

**REQUEST FOR PROPOSALS (“RFP”)
FOR:
JANITORIAL SERVICES PROVIDER
(Lehi Campus)**

This RFP is Being Issued by:

Ascent Academies of Utah

Ascent Academies Lehi
2199 W. 900 N.
Lehi, Utah 84043
Tel. (385) 374-9641

Date of RFP Issue: January 15, 2026

Deadline to Submit Proposals: January 30, 2026 by 5:00 p.m.

SECTION I – KEY DATES

Date of RFP Issue: January 15, 2026

Deadline to Submit Proposals: January 30, 2026 at 5:00 p.m.

Proposal Opening: January 30, 2026 shortly after 5:00 p.m. at Academica West located at 290 N. Flint Street, Kaysville, Utah 84037. **Offerors are not required or expected to attending the opening.**

Anticipated Contract Award Date: February/March 2026.

Anticipated Contract Term: Approximately June 1, 2026 through up to May 31, 2031.

Commencement of Services: June 1, 2026.

SECTION II – GENERAL INFORMATION

- A. **Background.** Ascent Academies of Utah (the “School”) is a Utah nonprofit 501(c)(3) corporation and public charter school that has five separate campuses, in Farmington, West Jordan, West Valley City, Lehi, and Saratoga Springs.

This RFP for Janitorial Services Provider is for Ascent Academies Lehi (the “Lehi Campus”).

- B. **Campus Building.** The Lehi Campus has a two-story building with approximately 62,832 square feet. The Lehi Campus is a K-9 school and had approximately 587 students enrolled during the 22-23 school year. **Attached to this RFP are the floor plans of the building showing the various types of flooring throughout the building.**

The approximate square footage of the various flooring in the Lehi Campus building is as follows:

1. VCT: 13,036
2. VCP: 5,072
3. Tile: 3,012
4. Carpet: 36,103
5. Sealed Concrete: 395
6. Walk-Off Mat: 965

- C. **Purpose.** The purpose of this RFP is to solicit proposals from janitorial service providers to provide the School with comprehensive janitorial services as described in **Section V(A)(3)** of this RFP. The janitorial services provider will be expected to act as an independent contractor in the delivery of the described services to the School.
- D. **Term of Contract.** In the interest of maintaining continued services and reducing administrative burdens in procuring, negotiating, and/or administering contracts, the School intends to award a contract for a period of up to five (5) years. The written contract must allow the School to terminate the contract upon a 30-day notice and contain renewal provisions acceptable to the School. In addition, the written contract must include the provisions in Utah Code § 63G-6a-1204(3)-(5), as applicable.
- E. **Award of Contract.** The contract will be awarded to the offeror whose proposal is determined to provide the best value to the School, taking into consideration all substantive evaluation criteria outlined in this RFP as well as cost. No other criteria will be used in the evaluation. Please note that the Utah Procurement Code requires that most cost information be evaluated independently

from the substantive evaluation criteria. The final determination shall be in writing and shall be determined at the sole discretion of the School's Board of Directors. The contract file will contain the basis on which the award is made.

- F. **Written Contract.** If selected by the School's Board of Directors, the successful offeror must be prepared to enter a written contract that is consistent with the acceptable services, terms, and conditions outlined in the successful proposal and the requirements set forth in this RFP.
- G. **Reduction in Scope of Work.** The School reserves the right to reduce the scope of janitorial work described herein if the winning offeror's price proposal is beyond what the School can afford or if the Board or their designee determines that a reduction in the scope of the work is in the best interest of the School.

