



United Planning Organization

INVITATION FOR BIDS (IFB)

IFB#2025-05

JANITORIAL AND CLEANING SERVICES

Request for Proposal (IFB)
Cover Page

Solicitation Issue Date: Thursday, October 30, 2025			
Solicitation Closing Date: Monday, December 01, 2025		Solicitation Closing Time: 2:00 pm (EST)	
Issued By: United Planning Organization (UPO)			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
UPO is a non-profit organization in Washington DC, founded in 1962 and exempt from any state, local and federal taxes.			
Responses must be received by UPO on or before Monday, December 01, 2025 by 2:00 PM (EST.)			
Electronic Responses: Please submit your proposal along with bid/quotation to procurement@upo.org referencing “ Janitorial & Cleaning Services IFB# 2025-05 ” in the subject line.			
Site Visits: Bidders who are interested in visiting various locations/sites prior to submission of bids may contact Janet Smith-Coles, at her cell phone (202)-445-4042 or email address jcoles@upo.org to set up an appointment latest by Monday, November 10, 2025 .			
For questions/information, please email rhaque@upo.org referencing “ Janitorial & Cleaning Services IFB# 2025-05 ” in the subject line. Questions/information must be emailed no later than <u>Monday, November 17, 2025</u> . All questions received by this deadline will be answered within three (3) business days and will be posted as Q&A on the UPO website.			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this IFB and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

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I. PURPOSE OF THIS IFB

United Planning Organization (UPO) is seeking proposals from qualified, licensed and experienced contractors to provide janitorial/cleaning services at several child development centers of UPO's Office of Early Learning (OEL).

II. UNITED PLANNING ORGANIZATION

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia (DC), providing leadership, support and advocacy to empower low-income residents of Washington, DC to obtain economic security and self-determination. UPO is a major Office of Head Start (OHS) grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's premier non-government organization (NGO), Community Action Agency that promotes economic security and brings innovative ideas to the problem of economic insecurity throughout the District. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Early Head Start, and other child development programs that make measurable differences in the education of our youngest residents;
- Comprehensive youth services with scholarships for DC residents;
- Transportation services for DC residents experiencing homelessness;
- Training programs designed to prepare participants for skilled employment;
- Substance abuse treatment programs that assist individuals in overcoming their addictions;
- Free tax preparation and e-filing;
- Affordable housing development;
- Permanent supportive housing;
- Job placement and career development services.

III. CONTRACT PERIOD

The initial term of any contract resulting from this solicitation shall be a maximum of twelve (12) months: from January 1, 2026 (or from the date the contract is fully executed) to December 31, 2026 with up to four (4) additional option years, subject to annual review of performance and availability of funds.

IV. SCOPE OF SERVICES

Background and Expectations. The intent of this solicitation (IFB) is to obtain competitive proposals from qualified vendors for janitorial/cleaning services. The areas to be cleaned is outlined in the chart below. The initial contract will cover the period – January 1, 2026 (or from the date the contract is fully executed), through December 31, 2026. At the end of that period, UPO will have the option of renewing the contract as is or with some modifications agreed upon by both parties, for a twelve -month period with additional option periods. Total contract period not-to-exceed five (5) years. Failure to submit bids for both the base period and the option periods will result in the bid being found non-responsive.

The contractor shall satisfactorily perform the following janitorial/cleaning services **on a daily basis, Monday through Friday**, which include the following:

