

**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**

<b>All kitchen counters, tables and sinks cleaned with an approved disinfectant. (Interiors of microwave and refrigerators excluded).</b>	<b>Weekly</b>
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**D. Restrooms**

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

**E. Window Cleaning**

<b>Outside Glass</b>	<b>Monthly</b>
<b>Inside partition glass</b>	<b>Weekly</b>
<b>Entrance glass</b>	<b>Weekly</b>

**F. Closing Instructions**

<b>Clean janitor closet.</b>	<b>Weekly</b>
<b>Turn off designated lights.</b>	<b>Weekly</b>
<b>Lock doors</b>	<b>Weekly</b>

After reviewing our Specific Requirements and touring the facilities:

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

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

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**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.**

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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.**