

Subject: Update on Proposal Development for Cleaning Services at [School Name]

Dear AIMS K-12 Board,

I am writing to provide an update on the progress made in formulating a proposal for cleaning services at AIMS K-12.

Accomplishments and Progress:

Assessment of Current Services: We reviewed the services provided by our current cleaning company.

Contract with the current vendor: We have requested for our current vendor to update their contract with the terms and conditions that the board requested at the last meeting.

Research: We have explored the possibility of doing a proposal for internal services. We have compared similar services provided in other school districts. More time is needed to provide you with information on either outsourcing or doing it in-house.

Next Steps:

Proposal Drafting: We will be drafting the Request for Quote and posting it on our website and then going through the process of selecting a vendor.

Board Presentation and Decision-making: Once the proposal is finalized, a comprehensive presentation will be prepared for the board's review.

Our goal remains to ensure that the cleaning services provided at [School Name] meet the highest standards of cleanliness, efficiency, and responsiveness to our community's needs.

Thank you for your ongoing support and guidance throughout this process. If there are any specific aspects or considerations the board wishes to emphasize in this proposal, please feel free to communicate them for inclusion.

Marisol Magana
Director of Health & School Support Services