1. All custodial work requirements: Shall be scheduled and coordinated to avoid duplication of function. For example; when stripping, waxing and resealing are called for on a particular day, the sweeping and damp mopping functions for that same day shall be scheduled to coincide with waxing functions. Easily moved furniture, equipment, throw rugs, and all walk-off mats shall be moved, and the floor and carpet surfaces shall be serviced when surrounding floor and carpets are servicing shall be returned to original positions. Separate mops and buckets for kitchens and bathrooms.
2. Floor Care- Sweeping /Dust Mopping: Un-carpeted floors shall be swept or dust mopped. All loose dirt, streaks, and smears shall be removed. Walk-off mats shall be swept clean. Moisture on the floor beneath walk-off mats shall be removed and moisture on the underside of the mats shall be removed.
3. Damp Mopping: Floors and baseboards shall be damped mopped, and shall be kept free of dust, dirt, streaks, smears, stains, detergent films, and standing water. The Contractor shall scrub the floors, and baseboards nightly. Any damp mopping function that is scheduled on stripping, waxing, and resealing day shall be scheduled to coincide with the aforementioned functions to alleviate duplications.
4. Strip: Resilient and concrete floors shall be stripped prior to refinishing to remove all finish compounds and imbedded dirt. Carpet Care
5. Vacuum Carpet: Carpeted areas, and rugs shall be vacuumed free of all loose soil, debris, lint, dust , dirt, and ashes.
6. Shampooing Carpets, Rugs, and Walk-Off Mats: Carpets, rugs and walk-off mats shall be shampooed free of streaks, stains and spots and shall have a bright uniform color. Carpets which shall not be dry prior to the next working day shall be protected by plastic carpet runners until dry.
7. Trash Collection: 1. Trash Cans: Trash containers include all trash cans and large trash containers used for collecting trash from individual rooms. Trash containers shall be emptied, and any trash or debris located in the immediate area of the trash can, shall be removed. The Contractor shall remove

any spillage that occurs during trash collection. Trash receptacles in all spaces shall be maintained in a clean and sanitary condition. The Contractor may utilize large rolling trash containers for collecting trash from individual rooms. 2. Plastic Liners: All trash cans will contain plastic liners. The Contractor will replace liners once a week, or when liners are torn, damaged, or soiled whichever occurs first. In the event that liners leak/rupture, the receptacle will be cleaned and disinfected prior to installing a new liner. 3. Washing Trash Containers: Trash containers, including all trash cans, and large trash containers used for collecting trash from individual rooms as described under the Trash Collection paragraph, shall be washed and disinfected. The washed trash containers shall contain no debris, soil, foreign materials, or unsightly stains.

8. Restrooms:

- a. General Cleaning: Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be disinfected inside and outside and shall be free of stains and odors. Wainscoting, partitions and dividers shall be washed with a disinfectant and be free of dirt, stains, and streaks. All wall surfaces, including glass, shall be cleaned free of dirt, stains, and streaks. Mirrors shall be cleaned and polished. Restroom walls shall be cleaned free of film, streaks, and stains. All metal fixtures and hardware should be clean and bright.
- b. Service Toilet Paper: All toilet paper dispensers shall be filled in at room service. An adequate supply of toilet paper shall be left in all restrooms when supply in dispensers is low, but not low enough to change. Toilet paper dispensers shall be refilled when there is less than 1" (inch), visible.
- c. Paper Towel Service: All paper towel dispensers shall be filled at each room service. Proper size paper towels shall be installed in towel dispensers as provided. Paper towel dispensers are located in the restrooms and kitchen. Contractors shall leave an adequate supply of paper towels to last until the next service. Dispensers shall be completely filled in at each service.
- d. Service Soap Dispensers: All soap dispensers shall be filled in at each room service. Proper soap shall be provided for the dispensers serviced. Soap dispensers are located in restrooms and kitchen.

9. General Room Cleaning

- a. Walls and Partitions: Walls and partitions shall be kept free of dust, streaks, lint, markings, and cobwebs. After mopping floors, ensure walls and partitions are free of unsightly stains.
- b. Dusting: All furniture, radiators, equipment, horizontal ledges and sills, hand railings, grills, fire apparatus, exposed overhead pipes, can lights, corners, and doors shall be dusted, with the exception of furniture with working papers on top. Miscellaneous hardware and bright metal work shall be cleaned.
- c. Water Fountains: Drinking fountains shall be cleaned and disinfected. All surfaces are to be free of stains, smudges, scale, excrement, trash, debris, and foreign material.
- d. Vestibules: Interiors, including doors, walls, ceilings, threshold strips, and hardware shall be free of dust, soil, markings, graffiti, lint, streaks, and trash. All metal surfaces shall be clean, bright and shiny. Please clean with lint free mops
- e. Interior Glass Cleaning: The surface of all glass, which does not have one side exposed to the atmosphere, should be considered interior glass and should be cleaned including windows, doors, display cases and fixed glass panes. All glass surfaces shall be free of dirt,

streaks, and stains. Glass shall be wiped dry. All paint drops, putty film and foreign matter found on glass surfaces shall be removed.

