



## **Request for Proposal Janitorial Services**

**February 11, 2025**

### **Description**

The Town of Rolesville is seeking proposals from potential vendors who provide professional janitorial services.

### **Background**

The Town seeks proposals regarding janitorial services for the following location:

- **Town Hall, 502 Southtown Circle**
  - ~9,000 sq ft (~2400 sq ft is open floor space)
  - 4 restrooms (total of 7 toilets, 5 sinks, 2 urinals)
  - Breakroom with refrigerator, microwave, sink, etc.

A private facility tour during 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.

### **Timeline**

Responses may be submitted by February 25, 2025 via email to:  
Eddie Henderson, Parks Superintendent  
eddie.henderson@rolesville.nc.gov  
919-556-3506

**Cleaning services need to start March 1<sup>st</sup>, 2025.**

### **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.

## **Town Hall:**

**LEVEL 1** (weekly; every Wednesday morning before 8am)

### **Work Areas & Lobby**

- Sanitize door handles, door edges, and light switches in lobbies, meeting rooms, copy areas, and hallways
- Sanitize tabletops, 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 tabletops, 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 morning before 9am or evening after 9pm)

### **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 windowsills, 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 cart 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

### **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

### **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 and cleaner

**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.