SECTION III – PROPOSAL INFORMATION

- A. Proposals must be submitted in compliance with **Section IV** below.
- B. The content of a proposal must comply with the requirements stated in **Section V** below.
- C. Submission of a proposal will be construed to mean that the offeror understands the requirements contained herein and that the offeror anticipates being able to supply the described services for the pricing proposal contained in their submitted proposal.
- D. As stated above, proposals will be opened publicly at Academica West (the School's education service provider) located at 290 N. Flint Street, Kaysville, Utah 84037's on the date of time specified in Section I, above. Proposals will be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. Only the names of offerors who submitted proposals will be identified at the opening of proposals. However, a register of proposals will be prepared and shall be open for public inspection after the contract for this project is awarded and the School has entered a written contract with the winning offeror. The School will cooperate with all potential offerors, to the extent reasonably possible, in their attempt to obtain information. **Offerors are NOT required to attend the opening.**
- E. The School's evaluation committee may, for the purpose of assuring full understanding of and responsiveness to the RFP's requirements, enter into discussions or conduct interviews with, or attend presentations by, offerors who submit proposals.
- F. It is understood that the School's issuance of this RFP does not obligate the School to accept any of the proposals submitted in response to this RFP, nor does it guarantee that the School will in fact accept any of the said proposals. To the extent permitted by law, the School's Board of Directors or their designee reserves the right to accept or reject any or all proposals and/or to waive any or all formalities in any proposal or in the proposal process deemed to be in the best interest of the School. No agreement exists on the part of the School and any offeror until a written janitorial services contract is approved and executed by the School's Board of Directors and the offeror.
- G. This RFP does not obligate the School to pay for any costs of any kind whatsoever that may be incurred by an offeror/respondent or any third parties in connection with a proposal. All submitted proposals, responses, and supporting documentation shall become property of the School. Further, the School shall not be liable to any offeror, person, or entity for any losses, expenses, costs, claims or damages of any kind arising out of, by reason of, or attributable to, the offeror responding to the RFP.

- H. At any time during the evaluation process, the School's evaluation committee may, with appropriate approval, request best and final offers, as provided for in Utah Code § 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet any minimum qualifications, evaluation criteria, or score thresholds identified in this RFP.

SECTION IV – PROPOSAL REQUIREMENTS

Potential offerors are hereby invited to submit a proposals for janitorial services for either or both facilities to the School. The scope of the janitorial services requested by the School are described below in **Section V(A)(3)**.

- A. **Delivery Requirements.** Proposals must be submitted by email to Gabe Clark at gabe@academicwest.com in PDF format as described below. Proposals must be submitted by the date specified in Section I, above.
- B. **Formatting Requirements.** Proposals must be separated by cost and non-cost related information. When emailing the proposal, the email should contain two separate PDF files – one containing (and labeled) non-cost information and another containing (and labeled) cost information. No cost information may be submitted in the same file/document that includes non-cost information. All cost and non-cost information in proposals must be separate.
- C. **Submission of Protected Information.** Protection of disclosure of information submitted by an offeror in response to this RFP is governed by Utah's Government Records Access and Management Act in Utah Code § 63G-2-101 *et seq.* and Utah Administrative Code Rules R33-7-105 and R33-7-106. An offeror that desires to request protected status of any information it submits to the School in response to this RFP must specifically identify the information that it desires to protect and the reasons that the information should be afforded protected status under the law. In making this request, the offeror shall comply with the requirements in Utah Code § 63G-2-305, Utah Code § 63G-2-309, and Utah Administrative Code Rule R33-7-105. In turn, the School will comply with Utah Code § 63G-2-309 and Utah Administrative Code Rule R33-7-106 with respect to disclosing such information. Submission of protected information in response to this RFP shall be deemed an acknowledgment and consent by the offeror that the offeror agrees with this paragraph and will indemnify, defend, and hold harmless the School, its members, directors, officers, staff, and agents from any and all liability relating to the proper disclosure of information provided by the offeror in response to this RFP, even if the offeror requested protected or other confidential status for the information.
- D. **Submission of Proposals with Protected Business Confidential Information.** In accordance with Utah Administrative Code Rule R33-7-107, if an offeror submits a proposal that contains information claimed to be business confidential or protected information, the offeror must submit two separate proposals as follows:
1. One redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version;" and
 2. One non-redacted version for evaluation purposes clearly marked as "Protected Business Confidential."

Please note that pricing may not be classified as business confidential and will be considered public information. In addition, an entire proposal may not be designated as "protected," "confidential," or "proprietary" and shall be considered non-responsive unless the offeror removes the designation.