- f. Window Cleaning, Exterior: The Contractor shall thoroughly clean both sides of exterior doors' glass. All glass surfaces shall be cleaned free of streaks, or stains and shall be wiped dry.
- g. Conference Room Furniture Polishing (if any): The tables and chairs (if any) in all conference rooms or rooms used as conference rooms shall be polished with an approved polishing agent manufactured for that purpose.
- h. HVAC Vents: All supply and return vents are to be cleaned in place. The cleaning solution shall be non-corrosive liquid-approved by the Facilities Manager/Specialist prior to any cleaning of vents.
- i. Chair Cleaning, Including Base: Chairs, including base, shall be kept free of lint, dust, dirt, hair, stains.
- j. Clean Blinds: Blinds shall be wiped in place so as to remove all surface dust and dirt.

Additionally, the contractor shall schedule and perform the following services at each center:

- Clean and shampoo all carpets and rugs on an as needed basis, monthly
- Strip and wax floors every other month (e.g., every three months, 4 times a year).

The selected contractor shall satisfactorily perform the required cleaning services at the following UPO Early Learning Centers and adhere to access restrictions at each individual center:

OEL CENTER LOCATION	NUMBER OF ROOMS	NO. OF HRS PER DAY FOR CLEANING (RECOMMENDED CLEANING HRS)	LOCATION SQUARE FOOTAGE
ANACOSTIA HIGH SCHOOL* 1601 16TH STREET, SE WASHINGTON, DC 20032	4 classrooms 1 office 1 kitchen area 6 bathrooms 1 staff lounge 1 reception area 2 Kitchenette	4 Hours 4:00 pm-8:00 pm	2700
AZEEZE BATES** 444 16TH STREET, NE WASHINGTON, DC 20032	4 classrooms 2 offices 1 kitchen area 7 bathrooms 1 teacher lounge	3 Hours 6:00 pm-12:00 am	3229

OEL CENTER LOCATION	NUMBER OF ROOMS	NO. OF HRS PER DAY FOR CLEANING (RECOMMENDED CLEANING HRS)	LOCATION SQUARE FOOTAGE
BALLOU HIGH SCHOOL* 3401 4TH STREET, SE WASHINGTON, DC 20019	2 classrooms 1 office 1 kitchen area 2 bathrooms	2 Hours 3:30 pm-5:30 pm	1962
COOLIDGE HIGH SCHOOL* 405 SHERIDAN STREET NW WASHINGTON, DC 20011	3 classrooms 1 Office 1 kitchen area 1 reception area 1 adult bathroom 2 child bathrooms	2 Hours 4pm-6pm	5,000
C.W. HARRIS ELEMENTARY SCHOOL* 301 53RD STREET, SE WASHINGTON, DC 20019	2 classrooms 1 Office room 2 bathrooms 1 Changing area 1 Kitchen	2 Hours 3:30 pm-5:30 pm	3600
DUNBAR SENIOR HIGH SCHOOL* 101 N STREET, NW WASHINGTON, DC 20001	1 classroom 1 bathroom 1 Office / lounge area	2 Hours 4:00 pm-10:00 pm	720
EDGEWOOD OEL CENTER** 601 EDGEWOOD TERRACE NE WASHINGTON, DC 20017	4 classrooms 4 bathrooms 1 Kitchen 1 Lobby/hallway 3 Office	3 Hours 6:00 pm-12:00 am	5000
FREDERICK DOUGLASS CENTER 3240 STANTON ROAD SE WASHINGTON, DC 20020	7 classrooms 1 office 1 breakroom 3 child bathrooms 2 adult bathrooms 2 long hallways 1 indoor play area 1 lobby area 1 reception 1 small office 1 kitchen	4 Hours Any time after 4 pm	11,967

