

**THE WILLIAM E. DOAR, JR. PUBLIC CHARTER SCHOOL  
FOR THE PERFORMING ARTS**

**REQUEST FOR PROPOSALS**

The William E. Doar Jr. Public Charter School for the Performing Arts, in compliance with Section 2204 (c) of the District of Columbia School Reform Act of 1995 (“Act”), hereby solicits expressions of interest from Vendors or Consultants for the following tasks and services:

1. Evening Cleaning Service – two sites: (1) 40,000 sq. feet over two floors and (2) 23,000 square feet in two buildings across the street from one another. To include cleaning supplies, equipment, replacement of toilet paper, hand soap, urinal cakes, etc. Organization must be bonded and insured and all employees must pass background checks. Organizations may bid on one or both sites.
2. Security Service for two sites. 4 major entrances/exits between both facilities. Additional Security patrols needed for arrival and dismissal.
3. Accounting/Bookkeeping Service - Monthly and annual accounting services to include: monthly reconciliation, financial statement preparation, adjusting journal entries, audit preparation, state and federal tax return preparation and other various and sundry tasks related to the accounting and bookkeeping of the School. Respondents can reply to all or part of this RFP.
4. W. E. Doar Jr. Public Charter school is soliciting certified special education teachers to provide inclusion specialized instruction, write IEP goals, documentation and follow Special Education Law for students from Pre Kindergarten to 8th grade.  
W. E. Doar Jr. Public Charter School is soliciting certified speech-language and occupational therapists for special education students in grades Pre-K to 8th grades.

Location #1 is 705 Edgewood Street, NE. Location #2 is 3700 N. Capitol Street, NW (AFRH).

**Proposal Submission**

An original and four (4) copies of your proposal or a proposal by **mail only** must be received at the offices of the School no later than **2:00 p.m. EST on Friday, July 24, 2011** at the following address:

**William E. Doar, Jr. Public Charter School for the Performing Arts  
705 Edgewood Street, NE, 2nd Floor  
Washington, DC 20017  
Attention: John Goldman, CFO**

**For information regarding the school please see: [www.wedjschool.us](http://www.wedjschool.us)**

No phone calls or late responses please. Interviews, samples, demonstrations will be scheduled at our request after the review of the proposals only.