SECTION V – PROPOSAL CONTENT REQUIREMENTS

A. Content of Proposals. Offerors must include the following in their proposals:

1. *Experience, Qualifications, and Track Record.* Each offeror must provide at least the following information:
 - a. A brief outline of the offeror's company and services provided, including such things as number of years in business and number of years offeror has provided janitorial services to schools;
 - b. Information demonstrating experience in and a track record of providing janitorial services to schools; if offeror does not have experience in providing janitorial services to schools, the offeror must provide evidence demonstrating its ability to provide the requested comprehensive janitorial services to the School. Preference may be given to offerors who demonstrate a successful operating history providing janitorial services to schools;
 - c. Information on current clients, including total number of clients and a list of clients that are charter or district schools in Utah; and
 - d. A copy of the offeror's current business license.
2. *References.* Each offeror must provide a list of references that the School may contact to discuss the offeror's past performance and evaluate offeror's ability to perform the janitorial services required by the School.
3. *Scope of Work, Specifications, and Requirements.* Each offeror must confirm (and provide at least some narrative or other information supporting the confirmation) that it has the expertise and ability to satisfy the following specifications and provide the following services to the School:

Classrooms, Hallways, Offices, Lobby, and Common Areas During School Year:

1. Provide day porter for **three and a half (3.5) hours per day** for lunch set up and take down, cafeteria cleaning (including floors), and other daily cleaning (including special cleaning as needed such as biohazards like throw up, blood, urine, etc.)
2. Clean entrance doors daily and internal classroom glass partitions weekly
3. Clean walls, doors, and kick plates as necessary to remove fingerprints and smudges
4. Clean, sanitize, and polish drinking fountains daily
5. Empty all waste receptacles daily and replace waste receptacle liners as needed
6. Disinfect light switches, light switch plate covers, and door handles daily
7. Dust horizontal surfaces in offices weekly
8. Spot clean horizontal surfaces weekly
9. Disinfect all phone receivers and dust phone bases weekly
10. High cleaning/dusting of air vents, tops of doors, door frames, ceiling corners, window ledges and coverings at least monthly
11. Low cleaning/dusting of desks, chairs, tables, credenzas, bookshelves, counters, file cabinets, pictures, electronic equipment, at least monthly
12. Vacuum fabric and wipe down other surfaces to remove dust and lint monthly
13. Clean stairwells and railing weekly
14. Clean elevators as needed
15. In the faculty lounge/breakroom areas, clean and disinfect sinks, counters, and exteriors of appliances daily and clean interior of fridge as needed

Floor Care During School Year:

1. Mop, spray, or scrub hard floors daily (VCT, VCP, tile, and sealed concrete)
2. Vacuum all carpeted traffic areas and walk-off mats daily

3. Remove spots and small spills from carpet and walk-off mats as needed
4. Remove shoe marks from gym floor daily
5. Vacuum carpet edges and corners along walls and partitions monthly
6. Dust all baseboards monthly

Restrooms During School Year:

1. Clean, disinfect, and polish all dispensers, fixtures, and mirrors daily
2. Empty trash receptacles daily and replace liners
3. Clean and sanitize outsides of dispensers and trash receptacles daily
4. Empty and disinfect sanitary napkin receptacles daily
5. Spot clean partitions and tile walls daily
6. Restock hand soap and paper products daily (must be on top of ordering such items and making sure the School has it stocked)
7. Disinfect partition handles, door handles, and light switches daily
8. Sweep and mop floor with germicidal solution daily
9. Dust tops of partitions, air vents, mirror frames and tops of doors monthly
10. Clean and disinfect restroom partitions and walls around toilets and urinals weekly
11. Clean and disinfect countertops, wash basins, toilets, toilet seats and urinals daily

Winter Break Cleaning:

1. Full strip and wax of all VCT floors
2. Thoroughly clean gym floor
3. Clean all internal windows
4. Clean all horizontal surfaces

Deep Summer Cleaning:

1. Deep clean all hard floors:
 - a. Steam extraction carpet cleaning (or equivalent) for all carpeted and walk-off mat areas
 - b. Full strip and wax of all VCT floors
 - c. Machine scrub all tile floors
 - d. Thoroughly clean all VCP and sealed concrete floors
2. Clean all interior and exterior windows
3. Clean all walls, horizontal surfaces, vents, and storage areas

Other Summer Cleaning

1. Clean the administrative offices and clean (and stock) the office restrooms once per month
4. *Pricing.* Each offeror must provide the following pricing information.
 - a. The total anticipated annual price the offeror would charge the School to provide the services set forth in **Subsection (A)(3)** immediately above. Offerors may itemize out the anticipated annual price as they deem appropriate.
 - b. The prices the offeror would charge for individual paper and supply products, such as 2-ply toilet paper, roll towels, multifold towels, liquid hand soap, 24x33 16 gal. liners and 40x48 45 gal. liners. The prices of these supplies and products should **not** be included in the total anticipated annual price the offeror would charge in **Subsection (A)(3)(a)** above. The School reserves the right to purchase such products from the winning offeror and/or from another vendor and is seeking such prices from offerors for information purposes only.

