Cleaning Schedule

Daily	
Restrooms	<ul style="list-style-type: none"> ● Remove graffiti if necessary ● Spot clean all doors, partitions and walls ● Empty waste paper and sanitary napkin receptacles. Replace plastic bag liners. Sanitize as required. ● Restock or refill towel and tissue dispensers. ● Refill soap dispensers and check for operation. Report malfunctions to the School Business Operations Manager. ● Clean and sanitize all commodes, urinals and lavatories inside and out, top and bottom. ● Clean alkaline deposits and soap spills from floor tile grout. ● Clean and polish mirrors and other bright work. ● Clean and polish all chrome fixtures including faucets, flush valves, lavatory taps and piping. ● Clean and sanitize counter tops. ● Dust and mop hard floor surfaces using quality germicidal detergents. ● Dust toilet partition tops and sanitize partition surfaces. ● Bag and remove trash to outside dumpsters. ● Damp mop all hard surface floors with disinfectant.
Common Areas	<ul style="list-style-type: none"> ● Vacuum sweep all rugs, including walk-off mats. ● Dust and spot mop all hard floor surfaces. ● Spot clean all walls, lockers and glass. ● Clean and polish drinking fountains. ● Empty all trash receptacles, clean container with clean, damp cloth and replace plastic liner. Remove trash to the outside dumpsters.
Classrooms, Multipurpose Rooms, Closets & Offices	<ul style="list-style-type: none"> ● Vacuum sweep all rugs and carpeted areas, including walk-off mats. Spot clean all stains on carpeted areas and furniture. ● Dust and spot mop all hard floor surfaces. ● Spot clean all doors, frames and walls. ● Empty all trash receptacles, clean container with clean, damp cloth and replace plastic liner. Remove trash to the outside dumpsters. ● Clean desk tops and shelving without moving loose paper or files. ● Clean all table tops, without moving items on surfaces, including coffee tables, conference room tables and teacher lounge tables. ● Clean all sinks and kitchen counters.
Cafeteria/Eating Areas	<ul style="list-style-type: none"> ● Vacuum sweep all rugs, including walk-off mats. Spot clean all stains on carpeted areas.

	<ul style="list-style-type: none"> ● Dry mop all spills during breakfast and lunch service times. ● Dust and spot mop all hard floor surfaces ● Spot clean all doors, frames, glass surfaces and walls. ● Empty waste paper receptacles. Replace plastic bag liners. Sanitize as required.
Ground/Outside Play Areas	<ul style="list-style-type: none"> ● Pick up trash from grounds and deposit in trash receptacles ● Empty all trash receptacles to the outside dumpsters.
Miscellaneous	<ul style="list-style-type: none"> ● Respond to special requests from School Leader or School Business Operations Manager

Weekly	
Restrooms	<ul style="list-style-type: none"> ● Dust door frames, hinges and partition fasteners. ● Clean baseboard grout to eliminate mop water marks. ● Flood mop hard surface floors using a quality germicidal detergent. ● Spray buff vinyl/ tile floor covering. ● Wet mop all janitorial closets.
Common Areas	<ul style="list-style-type: none"> ● Dust and damp dust fire equipment boxes, fire extinguishers, fire alarms and pull stations, exit and emergency lights. ● Damp wipe all door frames and hinges. ● Remove writing from walls. ● Wet mop all hard surface floors. ● Spray buff vinyl floor covering.
Classrooms, Multipurpose Rooms, Closets & Offices	<ul style="list-style-type: none"> ● Clean and sanitize phones. ● Wet mop all hard surface floors. ● Spray buff vinyl floor surfaces. ● Wash door handles, push bars, push plates and kick plates. ● Spot clean all desks, tables, filing cabinets, coffee tables, conference room tables and break room tables. ● Clean dry erase boards, without removing any intentional writing or assignments on the board. ● High/low dust, without moving items on surfaces, including blinds, desks, chairs and other office furniture. ● Clean chairs and seats (dust or vacuum) as needed. ● Shampoo carpet areas that did not respond to spot cleaning. ● Dust and wipe clean all baseboards. ● Vacuum all rugs and carpeting.
Cafeteria/Eating Areas	<ul style="list-style-type: none"> ● Wet mop and buff all hard surface floors. ● Spot clean all table tops and serving areas. ● High/low dust, without moving items on surfaces.

Monthly	
Restrooms	<ul style="list-style-type: none"> ● Thoroughly wash and sanitize and wax all tile and hard surfaces. ● Dust or vacuum all supply and exhaust registers, ceiling vents and grills, light fixtures lens, ledges, etc.
Common Areas	<ul style="list-style-type: none"> ● Dust or vacuum all supply and exhaust registers, ceiling vents and grills, light fixtures lens, ledges, window mulls, frames and moldings. ● Inspect filters. ● Dust mini-blinds ● Edge vacuum as needed. ● High speed buff or wax vinyl floors
Cafeteria, Classrooms, Multipurpose Rooms, Closets & Offices	<ul style="list-style-type: none"> ● Dust or vacuum all supply and exhaust registers, light fixtures lens, ledges, window mulls, frames and moldings. ● Dust mini-blinds ● Edge vacuum as needed. ● High speed buff or wax vinyl floors

Winter Break, Spring Break and Summer
<ul style="list-style-type: none"> ● Strip and wax all vinyl flooring throughout the building, including common areas, classrooms, closets, cafeteria and offices. Remove classroom furniture before buffing and replace after wax has dried. ● Shampoo all carpeted areas.

