

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 wastepaper receptacles emptied, and trash taken to a designated area.	Twice 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, stove, and refrigerators excluded).	Weekly
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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) – FY2026-2027
 Cost for Janitorial/Cleaning Services \$ _____ (monthly rate) – FY2027-2028
 Cost for Janitorial/Cleaning Services \$ _____ (monthly rate) – FY2028-2029

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 Monday, April 13, 2026, by 4:00 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.**