- B. **Selection and Scoring.** Selection of a janitorial services provider will be based on offerors' responses to these proposal content requirements in relation to the Evaluation Criteria set forth in

Section VI. The successful proposal will address each of the required content requirements and clearly demonstrate how the offeror will meet or exceed the School's needs. The Evaluation Criteria set forth in **Section VI** contains a numerical score for each of the proposal content requirements and proposals will be ranked based on their score. The Evaluation Committee will first subjectively score the non-cost portion of each proposal (the Evaluation Criteria Unrelated to Cost) based on offerors' responses to the specifications contained in **Section V(A)(1)-(3)**. The Evaluation Committee will then objectively score the cost portion of each proposal (the Evaluation Criteria Related to Cost) by using the following formula: Total Cost Points Possible x Lowest Proposed Price/Proposed Price Being Evaluated. The offeror with the lowest proposed price (which proposed price is provided by offerors in response to the specification in **Section V(A)(4)(a)**) meeting the requirements of the RFP will receive 100% of the cost points (30) and all other offerors will receive a portion of the cost points based on the formula above. **Note:** Proposals that are not compliant with **Section V** may not be considered.

SECTION VI – EVALUATION CRITERIA

The Evaluation Criteria is set forth below:

Evaluation Criteria Unrelated to Cost

- A. **Offeror's Experience, Qualifications, and Track Record (30 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(1)**.
- B. **Quality of Offeror's Service Based on References (15 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(2)**.
- C. **Offeror's Expertise and Ability to Satisfy Scope of Work, Specifications, and Requirements (25 points possible).** This criterion is based on the information provided in response to the specifications contained in **Section V(A)(3)**.

Evaluation Criteria Related to Cost*

- D. **Offeror's Pricing Proposal (30 points):** This criterion is based on the pricing proposal provided in response to the specifications in **Section V(A)(4)(a)**.