OEL CENTER LOCATION	NUMBER OF ROOMS	NO. OF HRS PER DAY FOR CLEANING (RECOMMENDED CLEANING HRS)	LOCATION SQUARE FOOTAGE
KETCHAM ELEMENTARY SCHOOL* 1919 15TH STREET SE WASHINGTON, DC 20020	4 classrooms 2 offices 1 kitchen 1 adult bathroom 2 children's bathrooms 2 long hallways	2 Hours 4pm-6pm	6,595
LUKE C. MOORE HIGH SCHOOL* 1001 MONROE STREET, NE WASHINGTON, DC 20017*	1 classroom 2 bathrooms 1 changing area	1 Hour 4:30 pm-8:30 pm	360
HD WOODSON HIGH SCHOOL* 540 55TH STREET, NE WASHINGTON, DC 20019	1 classroom 2 bathrooms 1 kitchenette	1 Hour 4:30 pm-8:30 pm	900
ROOSEVELT HIGH SCHOOL* 4301 13TH STREET, NW. WASHINGTON DC, 20011	2 classrooms 1 office 1 kitchen 2 bathrooms	2 Hours 5:00 pm-10:00 pm	1980
MARIE REED ELEMENTARY SCHOOL** 2200 CHAMPLAIN ST., NW WASHINGTON, DC 20009	2 classrooms 2 bathrooms 1 office 1-kitchen/staff lounge	3 Hours 6:00 pm-12:00 am	2337
RANDLE HIGHLANDS EARLY CHILDHOOD EDUCATION CENTER* 1650 30TH STREET SE WASHINGTON, DC 20020	2 classrooms 1 office 1 kitchen /lounge 2 adult bathrooms 1 child bathroom 1 front foyer	2.5 Hours 4:30pm-6:30pm	2,070
DAVIS ELEMENTARY* 4430 H ST SE WASHINGTON, DC 20019	2 classrooms 1 office 1 kitchen /lounge 2 adult bathrooms 1 child bathroom 1 front foyer	2.5 Hours 4:30pm-6:30pm	2,070

***Time Restricted Access**

****Key Access to Premises**

Additionally, the contractor will need to provide the following:

- The contractor will be responsible for providing all cleaning materials and supplies and that should also be included in their pricing (Rate per Hour on the Pricing Sheet –**Appendix B** to this IFB).
- Availability to respond to any health and/or safety-related questions with respect to cleaning products or concerns, within 24 hours; and provide Material Safety Data Sheets (MSDS) of all the green products used.
- Submit the Monthly Invoice and/or Statement providing details of the services provided to each center. Invoices are due no later than five (5) days after the end of the month (due by the 5th of each month or the next business day).

V. SITE VISITS

Those proposers who are interested in visiting various locations/sites may contact Janet Smith-Coles at her cell phone (202) 445-4042 or email address jcoles@upo.org to set up an appointment for site visits during the period between 9:00 am to 5:00 pm, latest by **Monday, November 10, 2025**. Virtual visits may also be arranged as well. A virtual visit would require the use of Face Time or TEAMS call.

VI. MINIMUM QUALIFICATION REQUIREMENTS

The UPO's Office of Early Learning (OEL) is committed to using effective "green" cleaning, sanitizing, and disinfecting methods, including use of third-party certified products that keep early childcare environments clean and safe. These methods also help to protect the health of young children and staff from infectious diseases and allergens.

Qualified and competent proposers should have a minimum of five (5) years' expertise and experience in providing cost-effective janitorial/green cleaning, sanitizing, and disinfection services for multiple sites, preferably in an early learning child development setting or another environment.

Prospective proposers must have familiarity with the use and application of third-party certified cleaning products and be able to provide Safety Data Sheets (SDSs) for all cleaning products used; and posted in a designated area in the early learning center(s) where they may be found, if required for staff or emergency use.

Prospective proposers must be aware of correct ventilation practices when cleaning is being performed.

Prospective proposers must have a business license to operate in Washington DC or in their home state with a reciprocity qualification.

VII. LICENSES/CERTIFICATIONS

UPO may require the selected contractor to provide the following for their team members assigned to each UPO center:

- Criminal background check (MPD and Fingerprints) for each team member performing services;
- Drug screening check for each team member performing services; and a
- Child Protection Registry check for each team member performing services.

These requirements must be met, if a team member performs services while children are present in the respective centers. Failure to meet these requirements will result in suspension and/or termination of any contract entered into between UPO and selected contractor.

VIII. PROPOSAL REQUIREMENTS

A. GENERAL REQUIREMENTS

1. In order to be considered for selection, proposers must submit a complete response to this solicitation electronically to procurement@upo.org referencing “**Janitorial/Cleaning Services IFB#2025-05**”. No other distribution of the proposals shall be made by the proposer.

NOTE: A proposer may submit no more than one proposal in response to this IFB.