Special Assignments
<ul style="list-style-type: none"> ● Keep janitorial closets clean and organized; label all products; mops are to be cleaned and stored appropriately; sinks should be cleaned and drains free of mop strings and other debris; and faucets should be tightly secured. ● Biohazard waste service

Maintenance (optional)
<ul style="list-style-type: none"> ● Respond to staff requests for basic building and maintenance repairs. ● Maintain desks, chairs, lighting fixtures, windows, and other furniture and

fixtures

- Make inspections of buildings and grounds, document and repair items in need of maintenance
- Move furniture and supplies as requested
- Assemble furniture and equipment as requested
- Utilize KIPP LA Schools ticketing system or provide and use comparable ticket tracking system
- Prepare monthly maintenance and repair reports
- Provide preventative maintenance

EXHIBIT 2: Sample School Calendar

KIPP ILUMINAR ACADEMY

imagination ignited 

08/4-08/08: Pupil free days
 08/11-08/22: K Summer School
 08/14-08/22: 1st Summer School
 08/18-8/22: 2nd Summer School
 08/25-8/28: Pupil free days
 8/29 KIPP LA Closed

AUGUST 2014						
S	M	T	W	T	F	S
						2
3						9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24						30
31						#####

SEPTEMBER 2014						
S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						#####

09/01: No School - Labor Day
 09/02: Extended Day Begins 7:30-4:00pm

10/20: Pupil Free Day
 10/21: Pupil Free Day
 10/31: End of Quarter 1

OCTOBER 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19			22	23	24	25
26	27	28	29	30	31	
						#####

NOVEMBER 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10		12	13	14	15
16	17	18	19	20	21	22
23	24	25				29
30						#####

11/3: Start of Quarter 2
 11/11: No School - Veterans Day
 11/17-11/21: Parent Teacher Conferences
 11/26-28: Thanksgiving Break

12/18: Winter Concert
 12/22-01/09: Winter Break

DECEMBER 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21						27
28						#####

JANUARY 2015						
S	M	T	W	T	F	S
						3
4						10
11		13	14	15	16	17
18		20	21	22	23	24
25	26	27	28	29	30	31
						#####

12/22-01/09: Winter Break
 1/12: Pupil Free Day
 1/23: End of Quarter 2
 1/26: Start of Quarter 3
 1/19: No School - Martin Luther King Jr Day

02/16: No School - Presidents Day

FEBRUARY 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
8	9	10	11	12	13	14
15		17	18	19	20	21
22	23	24	25	26	27	28
						#####

MARCH 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
8		10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		28
29						#####

03/09: Pupil Free Day
 03/20: End of Quarter 3
 03/23: Start of Quarter 4
 03/27: Pupil Free Day
 03/26: Spring Concert
 03/30-04/03: Spring Break

04/06: No School Cesar Chavez Birthday Observed
 04/13-04/17 Parent Teacher Conferences

APRIL 2015						
S	M	T	W	T	F	S
						4
5		7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		#####

MAY 2015						
S	M	T	W	T	F	S
					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24		26	27	28	29	30
31						#####

05/04: Pupil Free Day
 05/25: No School - Memorial Day

06/8-06/18: Dismiss at 1:30pm
 06/19: Last Day of School.
 End of Quarter 4

JUNE 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21						27
28						#####

KEY/LEYENDA	
8	School in session
	No School
	Pupil Free Day
	Minimum Day
	Early Dismissal

Dismissal Times:

4:00 PM: Regular Day

1:30 PM: Early Dismissal

1:00 PM: Minimum Day

Quarter 1 August 18-October 31

Quarter 2 November 3-January 23

Quarter 3 January 26-March 20

Quarter 4 March 23-June 19

EXHIBIT 3: Janitorial Abstract Sheets

School Name	KIPP Promesa Prep
Address	207 S. Dacotah Street, Los Angeles, CA. 90063

General Facility Information			
			Notes
1	Building SF		
2	Cleanable SF		
3	# of Floors	1	
4	# of Students	100-120	
5	# of Staff	9-12	
6	Areas Not Used/Not Included	TBD	
7	Restrooms		Also 1 cafeteria bathroom
	# of Boy Restrooms	2	
	# of Girls Restrooms	2	
	#of Staff/Adult Restrooms	2	
	Restrooms/sinks inside any of the classrooms? If yes, please explain in NOTES section	Yes	Sinks in every classroom
8	# of Janitor closets	1-2	1 Janitor, 1 Utility closet
9	# of Elevators	0	
10	# of Stairwells	0	
11	Flooring Information		
	Carpet (approx %)	80%	2 Offices, music room, classrooms
	Vinyl Composition Tile (VCT) (approx %)	20 %	
12	Gym	No	
13	Multipurpose Room	No	

14	Cafeteria	Yes	1 Cafeteria
15	Afterschool Program	No	
16	Summer School	Yes	2 weeks in August
17	Recycling Program	Yes	
18	Evening Cleaning (Y/N)		
	Evening Cleaning Hours	Potentially	
	Number of Cleaners needed	TBD	
19	Day cleaning (Y/N)	Yes	
	Day Cleaning Hours	TBD	
	Number of Day Cleaners Needed	1-2	
20	General Notes: Include any additional notes/comments about janitorial needs of the building.	During Lunch janitorial staff will be required to clean during lunch period. Space is shared with a church.	

School Name	KIPP Ignite Academy KIPP Philosophers Academy - Site 2 (Location is currently under construction. More information may be available at a later time)
Address	9138 Central Ave., Los Angeles, 90002 (91st and Central Ave.)

General Facility Information			
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			Notes
1	Building SF		
2	Cleanable SF		
3	# of Floors	1	
4	# of Students	200	
5	# of Staff	TBD	
6	Areas Not Used/Not Included	TBD	
7	Restrooms		
	# of Boy Restrooms		
	# of Girls Restrooms		
	#of Staff/Adult Restrooms		
	Restrooms/sinks inside any of the classrooms? If yes, please explain in NOTES section		
8	# of Janitor closets		
9	# of Elevators		
10	# of Stairwells		
11	Flooring Information		
	Carpet (approx %)		
	Vinyl Composition Tile (VCT) (approx %)		
12	Gym		
13	Multipurpose Room		

14	Cafeteria		
15	Afterschool Program		
16	Summer School	Potentially	2 weeks in August
17	Recycling Program		
18	Evening Cleaning		
	Evening Cleaning Hours	Potentially	
	Number of Cleaners needed	TBD	
19	Day cleaning (Y/N)		
	Day Cleaning Hours	Yes	
	Number of Day Cleaners Needed	TBD	
20	General Notes: Include any additional notes/comments about janitorial needs of the building.	(Location is currently under construction. More information may be available at a later time)	

School Name	KIPP Philosophers Academy (Site 1)
Address	KPA1: 8300 South Central Ave., Los Angeles,