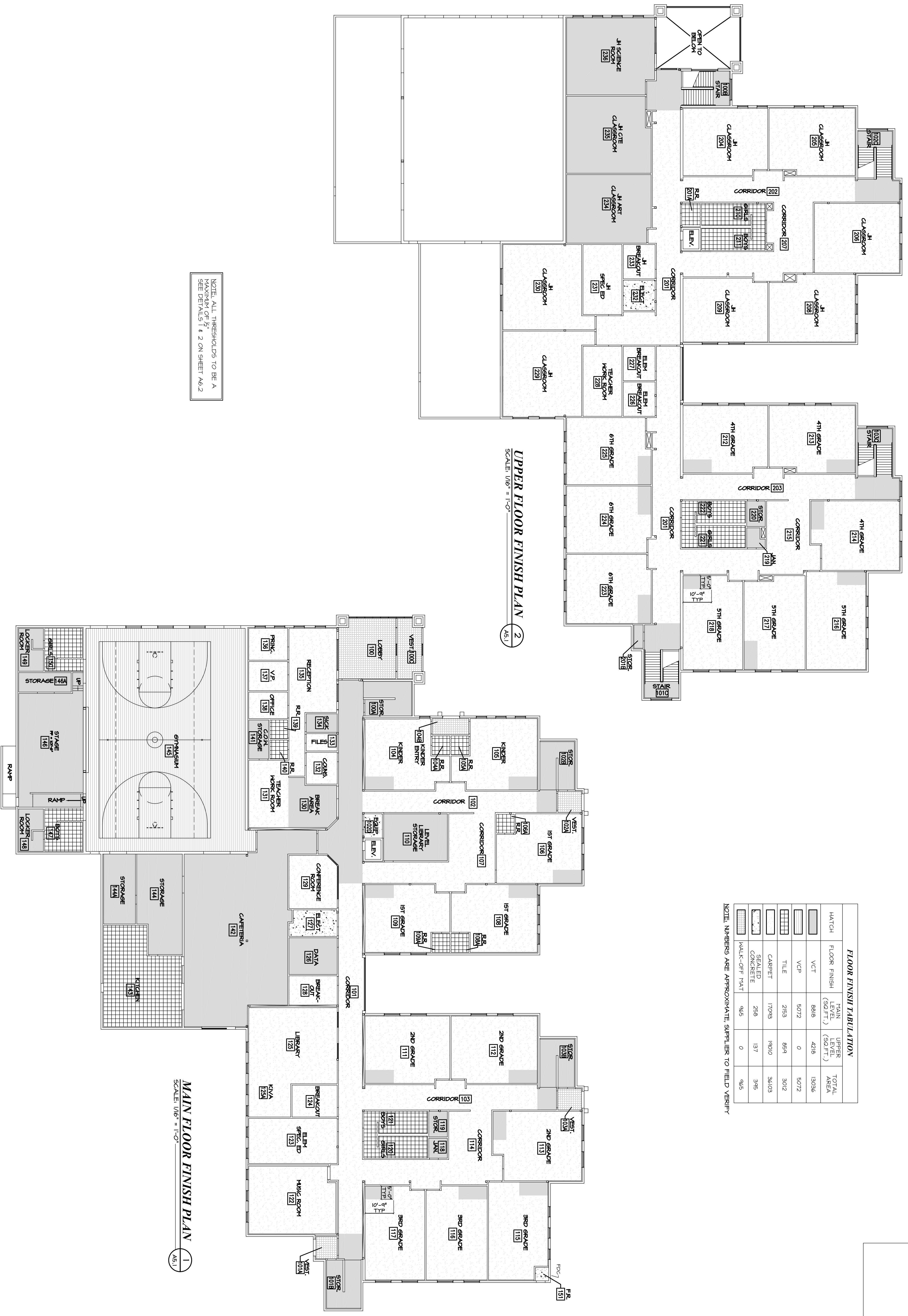
Total points possible based on Evaluation Criteria: 100 points

Floor Plan

SEAL:

FLOOR FINISH TABULATION			
HATCH	FLOOR FINISH (SQ. FT.)	MAIN LEVEL (SQ. FT.)	UPPER LEVEL (SQ. FT.)
[Pattern]	VCT	8618	4218
[Pattern]	VCP	5072	0
[Pattern]	TILE	2153	854
[Pattern]	CARPET	17093	19010
[Pattern]	SEALED CONCRETE	258	137
[Pattern]	WALK-OFF MAT	965	0
			965
			19036
			3012
			34103
			345
			965

NOTE: NUMBERS ARE APPROXIMATE. SUPPLIER TO FIELD VERIFY



UPPER FLOOR FINISH PLAN 2
SCALE: 1/16" = 1'-0"
AS.1

MAIN FLOOR FINISH PLAN 1
SCALE: 1/16" = 1'-0"
AS.1

NOTE: ALL THRESHOLDS TO BE A MAXIMUM OF 1/4" SEE DETAILS 1 & 2 ON SHEET A6.2

- THROUGH-PENETRATION FIRESTOP SYSTEMS:
- A FIRE RESISTIVE WALL OR FLOOR MUST BE SEALED BACK TO ITS ORIGINAL FIRE RATING WHEN PENETRATED. CONTRACTOR TO VERIFY THAT ALL PENETRATIONS FROM TO MAINTAIN FIRE RESISTIVE INTEGRITY.
 - STUD WALLS: M-L-1002
 - CMU WALLS: M-J-1009
 - CONCRETE FLOOR ASSEMBLY: F-A-1008
- FIRE RESISTIVE ROOMS:
- FIRE RISER ROOM
 - ELEVATOR EQUIPMENT ROOM
 - STORAGE UNDER STAIRS

CUBBIES & LOCKER NOTE:
 -ADA ACCESSIBLE CUBBIES AND COAT HOOKS SHALL BE LOCATED IN THE K-3 CLASSROOMS
 -A MINIMUM OF 5% OF LOCKERS PROVIDED IN AN ACCESSIBLE SPACE SHALL BE ACCESSIBLE PER 2012 IBC 109.4.9

