

REQUEST FOR PROPOSALS

OFFICE CLEANING

PROFESSIONAL JANITORIAL/CLEANING SERVICES

South Shore Community Action Council, (SSCAC, Inc.) requests proposals for Cleaning Services from July 1, 2019 through December 31, 2020

71 Obery Street
Plymouth, MA 02360
52 Weeks Per Year
14,996 SQ. FT. OCCUPANCY:
45 SSCAC staff

BUILDING SCHEDULE
MON - FRI (7:00 - 5:00PM)

FREQUENCY OF SERVICES REQUESTED:
2X/week, Tuesday & Friday, 52 weeks/year.
THIS SITE IS CLOSED for 12 HOLIDAYS: Specifics to be provided in contract

SCOPE OF WORK:
-Complete Cleaning, Tuesday & Friday, 52 weeks/year.
-Services to be rendered after normal business hours
-Cleaning Staff must be CORI checked and have a clean background
-Contractor will carry a minimum of \$1M Professional Liability Insurance and Appropriate Workman's Comp Insurance for all Staff

Walk Through – 71 Obery Street, Plymouth, MA 02360

May 13, 2019, 10:00 am
Specifics will be provided at that time.

Proposals due by 12:00 noon, Friday, May 17, 2019.

Please submit sealed bid/submission to: SSCAC CLEANING CONTRACT BID
71 Obery Street
Plymouth, MA 02360

SSCAC Cleaning Contract RFP

71 Obery Street
Plymouth, MA 02360

RESPONSIBILITIES

CONTRACTOR:

1. All non-toxic, necessary cleaning products to complete daily general maintenance for each site.
2. All equipment, including vacuum uprights, backpack systems, buffing machines, stripping machines, etc.
3. Close and lock all "office hallway doors" including the (2) interior entrance doors outside reception and the (2) interior entrance doors by the Adult Education Entrance. (Interior office doors to be left as they are found)
4. Turn off all designated lights, close windows, lock all doors and set building alarm prior to departure.
5. Only dispose of trash in the waste baskets.
6. Only dispose of cardboard and items that will not fit in wastebaskets that have been left in first floor and second floor Janitor Closets.
7. Institute a "When in doubt, don't throw it out" policy for everything else in question.
8. Close, lock all entrance doors and activate building alarm on exit.
9. Notify building contact of any irregularities.

SSCAC, INC:

1. Products, including paper towels, toilet paper, soap, etc.
2. A mop bucket present at site.
3. Closing and locking all office windows.
4. All trash that will not fit in waste baskets will be left for disposal in the first floor or second floor Janitor closets.

Room	Level	Description of Work
Entry Foyers:	1	Spot fingerprints on glass, vacuum mat and ceramic floor, damp or wet mop ceramic floor as needed.
Reception Lobby:	1	Spot fingerprints on glass, vacuum mat and VCT floor, damp or wet mop ceramic floor as needed.
Hallways:	1	High and low dusting, vacuum carpet and VCT, damp mop VCT.
Offices:	1	High and low dusting, spray and wipe any open table areas, empty trash, vacuum carpet.
Conference Room:	1	High and low dusting, spray and wipe any open table areas, empty trash, sweep or vacuum VCT floor and spot wet mop floor.
(4) Baths:	1	Sanitize and deodorize fixtures, clean mirror, sink, replenish paper products and soap, empty trash, sweep or vacuum floor and wet mop floor.
Janitors Closet:	1	Keep clean and orderly
Classrooms:	1	High and low dusting, spray and wipe any open table areas, empty trash, sweep or vacuum VCT floor and spot wet mop floor.
Staircases:	B-1-2	High and low dusting, sweep or vacuum treads and damp mop treads.
Hallways:	2	High and low dusting, vacuum carpet and VCT, damp mop VCT.
Offices:	2	High and low dusting, spray and wipe any open table areas, empty trash, vacuum carpet.
Kitchenette:	2	High and low dusting, clean counter, appliance's, cabinet fronts, sink, empty trash, sweep or vacuum floor, wet mop floor.
(4) Baths:	2	Sanitize and deodorize fixtures, clean mirror, sink, replenish paper products and soap, empty trash, sweep or vacuum floor and wet mop floor.
All Rooms	1 & 2	Empty Trash Containers
(8) Bathrooms	1 & 2	Sanitize and deodorize fixtures, clean mirror, sink, replenish paper products and soap, empty trash, sweep or vacuum floor and wet mop floor

Note: Clean and polish drinking fountains on floors 1 & 2 Take cardboard boxes etc. to dumpster
Important Note: Turn off designated lights, lock all doors and set alarm system when leaving.
Notify building contact of any irregularities.