General Facility Information			
			Notes
1	Building SF		
2	Cleanable SF		
3	# of Floors	2	
4	# of Students	250-300	
5	# of Staff	TBD	
6	Areas Not Used/Not Included		
7	Restrooms		
	# of Boy Restrooms		
	# of Girls Restrooms		
	#of Staff/Adult Restrooms		
	Restrooms/sinks inside any of the classrooms? If yes, please explain in NOTES section		
8	# of Janitor closets		
9	# of Elevators		
10	# of Stairwells	2	
11	Flooring Information		
	Carpet (approx %)		
	Vinyl Composition Tile (VCT) (approx %)	100%	
12	Gym	No	
13	Multipurpose Room	No	
14	Cafeteria	No	Lunch seating is located outside
15	Afterschool Program	Yes	

16	Summer School	Yes	2 weeks in August
17	Recycling Program		
18	Evening Cleaning		
	Evening Cleaning Hours	Potentially	
	Number of Cleaners needed	TBD	
19	Day cleaning (Y/N)		
	Day Cleaning Hours	Yes	
	Number of Day Cleaners Needed	1-2	
20	General Notes: Include any additional notes/comments about janitorial needs of the building.		

School Name	KIPP Illuminar Academy KIPP Sol Academy KIPP Academy of Innovation (Location is currently under construction. More information may be available at a later time)
Address	4800 East Cesar Chavez Ave., East Los Angeles, 90022

General Facility Information			
			Notes
1	Building SF		See floorplan
2	Cleanable SF		
3	# of Floors	2	3 buildings, each 2 story
4	# of Students	1000-1050	
5	# of Staff	TBD	
6	Areas Not Used/Not Included	TBD	
7	Restrooms		
	# of Boy Restrooms		See floorplan
	# of Girls Restrooms		See floorplan
	#of Staff/Adult Restrooms		See floorplan
	Restrooms/sinks inside any of the classrooms? If yes, please explain in NOTES section		
8	# of Janitor closets		
9	# of Elevators		See floorplan
10	# of Stairwells		See floorplan
11	Flooring Information	TBD	
	Carpet (approx %)		
	Vinyl Composition Tile (VCT) (approx %)		
12	Gym		
13	Multipurpose Room	Yes	

14	Cafeteria	Yes	possibly outdoor seating also
15	Afterschool Program	Yes	
16	Summer School	Yes	2 weeks in August
17	Recycling Program		
18	Evening Cleaning		
	Evening Cleaning Hours	Yes	
	Number of Cleaners needed	TBD	
19	Day cleaning (Y/N)		
	Day Cleaning Hours	Yes	
	Number of Day Cleaners Needed	TBD	
20	General Notes: Include any additional notes/comments about janitorial needs of the building.	New campus, first year in facility . 3 schools will be located on one campus.	

School Name	KIPP Empower Academy
Address	8466 South Figueroa Ave., Los Angeles, CA. 90003

General Facility Information			
			Notes
1	Building SF		
2	Cleanable SF		
3	# of Floors	2	
4	# of Students	630	Includes one grade level from another KIPP school currently located at KEA.
5	# of Staff	50	
6	Areas Not Used/Not Included		
7	Restrooms		
	# of Boy Restrooms	2 sets	
	# of Girls Restrooms	2 sets	
	#of Staff/Adult Restrooms	4	
	Restrooms/sinks inside any of the classrooms? If yes, please explain in NOTES section	Yes	3 extra restrooms in kinder classrooms on 1st floor.
8	# of Janitor closets	2	One janitor closet on each floor
9	# of Elevators	1	
10	# of Stairwells	3	
11	Flooring Information		
	Carpet (approx %)		
	Vinyl Composition Tile (VCT) (approx %)	100%	
12	Gym	No	
13	Multipurpose Room	Yes	

14	Cafeteria	No	
15	Afterschool Program	Yes	
16	Summer School	Yes	2 weeks in August
17	Recycling Program	Yes	
18	Evening Cleaning		
	Evening Cleaning Hours	Yes	
	Number of Cleaners needed	TBD	
19	Day cleaning (Y/N)		
	Day Cleaning Hours	Yes	
	Number of Day Cleaners Needed	TBD	
20	General Notes: Include any additional notes/comments about janitorial needs of the building.		

EXHIBIT 4: Floor plans/School Maps

- Campus Map: KIPP Promesa Prep

- Floor Plan: 4800 East Cesar Chavez Ave., East Los Angeles campus for:
 - KIPP Iluminar Academy
 - KIPP Sol Academy
 - KIPP Academy of Innovation

