



Request for Proposals

Janitorial Services

Issue Date: 9/11/2015

Deadline for Submissions: 10/9/15

Sisters Park and Recreation District
Attn. Liam Hughes
P.O Box 2215
Sisters, OR 97759

General Information

The Sisters Park and Recreation District is seeking proposals for qualified and experienced janitorial firms for cleaning services at the following Location:

Cleaning Location: SPRD Coffield Community Center

Address: 1750 W. McKinney Butte Rd.

Approximate Footage: 10,000 square feet

Plumbing Fixtures: 3 restroom facilities with a total of 5 sinks, 6 toilets.

1 kitchen area with 1 sink.

Requested Cleaning Frequency: 3 times per week

Available service times: Evenings after 6pm, or some days (day time availability will vary depending on what programs are running at the time)

Pre-Proposal

Those wishing to inspect the facilities to be cleaned prior to submitting a proposal may make an appointment to view the facility by calling Liam Hughes at (541) 549-2091

General Requirements

1. SPRD Shall provide all consumable items such as restroom hand towels, toilet tissue, hand soap, trash can liners, and cleaning liquids. The District also provides a vacuum cleaner, mop and other basic cleaning equipment. It will be the contractors responsibility to maintain the cleaning equipment in clean and working order and to notify the district of any replacement orders that need to be made.

2. It is the contractors responsibility to perform the desired work at a time that does not conflict with district activities.
3. The contractor should be available for taking on extra cleaning shifts as necessitated by special events or other large district programs.
4. The contractor is to provide trained and experienced cleaning personnel.
5. The contractor is responsible to provide insurance, and for conducting criminal background checks on any employee before they work on district property, any records must be approved by the district prior to hire.
6. Contractors are responsible for accounting for any district keys placed in the custody of the company, and for ensuring the buildings are properly secured at the completion of any cleaning service.

Description of Specific Activities

At Every Cleaning

1. All waste receptacles shall be emptied and a new liner installed.
2. All Carpeted areas shall be vacuumed.
3. All hard floors shall be dust mopped
4. All noticeable spots on floors, doors, wall and partitions shall be removed.
5. All noticeable fingerprints and other marks shall be removed from interior glass surfaces.
6. All Restroom fixtures, partitions, walls and floors shall be cleaned and sanitized assuring that all soiled spots have been removed.
7. All restroom mirrors shall be cleaned and polished
8. All restroom dispensers including soap, paper towels, feminine disposal bags, and toilette paper will be refilled as needed.
9. Clean and disinfect all door handles and hand plates.
10. Thoroughly clean and disinfect drinking fountains.
11. Report any maintenance problems discovered.

Once Weekly

1. All hard floors shall be wet mopped, including disinfecting exercise mats.
2. Clean and disinfect vending machine faces
3. Clean all office surfaces including window sills, front desk counter, and telephones.
4. Dust Baseboards and remove scuff marks

Yearly or as requested

1. Buff and wax linoleum floors.
2. Shampoo Carpets
3. Clean light fixtures, and light diffusers.

Payments

1. Payments will be made monthly, contractor will send an invoice.

Proposal Selection Process

Proposals will be evaluated based on price, ability to perform the work, quality of work, reliability, and references.