CHILDRENS REACH RANGES			
SEE 2010 ADA TABLE 308.1			
FORWARD OR SIDE REACH	AGES 3-4	AGES 5-9	AGES 9-12
HIGH (MAXIMUM)	36 INCHES	40 INCHES	44 INCHES
LOW (MINIMUM)	20 INCHES	18 INCHES	16 INCHES

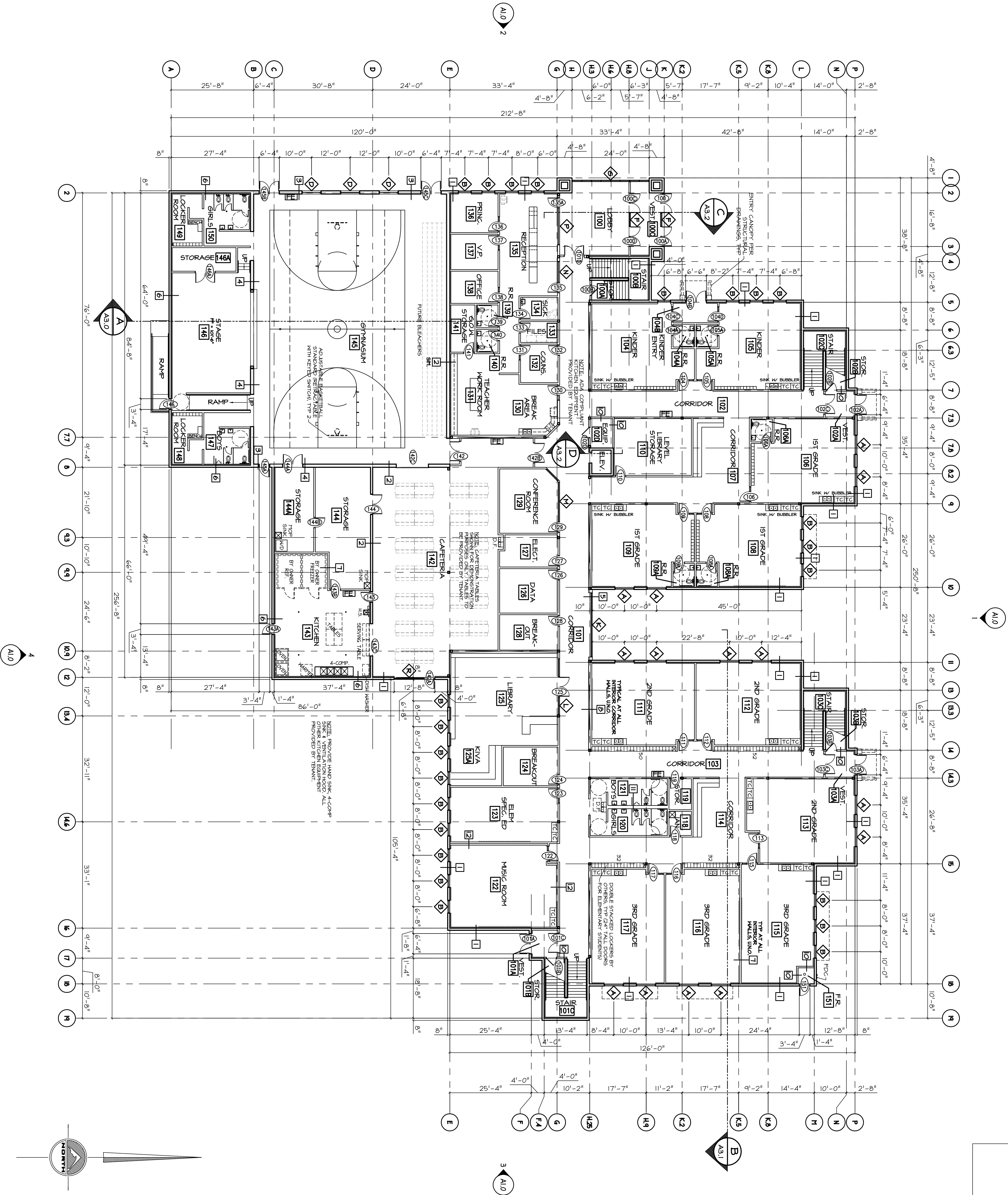
NOTE: PROVIDE BLOCKING FOR FIRE RATED DOORS. WHITE BOARD SYMBOL.