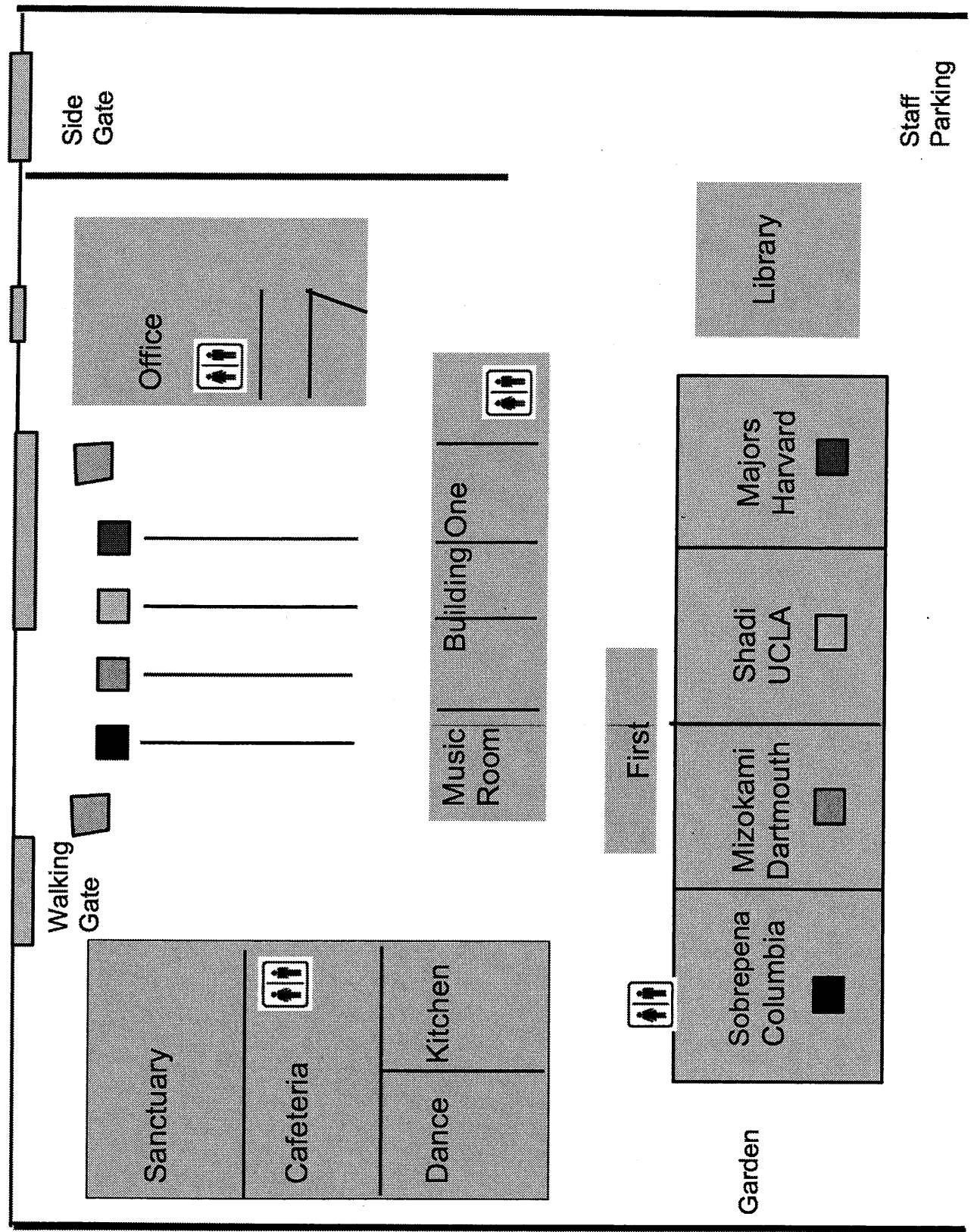
- Campus Map of: KIPP Empower Academy

- Campus Map of: KIPP Philosophers Academy

- Campus Map of: KIPP Ignite Academy: Unavailable at this time

KIPP
 Promesa
 Prep

2nd Street





NO.	REVISION	DATE
1	ISSUED FOR PERMIT	08/24/2018
2	REVISION	
3	REVISION	
4	REVISION	
5	REVISION	
6	REVISION	
7	REVISION	
8	REVISION	
9	REVISION	
10	REVISION	



NO.	REVISION	DATE
1	ISSUED FOR PERMIT	08/24/2018
2	REVISION	
3	REVISION	
4	REVISION	
5	REVISION	
6	REVISION	
7	REVISION	
8	REVISION	
9	REVISION	
10	REVISION	

CONSTRUCTION TYPE: TYPE V ONE-HOUR WITH SPRINKLED AUTOMATIC SPRINKLER SYSTEM THROUGHOUT

ALLOWABLE BUILDING AREAS
 2013 CALIFORNIA BUILDING CODE SECTION 508.1
 ALLOWABLE BUILDING AREA SHALL INCLUDE WITH SPRINKLING EXTERIOR WALLS (OR EXTERIOR WALLS WITH SPRINKLING EXTERIOR WALLS SHALL BE INCLUDED IN THE BUILDING AREA IF SUCH AREAS ARE PROVIDED WITH SPRINKLING WALLS SHALL BE INCLUDED IN THE BUILDING AREA IF SUCH AREAS ARE INCLUDED WITH THE HORIZONTAL PROJECTION OF THE ROOF OR FLOOR ABOVE.

OCCUPANCY TYPE: E AND B (B AS ACCESSORY OF E)

ACTUAL FLOOR AREA FOR NONSEPARATED "E" OCCUPANCY PER SEC. 508.3
 TEACHER'S LOUNGE 652 SF
 E OCCUPANCY 11,879 SF
 SECOND FLOOR 23,776 SF
 TOTAL FLOOR AREA (PER SECTION 502.1 AND SECTION 1002): 35,655 SF

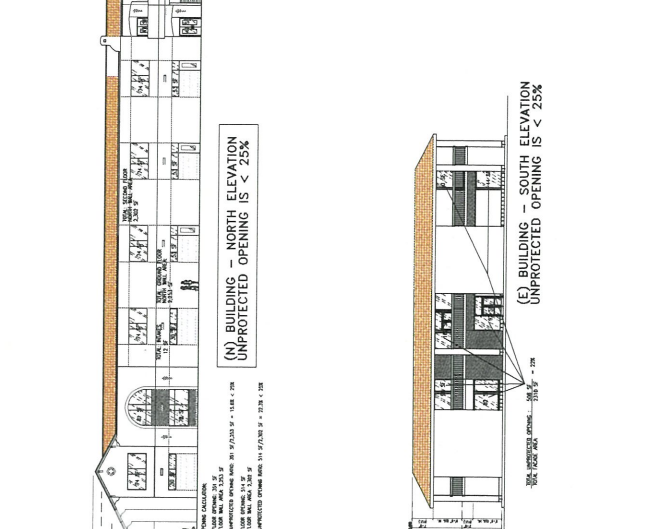
B OCCUPANCY (AS ACCESSORY OF E) 1,829 SF < 10% X 23,776 SF

ALLOWABLE FLOOR AREA FOR NONSEPARATED "E" OCCUPANCY PER SEC. 508.3
 E OCCUPANCY PER STORY: 18,500 SF
 B OCCUPANCY PER STORY: 1,829 SF (PER TABLE 503)
 ALLOWABLE BUILDING HEIGHT: 1-STORY (PER TABLE 503)
 ALLOWABLE BUILDING FLOOR AREAS: 18,500 SF (PER TABLE 503)
 ALLOWABLE HT. INCREASE DUE TO SPRINKLER SYSTEM (504.2)
 INCREASE 1-STORY (3'-0" MAX.) TO 2-STORY (SEC. 508.4.1)
 MAX. AREA FOR 2-STORY BUILDING (SEC. 508.4.1)
 18,500 SF X 2 = 37,000 SF