2. Proposals shall include a letter of transmittal signed by an authorized representative of the proposer. Sections must be filled out completely. Failure to submit all requested information will result in the organization requiring prompt submission of missing information. Proposals which are substantially incomplete or lack key information will be rejected by UPO. The contract shall be awarded in whole or partially to the contractor who provides goods or services in the best interest of UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the solicitation. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5” X 11” paper size in 12 point font minimum type. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and shall remain firm for 90 days from the bid closing date.
5. Prices should be submitted on the attached Pricing Sheet (Appendix B), exclusive of all federal, state, and local taxes. The contractor will be responsible for providing cleaning products and other materials/supplies proposed for use at the centers. These products should be briefly described in the proposal. Cost of these products

and supplies should be included in the “rate per hour” for each center location on the Pricing Sheet. Prices submitted shall be a firm fixed price (all inclusive) for the term of the contract.

6. Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to UPO.
7. Contractor shall provide a minimum of three (3) clients’ references to whom the contractor has supplied this service during the last three (3) years, with a similar footprint as UPO.

B. SPECIAL REQUIREMENTS

1. All pages of the proposal should be numbered and should be addressed in the proposer’s response in the following order:
 - a. Completed and signed Cover Page of this IFB.
 - b. Letter of transmittal, signed by an authorized representative of the bidder.
 - c. Table of Contents, cross-referencing the contents of the bid/proposal.
 - d. A written proposal explaining experience and capabilities along with a statement that the bidder/proposer understands UPO’s requirements.
 - e. Completed and signed Pricing Sheet included as an attachment (Appendix B) to this solicitation.
 - f. Completed and signed Vendor Identification Form. Blank form included as an attachment (Appendix A) to this IFB.
 - g. A copy of the current business license.
 - h. A copy of the current certificate of liability insurance evidencing coverage of the minimum required in this solicitation and listing UPO as an insured.
 - i. A completed and signed ACH form (Appendix G)
 - j. A completed and signed W-9 form.

IX. EVALUATION CRITERIA

- A. All proposals will be reviewed to determine if they adhere to the format and instructions of the IFB, meet the criteria indicated below, and conform to the objectives and requirements of the IFB. An evaluation team will evaluate the merit of proposals received in accordance with the criteria outlined in this IFB. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
- B. Award of contract does not oblige UPO to order or accept more than UPO’s actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds. Contract may be awarded to the

Contractor who provides goods or services at the best value for UPO. UPO reserves the right to accept or reject all or any part of any proposal, waive minor technicalities and award the proposal to best serves the interest of UPO.

UPO reserves the right to a) waive variances or reject any or all proposals and b) request clarifications from any or all proposers. Proposals shall be rejected if they: 1) are received after closing date and time, 2) contain alterations not initialed by an authorized official, and 3) are not meeting the minimum qualification requirements.

C. The following criteria will be utilized in the evaluation of the proposals:

10% Qualifications – Qualifications of key personnel Cleaning and supervisory staff, duly qualified, capable and bondable to fulfill and abide by specifications.

20% Experience - Experience in janitorial services including years and history.

20 % - Project/Service approach.

10% Supplies - Quality of cleaning supplies and paper products based on submittal of manufacturers and samples, if applicable.

10% References - Proposal shall include a minimum of three (3) references for janitorial/cleaning services of the type specified herein, performed during the last 3-year period.

30 % Fee schedule/cost of service.

X. GENERAL TERMS AND CONDITIONS

Please follow this link to refer to the general terms and conditions of this solicitation:

<https://www.upo.org/general-terms-and-conditions-ifb-2025-05/>

XI. MISCELLENOUS

PLEASE NOTE: UPO is closed on the holidays below and services are not required. A holiday schedule will be provided to the successful contractor upon the execution of contract.

New Year's Day (Observed)

Martin Luther King Jr.'s Birthday (Observed)

President's Day (Observed)

DC Emancipation Day (Observed)

Memorial Day (Observed)
Juneteenth Day (Observed)
Independence Day (Observed)
Labor Day (Observed)
Indigenous People's Day (Observed)
Veteran's Day (Observed)
Thanksgiving Day (Observed)
Thanksgiving Friday
Christmas Day (Observed)
Christmas Holiday

KEYS Upon award of the contract: Essential keys will be issued for all facilities listed. The contractor must sign for these keys. If the contractor loses any keys, they will be charged for replacements and any additional charges incurred. The contractor must return all issued keys at the termination of the contract.

WASTE: The successful contractor will limit waste of supplies while performing janitorial services. Waste should be disposed of in proper containers. Recycled items should be placed in blue bins at recycling stations.