FIRE EXTINGUISHER NOTE:
 -UPON COMPLETION OF THIS PROJECT, PROVIDE FIRE EXTINGUISHERS WITH A MIN. RATING OF 2A0BC. FIRE EXTINGUISHERS SHALL BE PLACED TO ENABLE A TRAVEL DISTANCE NOT MORE THAN 75' TO ACCESS FROM ANY POINT OF THE FACILITY.

WALL TYPES LEGEND

SEE WALL SECTIONS FOR FULL DETAIL

WALL	DESCRIPTION
I RR WALL SHOWN SHADED	MTL STUDS @ 16" O.C. WITH 5/8" TYPE 'X' GMB. TO STEEL DECK (ILL DES 1049)
INTERIOR EIR OUT WALLS	3 5/8" 20 GA MTL STUDS @ 16" O.C. WITH 5/8" GMB. ON FINISH SIDE UNO.
INTERIOR PARTITION WALLS	6" 20 GA MTL STUDS @ 16" O.C. WITH 5/8" GMB. BOTH SIDES.
BACK-TO-BACK REST ROOM PLUMBING WALL	(2) ROWS 6" 20 GA MTL STUDS @ 16" O.C. WITH 5/8" WATER-RESISTANT GMB.
EXTERIOR WALLS	8" CMU WALLS
EXTERIOR WALLS	12" CMU WALLS



MAIN FLOOR PLAN

SCALE: 1/8" = 1'-0"
 MAIN STAIRS SOFT
 OTHER: 22'0" RISE
 107'0" x 11'0" SOFT.

ASCENT ACADEMY: LEHI CAMPUS
 1999 W 900 N
 LEHI, UT 84043

JAMES O. CHAMBERLIN & ASSOCIATES ARCHITECTS
 177 E. ANTELOPE DR. #B
 LAYTON, UT 84041
 PHONE: (801) 499-5055
 FAX: (801) 499-5065

DRAWING DESCRIPTION:	DATE: 01-29-2015	REVISED:
MAIN FLOOR PLAN	PROJECT:	
	DRAWN BY: C.D.	
	PLOT:	

42.0

THROUGH-PENETRATION FIRESTOP SYSTEMS:
 -A FIRE RESISTIVE WALL OR FLOOR MUST BE SEALED BACK TO ITS ORIGINAL FIRE RESISTANCE RATING BY THE CONTRACTOR TO MAINTAIN FIRE RESISTIVE INTEGRITY.
 -STUD WALLS: M-L-1002
 -CMU WALLS: M-2-1009
 -CONCRETE FLOOR ASSEMBLY: F-A-1008
 -FIRE RESISTIVE ROOMS:
 -FIRE RISER ROOM
 -ELEVATOR EQUIPMENT ROOM
 -STORAGE UNDER STAIRS