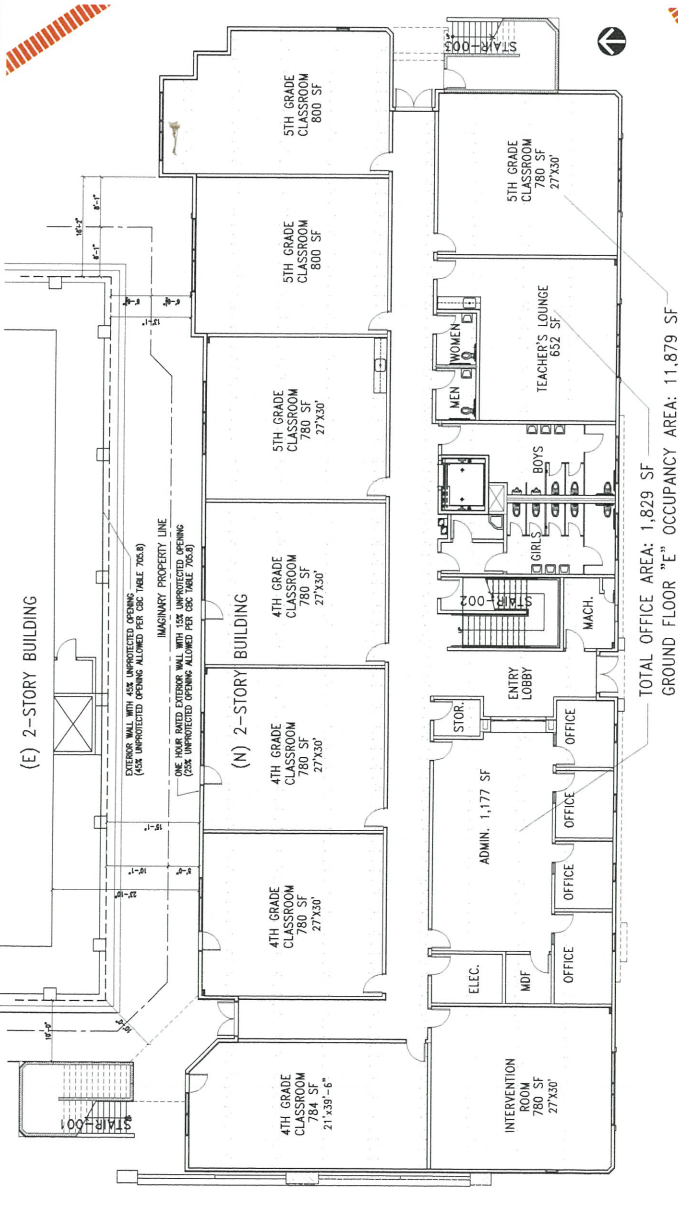
ACTUAL FLOOR AREA PER STORY < 18,500 SF (ALLOWED)
 ACTUAL AREA FOR 2-STORY BUILDING < 37,000 SF (ALLOWED)

