



Universal Institute Charter School

801 South 15th Street, Philadelphia, PA 19146

Telephone: 267-732-6518 / Fax: 267-273-1530

www.universalcompanies.com

Request for Proposal

*Clean Out Of Three Buildings
located at
762-774 S. Broad Street*

*Prepared by Mr. Lawrence Threadgill,
Director of Facilities
For
Universal Family of Schools*



Scope of Work Services

Definition of Work:

To provide detail clean out of three buildings located at 764-772 South Broad Street. The hours of operation will be from Monday to Friday, 8 am to 4:00 pm. The estimated start date for this project is Monday September 28, 2026 to November 28, 2026. The contractor will provide all equipment and supplies needed to complete the job. The contractor must submit a Certificate of Liability, naming the Universal Institute School as the additional insured.

Details of the scope of work:

1. Building #1 :

a. Removal

- i. Remove all trash and debris
- ii. Remove all boxes
- iii. Remove all Furniture identified
- iv. Clean out all rooms

2. Building #2:

a. Removal

- i. Remove all trash and debris
- ii. Remove all boxes
- iii. Remove all Furniture identified
- iv. Clean out all rooms

b. Building #3:

Removal

- i. Remove all trash and debris
- ii. Remove all boxes
- iii. Remove all Furniture identified
- iv. Clean out all rooms

3. Basement #4:

- i. Removal of all identified trash and debris from the basement.



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Submission Requirements

All proposals are due no later than Monday September 21, 2026 at 3:30pm to Mr. Lawrence Threadgill, Director of Facilities at lthreadgill@universalcompanies.org or 800 south 15th Street Street , Philadelphia, PA 19146

All proposals must include a breakdown of the cost estimation for the school along with a project timeline identifying the amount of time needed to complete the scope of services.

All questions should be directed to Mr. Lawrence Threadgill at 267-210-0376 or lthreadgill@universalcompanies.org.



**Universal Companies
Operations Department**

1427 Catherine Street, 4th Floor
Philadelphia, PA 19146

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www.universalcompanies.com

Submittal Cover Page

Company Name: _____

Contact Person: _____

Address: _____

Telephone #: _____

Detail Scope of Service

Office Use Only

☐ Approved

☐ Denied

Reason

Authorized Signature

Date