CUBBIES & LOCKER NOTE:
 -ADA ACCESSIBLE CUBBIES AND COAT HOOKS SHALL BE LOCATED IN THE K-3 CLASSROOMS
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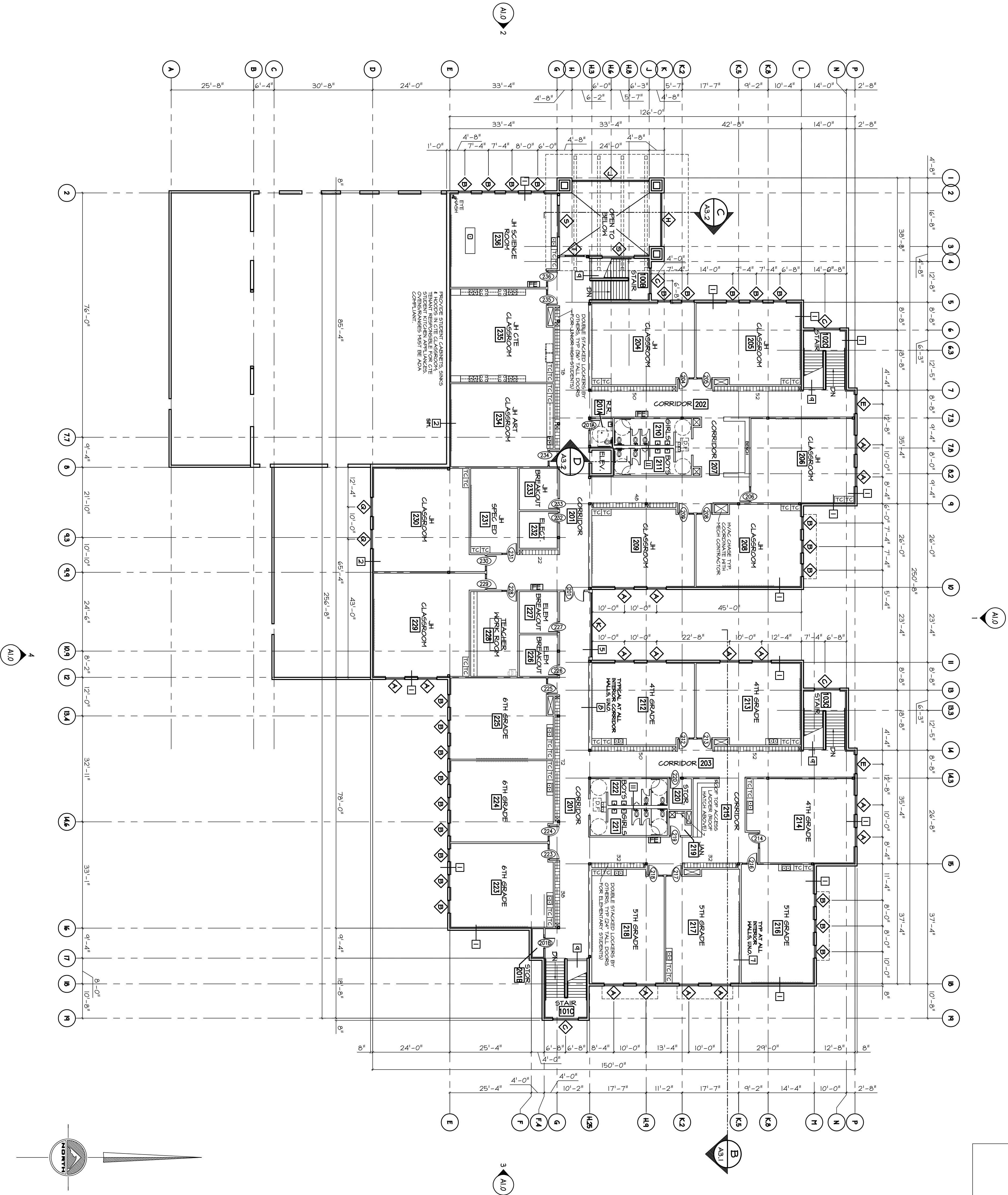
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WALL TYPES LEGEND

SEE WALL SECTIONS FOR FULL DETAIL

WALL	DESCRIPTION
1	HR WALL SHOWN SHADED TO STEEL DECK (ILL DES 1049)
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BACK-TO-BACK REST ROOM PLUMBING WALL	(2) ROWS 6" 20 GA MTL STUDS @ 16" O.C. WITH 5/8" WATER-RESISTANT GMB.
REST ROOM PLUMBING WALL	6" 20 GA MTL STUDS @ 16" O.C. WITH 5/8" WATER-RESISTANT GMB.
EXTERIOR WALLS	8" CMU WALLS
EXTERIOR WALLS	12" CMU WALLS



MAIN FLOOR PLAN

SCALE: 1/8" = 1'-0"

LOCKER COUNT:
 2ND - 3RD GRADE (MAIN LEVEL), 166 LOCKERS (24" TALL LOCKER DOOR)
 4TH - 6TH GRADE (UPPER LEVEL), 216 LOCKERS (24" TALL LOCKER DOOR)
 JUNIOR HIGH (UPPER LEVEL), 250 LOCKERS (66" TALL LOCKER DOOR)

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DRAWING DESCRIPTION:	DATE: 01-29-2015	REVISED:
UPPER FLOOR PLAN	PROJECT:	
	DRAWN BY: C.D.	
	PLOT:	

42.1