2010 CALIFORNIA BUILDING CODE (PAGE 152)

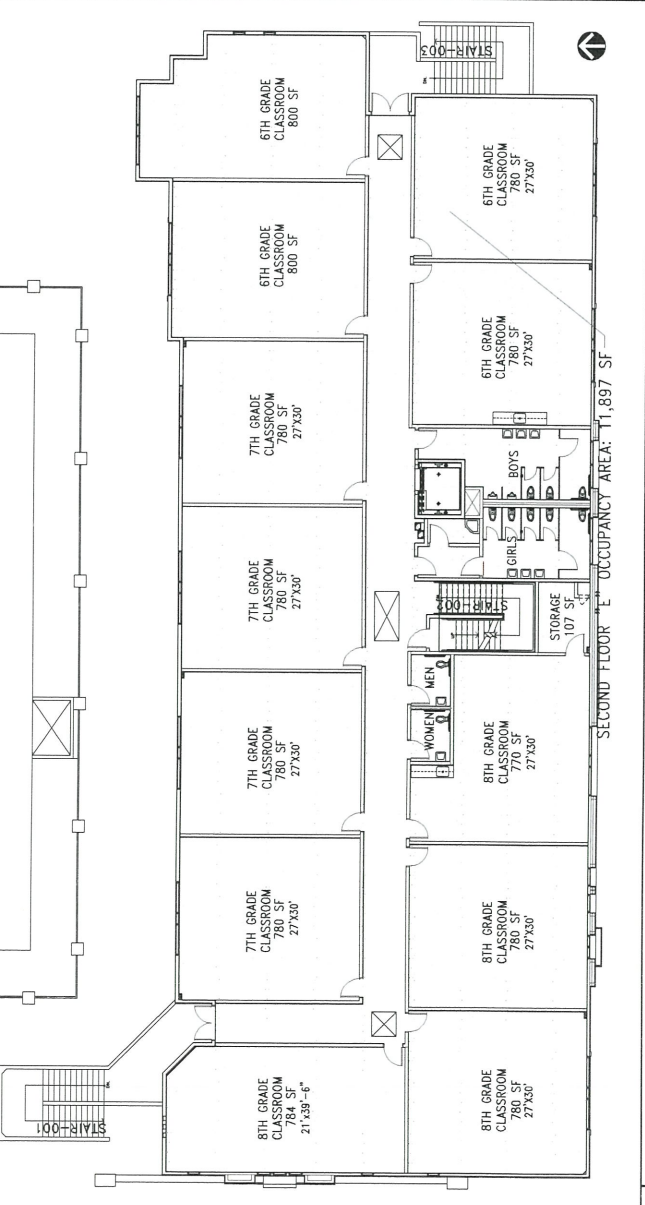
3 BUILDING LIMITATION CALCULATION



4 SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"



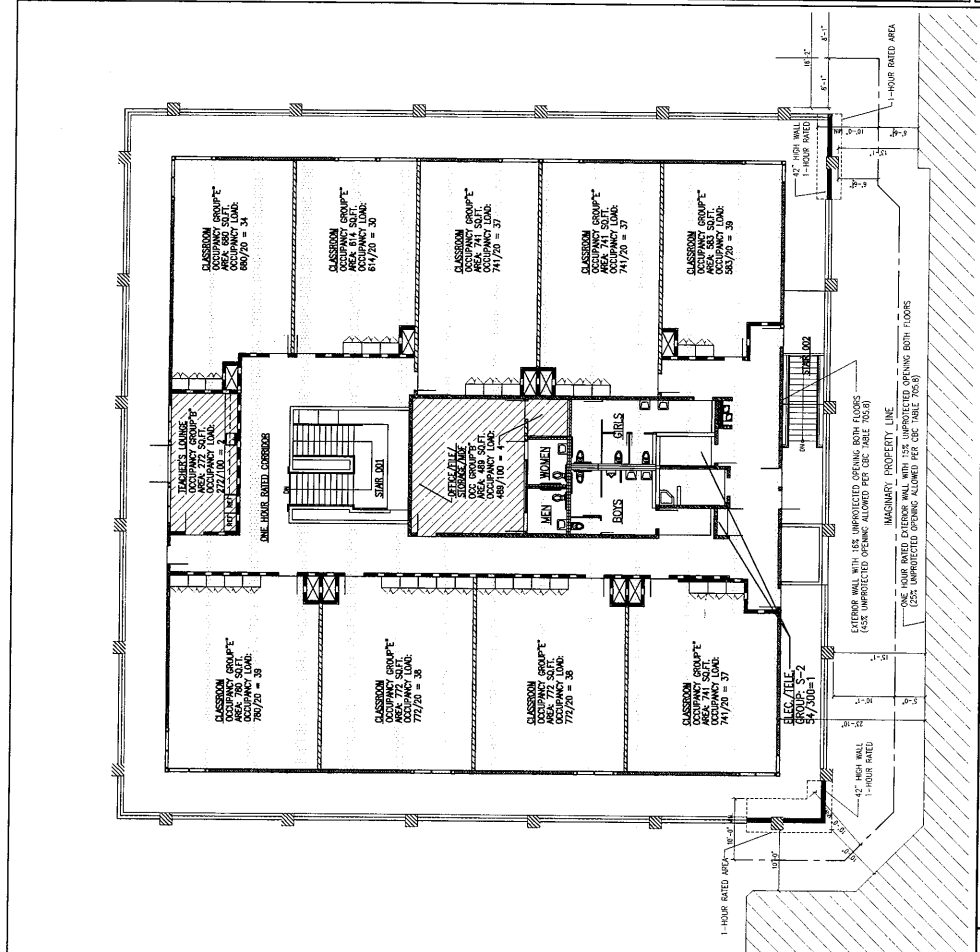
1 GROUND FLOOR PLAN
 SCALE: 1/8" = 1'-0"



2 SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"



NO.	DATE	DESCRIPTION
1	10/15/11	ISSUED FOR PERMITS
2	11/01/11	REVISED PER COMMENTS
3	11/15/11	REVISED PER COMMENTS
4	12/01/11	REVISED PER COMMENTS
5	12/15/11	REVISED PER COMMENTS
6	01/01/12	REVISED PER COMMENTS
7	01/15/12	REVISED PER COMMENTS
8	02/01/12	REVISED PER COMMENTS
9	02/15/12	REVISED PER COMMENTS
10	03/01/12	REVISED PER COMMENTS
11	03/15/12	REVISED PER COMMENTS
12	04/01/12	REVISED PER COMMENTS
13	04/15/12	REVISED PER COMMENTS
14	05/01/12	REVISED PER COMMENTS
15	05/15/12	REVISED PER COMMENTS
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100	12/01/15	REVISED PER COMMENTS

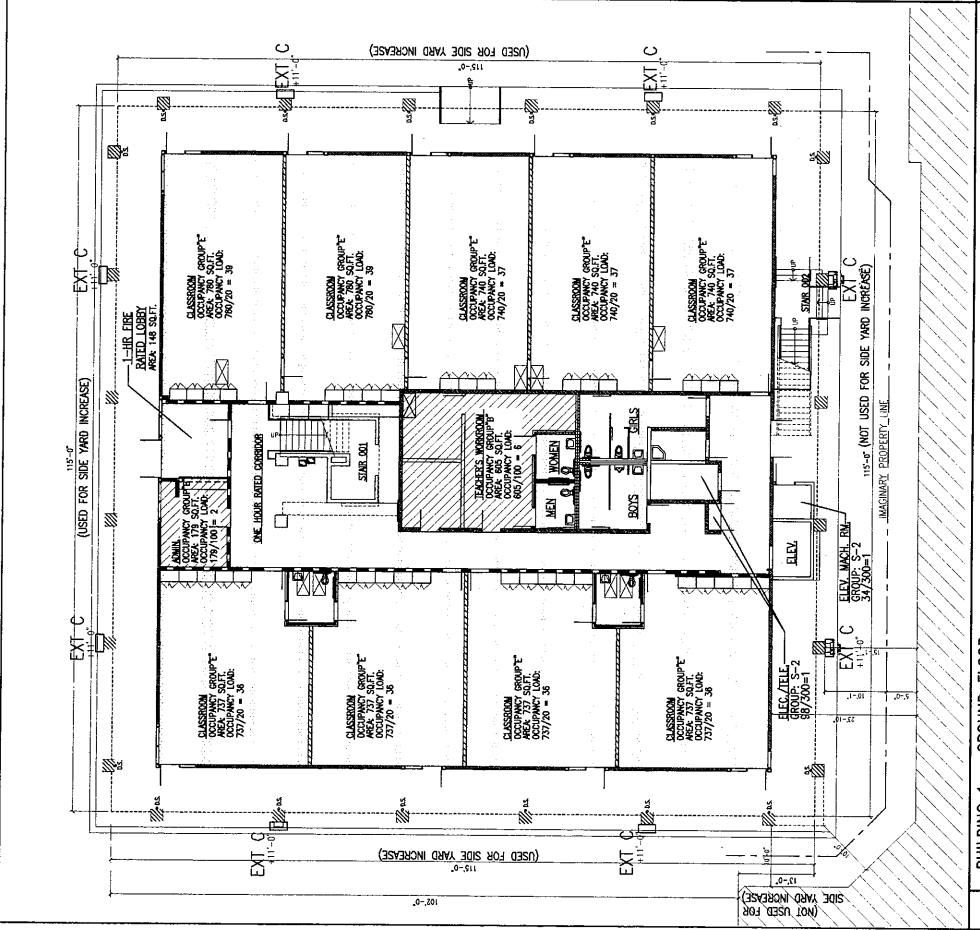


2 BUILDING 1 - SECOND FLOOR
 SCALE: 1/8" = 1'-0"

FLOOR AREA CHECK

GROUND FLOOR	E OCCUPANCY	13,225 SF	= 0.88 < 1
	ALLOWABLE SF	13,225 SF	
SECOND FLOOR	E OCCUPANCY	12,864 SF	= 0.91 < 1
	ALLOWABLE SF	13,865 SF	