APPENDICES

APPENDIX – A

VENDOR IDENTIFICATION (Must be completed and returned with the Proposal)

Company/Individual's Name:			
Doing Business As (DBA):			
Company Federal ID# or Social Security No :			
Address:			
Remit To Address:			
Telephone:			
Fax:			
Email:			
Web address:			
Main Contact Person:			
Person responsible for response (if different):			
Print Name	Title	Authorized Signature	Date

APPENDIX - B

PRICING SHEET

IFB#2025-05 JANITORIAL/CLEANING SERVICES

Sl. No	LOCATIONS	RATE PER SQ FT	JANITORIAL/ CLEANING SERVICE PRICE	TOTAL AMOUNT (\$)
A	B	C	D	E (Column C x Column D)
1.	Anacostia High School			
2.	Azeeze Bates			
3.	Ballou High School			
4.	Coolidge High School			
5.	C. W. Harris Elementary School			
6.	Davis Elementary School			
7.	Dunbar Senior High School			
8.	Edgewood OEL Center			
9.	Frederick Douglass Center			
10.	HD Woodson High School			
11.	Ketcham Elementary School			
12.	Luke C. Moore High School			
13.	Marie Reed Elementary School			
14.	Randle Highlands ECEC			
15.	Roosevelt High School			
	Sub Total:	XXX	XXX	
	Any other charges (Please explain)			
	TOTAL:	XXX	XXX	

***This hourly rate includes cost of cleaning materials and supplies.**

APPENDIX C

Certification of Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or District department or agency.

- (2) Where the prospective lower tier participant is unable to certify any of the statements on this certification, such prospective participant shall attach an explanation to this proposal concerning each statement to which certification has not been made.

The prospective lower tier participant certifies that neither it nor its principals are on the consolidated List of Debarred, Suspended or Ineligible Contractors prepared by the General Services Administration, the Department of Housing and Urban Development or other Federal or District department or agency.

Signature

Printed Name and Title of Authorized Signatory

Date

APPENDIX D

Certification Regarding Lobbying

The undersigned certifies, to the best of their knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreements, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of /Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Print Name and Title of Authorized Signatory

Date

APPENDIX E

Certification Regarding Drug-Free Workplace

By signing and submitting this grant application, the applicant, in accordance with 28 CFR Part 83, certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition,
- (b) Establishing a drug-free awareness program to inform employees about:
 - 1. The dangers of drug abuse in the workplace,
 - 2. The applicant's policy of maintaining a drug-free workplace,
 - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
 - 4. The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above.
- (d) Notifying the employee in the statement required by paragraph (a) above, that as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement, and
 - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five day after such conviction.
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d) (2) above, from an employee or otherwise receiving actual notice of such conviction.
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2) above, with respect to any employee who is so convicted:
 - 1. Taking appropriate personnel action against such an employee, up to an including, termination, or
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

[SIGNATURE ON NEXT PAGE]

Signature

Printed Name and Title of Authorized Signatory

Date

APPENDIX F

Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract loan, or loan guarantees. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

Signature

Print Name and Title of Authorized Signatory

Date

Appendix G (see next page)

Supplier ACH/Direct Deposit Authorization Form

Supplier ACH/Direct Deposit Authorization Form

United Planning Organization Accounts Payable

Appendix-G

1. Please Check One:

☐

NEW Direct Deposit

☐

CHANGE Direct Deposit

☐

CANCEL Direct Deposit

2. Vendor/Payee Information

Name:

Address:

Contact Person's Name (if other than payee):

Telephone Number:

Email Address:

3. Financial Institution Information

Bank Name:

Bank Address:

Name on Bank Account:

Bank Account Number:

Nine-Digit Bank Routing/Transit Number (ABA):

Type of Account:

☐

Checking

☐

Savings

4. Approvals/Authorizations - I certify that the information provided on this form is correct, and I hereby authorize United Planning Organization Office of Accounts Payable to electronically deposit payments to the bank account designated above. It is my responsibility to notify UPO Finance Dept for issues with payment received or deposited, and any changes to bank account information at payments@upo.org or (202) 238-4799. I understand that this authorization will remain in full force and effect until UPO Finance Dept received a written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: _____

Signature: _____

Date: _____

Important Information

Please return completed form via email: payments@upo.org

Finance Department Use Only

Reviewed and Approved By:

Date:

Date Stamp - Received