

Stanly County Partnership for Children
Multi-Year Bid Application
For
Janitorial/Office Cleaning Services

Company Name: _____

Company Address: _____

Mailing Address: _____
 (if different)

Telephone Number: _____

Owner/Contact Person: _____

Number of Years in Cleaning Business: _____

Specific Requirements for janitorial services are as follows:

A: Offices, Entrances, Reception Areas, Hallways, Conference Rooms, Etc.

| | |
|---|----------------|
| Dust and clean all fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units, and window ledges. Spot clean doors, doorframes, light switches, and walls. Properly position furniture in office. | Weekly |
| All waste paper receptacles emptied and trash taken to a designated area. | Twice Weekly |
| Clean and Sanitize drinking fountains. | Weekly |
| Damp wipe all high and low shelves, surfaces and corners beyond the reach of normal dusting. Dust all picture frames. | Monthly |
| All wooden tops of office furniture, desks, credenzas, shelves, etc. polish with highest quality furniture polish. | Monthly |
| All telephones cleaned and sanitized. | Weekly |
| All fabric type furniture vacuumed. Damp wipe plastic and leather furniture. | 4 times a year |
| All chromes chairs and table legs cleaned and polished. | Monthly |
| Dust all blinds. | 4 times a year |
| Dust light fixtures and ceiling vents. | 4 times a year |

B. Floors, Carpet, Tile, Concrete, etc.

| | |
|--|-----------|
| Vacuum and remove spots from all carpeted areas. | Weekly |
| All ceramic and resilient floor areas dust mopped. | Weekly |
| All ceramic and resilient floor areas damp mopped. | Weekly |
| All concrete areas swept. (Back Entrance) | Weekly |
| Spot clean carpeted areas. | As needed |

C. Break Room Area

| | |
|---|---------------|
| All kitchen counters, tables and sinks cleaned with an approved disinfectant. (Interiors of microwave and refrigerators excluded). | Weekly |
|---|---------------|

D. Restrooms

| | |
|---|---------------|
| Clean and polish all dispensers and fixtures. Clean and disinfect wash basins, toilet bowls and urinals. | Weekly |
| Spot clean the walls and toilet partitions. Wash all restroom floors with germicidal solution. | Weekly |
| Polish all metal and mirrors. | Weekly |
| All paper products and hand soap restocked | Weekly |

E. Window Cleaning

| | |
|-------------------------------|----------------|
| Outside Glass | Monthly |
| Inside partition glass | Weekly |
| Entrance glass | Weekly |

F. Closing Instructions

| | |
|------------------------------------|---------------|
| Clean janitor closet. | Weekly |
| Turn off designated lights. | Weekly |
| Lock doors | Weekly |

After reviewing our Specific Requirements and touring the facilities:

1. What, if any, additional services will you provide? How often? (Please be specific)

2. Will Stanly County Partnership for Children be required or expected to provide or make available any equipment or materials?

3. Cost for Janitorial/Cleaning Services \$ _____ (monthly rate) – FY2017-2018
Cost for Janitorial/Cleaning Services \$ _____ (monthly rate) – FY2018-2019
Cost for Janitorial/Cleaning Services \$ _____ (monthly rate) – FY2019-2020

This cost should include all items listed in Sections A-F and any additional items listed in question 1. If not, please explain.

4. Is your company Bonded? _____ If yes, please attach proof.

5. Is Satisfaction Guaranteed? _____

6. Please list below **THREE** professional references (companies for which you currently provide services). Include Contact Person, Company Name, Address and Telephone Number.

1. _____

2. _____

3. _____

7. Date your company can begin services? _____

8. Please provide any additional information concerning you janitorial/ cleaning services. (If needed)

Owner's Signature: _____

Completed Applications must be submitted to Linda Solomon - Stanly County Partnership for Children no later than Wednesday, February 22, 2017, by 5:00 p.m. Applications may be delivered to 1000 North First Street Suite 8, Albemarle, or mailed to PO Box 2165 Albemarle, NC 28002. Applications received after the deadline will not be accepted. No Exceptions.

**Stanly County Partnership for Children is an
Equal Opportunity Employer.**