TWO FLOORS: $0.85 + 0.91 = 1.86 < 2$



1 BUILDING 1 - GROUND FLOOR
 SCALE: 1/8" = 1'-0"

CONSTRUCTION TYPE: TYPE I-B WITH SUPERHEATED AUTOMATIC SPRINKLER SYSTEM THROUGHOUT

ALLOWABLE FLOOR AREAS

SECTION 502
 FLOOR AREA THE AREA INCLUDED WITH SUBSTANTIAL EXTERIOR WALLS FOR EXTERIOR WALLS AND THE WALLS EXCLUSIVE OF ENTRY SHAFTS AND COURTS. AREA OF THE BUILDING FOOTPRINT ARE INCLUDED WITH THE HORIZONTAL PROJECTION OF THE ROOF OR FLOOR ABOVE.

OCCUPANCY TYPE: E AND B

ACTUAL FLOOR AREA FOR EACH OCCUPANCY

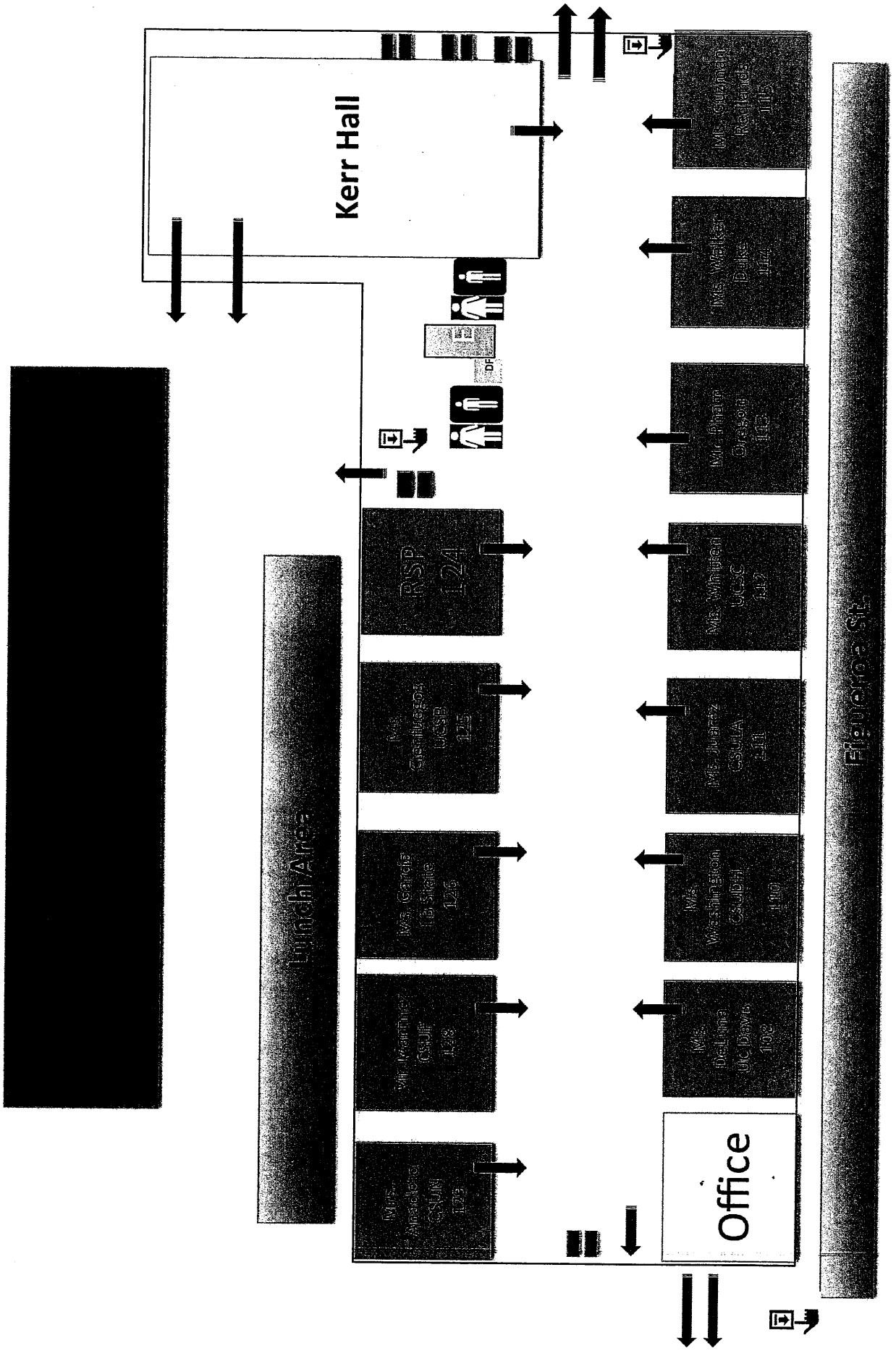
E OCCUPANCY	GROUND FLOOR	13,225 SF
	SECOND FLOOR	12,864 SF
	TOTAL	26,089 SF
B OCCUPANCY	GROUND FLOOR	784 SF
	SECOND FLOOR	1,545 SF
	TOTAL	2,329 SF
	GROUND FLOOR (INCLUDING COVERED COLONNAD AREA)	13,225 SF
	SECOND FLOOR (INCLUDING DECK AREA)	12,864 SF
	TOTAL	26,089 SF

ALLOWABLE NUMBER OF STORES:

