



Request for Proposal Janitorial Services

February 11, 2022

Description

The Town of Rolesville is seeking scope of services and cost information from potential vendors who provide professional janitorial services.

Background

The Town seeks information regarding janitorial services for the following locations:

- **Town Hall, 502 Southtown Circle**
 - ~7200 sq ft (~2400 sq ft is open floor space)
 - 4 restrooms (total of 7 toilets, 5 sinks, 2 urinals)
 - Breakroom with refrigerator, microwave

A private facility tour during non-working hours can be arranged upon request.

Response

Each response should address the following items. Vendor is invited to also add any features or services that may not be mentioned below.

- The name of the company, contact person, telephone number, and email address.
- The vendor's qualifications, years in business, staff profile, and experience to provide janitorial services.
- The number of full-time and part-time employees employed by the business currently.
- Names and contact numbers for at least three business organizations that are current clients.
- Pricing and Cost information, given the expectations listed below. Provide separate pricing for each facility.

Timeline

Responses may be submitted by March 2, 2022 at 12:00pm via email to:

Katie Pearce, Customer Service Specialist
Town of Rolesville
katie.pearce@rolesville.nc.gov
919-556-3506

Services

- Furnish all labor, equipment, cleaning supplies, supervision, and transportation necessary for complete janitorial service using modern equipment, methods, and techniques.
- Use product with commercial-grade cleaners designed to kill germs and viruses.
- The Town will provide hand soap, paper products, and trash bags as needed.
- Lock all doors and turn off lights when cleaning is complete
- Notify point of contact of any irregularities or emergencies such as plumbing leaks, HVAC problems etc.
- All employees of the vendor who work in Town buildings must pass a background check and keep a clean criminal record.
- All employees of the vendor should wear distinctive and/or an identifiable uniform.
- Any damage caused by the vendor or employees will be repaired by the vendor at their expense.

- Vendor is expected to comply with federal, state, and local laws and regulations.

LEVEL 1 (weekly outside of Level 2; every Wednesday)

Work Areas & Lobby

- Sanitize door handles, door edges, and light switches in lobbies, meeting rooms, copy areas, and hallways
- Sanitize table tops, work surfaces, countertops, chairs, copier, etc. in these locations
- Sanitize drinking fountains - all surfaces, wall behind fountain to be clean and dry

Restrooms

- Sanitize, mop, and rinse restroom floors
- Clean and sanitize bathroom fixtures, including toilet bowls, urinals, basins, and sinks; wall behind sinks to be clean and dry
- Clean and sanitize stall partitions and walls
- Empty, clean, and sanitize waste receptacles, inside and outside
- Clean mirrors with no haze or streaks remaining
- Refill hand soap, towel and toilet tissue as needed, leave out extra toilet tissue where feasible

Break rooms and Kitchens

- Clean and sanitize table tops, countertops, chairs, sinks, and all other fixtures
- Clean microwave (inside and outside) and refrigerator handles
- Clean and sanitize waste receptacles and recycling receptacles (inside and outside)
- Walls near waste receptacles should be cleaned as needed
- Walls behind sinks, microwaves, etc. should be cleaned as needed

LEVEL 2 (weekly; every Sunday)

Cleaning & Dusting

- Sanitize door handles, door edges, light switches, work surfaces, chairs, and telephones in private offices
- Dust office furniture, filing cabinets, bookcases, chairs, tables, counter tops, etc.
- Dust window sills, low ledges, window blinds, molding, picture frames, doors, doorframes, etc.
- Letter files, phones, calculators and other items should be moved where feasible and returned to position
- Empty recycling containers and carry to recycling receptacle outside. Empty all trash receptacles and carry to dumpster outside. Clean and sanitize containers then re-apply bags as needed.
- Clean entrance door and lobby window glass, removing haze, smudges, streaks and fingerprints

Floors

- Vacuum carpet, tile, and other composition floors – including under, around, and behind furniture
- Spot clean spillages, remove scuffmarks
- Damp mop all non-carpeted floors using clean water

LEVEL 3 (monthly)

- Clean interior portion of windows, vacuum around the edges of the windows
- Dust all window blinds with a dust control treated cloth.



Bid Proposal-Janitorial Services
Submit by Wednesday, March 2, 2022 at 12:00pm

Company Profile

Category	Information
Company Name	
Contact Person	
Phone Number	
Email Address	
Qualifications	
Years in Business	
Staff Profile	
Experience	
# of FT Employees	
# of PT Employees	

Business Organization References

Reference #1	Information
Business/Contact Person	
Phone Number	
Email	
Reference #2	
Business/Contact Person	
Phone Number	
Email	
Reference #3	
Business/Contact Person	
Phone Number	
Email	

Pricing Information

Based on 1 full month of services (Levels 1, 2, & 3) rendered

Location	Cost of Services
Town Hall	