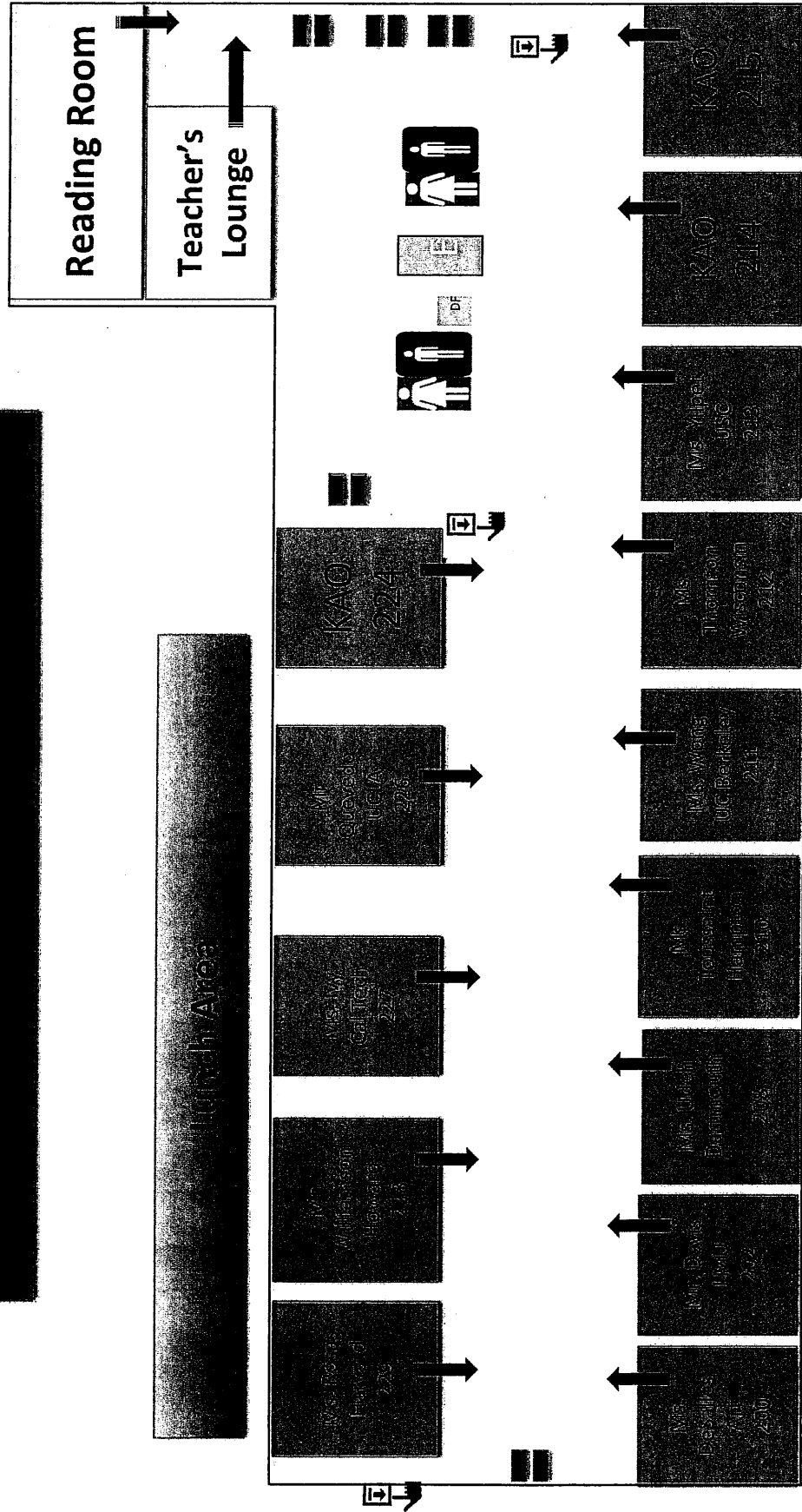
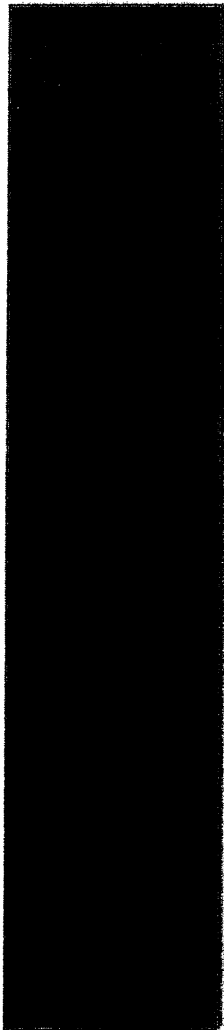
SECTION 504
 ALLOWABLE HT. INCREASE DUE TO SPRINKLER SYSTEM (504-2)
 (SPRINKLER NOT TO BE USED FOR AREA INCREASE ONCE IT IS USED FOR HT. INCREASE)

SECTION 505
 ALLOWABLE NUMBER OF STORES AFTER INCREASE: 2

KIPP Empower Academy 1st Floor



KIPP Empower Academy 2nd Floor



KIPP
Philosophers

KPA Building Map Updated 2.10.2015
8300 S. Central Ave

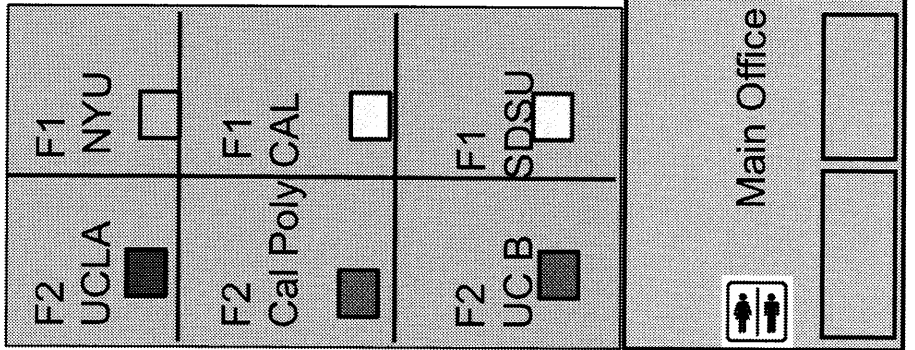
Academy

Central Ave

83rd Street

Exit

Exit



F2 LC

F1 NYU

Main Office

UW

OXY

UCSB

Exit

Alley