



Request for Proposals

Janitorial Services – Amended*

The City of Essex Junction is soliciting proposals from qualified janitorial service providers to deliver professional cleaning services for seven (7) of its municipal facilities located at 2 Lincoln Street, 6 Lincoln Street, 35 Cascade Street (2 buildings), 21 Park Street, 71 Maple Street, and 75 Maple Street. The goal of this Request for Proposals (RFP) is to identify a vendor capable of providing high-quality, reliable, and cost-effective janitorial services that meet the City's specific needs. This initiative supports the City's commitment to maintaining safe and healthy environments for both residents and staff. The contract will be for a minimum of one (1) year with an option to extend annually, up to five (5) years.

Proposals are to be submitted by 9:00 AM EST, Friday, August 1, 2025 to the City Office, 2 Lincoln Street, Essex Junction, Vermont 05452. Proposals shall be marked "**JANITORIAL SERVICES**" to the attention of Joanne Pfaff, Administrative Assistant. Any proposals received after the deadline will not be considered.

The complete RFP may be obtained, without charge, on the City of Essex Junction webpage at <https://www.essexjunction.org/news/invitation-to-bid>, at the City Office, or by calling (802) 878-6944. Please direct all questions regarding this request for proposals by Wednesday, July 23, 2025, to Joanne Pfaff, Administrative Assistant, at jpffaff@essexjunction.org or 802-878-6944 EXT 1622. All answers to questions received will be posted to the City's website by Friday, July 25, 2025. The City of Essex Junction, through its Authorized Representative, reserves the right to waive any informalities in or reject any and all proposals, in whole or in part, or to accept any proposal deemed to be in the best interest of the City of Essex Junction.

Authorized Representative (Print Name)

Signature

Date

*The City of Essex Junction is an equal opportunity employer and is committed to equal opportunity in its contracting process. Auxiliary aids and services are available upon request to individuals with disabilities. ***Please note that section 5 of the RFP was amended at 3pm on 07/07/2025.***

1. Introduction

The City of Essex Junction is soliciting proposals from qualified janitorial service providers to deliver professional cleaning services for seven (7) of its municipal facilities located at 2 Lincoln Street, 6 Lincoln Street, 35 Cascade Street (2 buildings), 21 Park Street, 71 Maple Street, and 75 Maple Street. The goal of this Request for Proposals (RFP) is to identify a vendor capable of providing high-quality, reliable, and cost-effective janitorial services that meet the City's specific needs. This initiative supports the City's commitment to maintaining safe and healthy environments for both residents and staff. The contract will be for a minimum of one (1) year with an option to extend annually, up to five (5) years.

2. Summary and Background

The City of Essex Junction, located in Chittenden County, serves a community of just under 11,000 residents. It provides a wide range of services, including library access, recreational programs, preschool programs, Administration, Water Resource Recovery and more. The City operates through nine departments.

3. Submission Instructions

- **Deadline for Submission:** 9:00 AM EST, Friday, August 1, 2025
 - **Submission Method:** Proposals are to be submitted to the City Office, 2 Lincoln Street, Essex Junction, Vermont 05452. Proposals shall be marked "**JANITORIAL SERVICES**" to the attention of Joanne Pfaff, Administrative Assistant. Any proposal received after the deadline will not be considered.
 - **Questions:** Direct all inquiries to Joanne Pfaff, jpffaff@essexjunction.org, 802-878-6944 XT 1622.
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4. Proposal Guidelines, Submission and Timeline

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **9:00 AM EST, Friday, August 1, 2025**. Any proposal received after the deadline will not be considered.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted

work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Contract terms and conditions will be negotiated upon selection of the winning bid for this RFP. All contractual terms and conditions will be subject to review by The City of Essex Junction legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

The following information must be provided in the proposal:

- All proposals must be signed by an official agent or representative of the company submitting the proposal
- Overview of your company and years in business
- Description of experience in cleaning services for commercial or municipal organizations
- Client references for similar office clients (please include name, phone number and email address)
- Testimonials from past clients on services provided by your organization
- List of how many full-time, part-time, and contractor staff in your organization
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Estimated time for completion of tasks per each location
- Cost for each location based on scope of work and frequency – Appendix B, (2 Lincoln Street, 6 Lincoln Street, 35 Cascade Street (2 buildings), 21 Park Street, 71 Maple Street, and 75 Maple Street)
- Other services your company offers (e.g., carpet shampooing, window cleaning, high dusting (ceiling fans/light fixtures)

Timeline

- Issuance of RFP: Monday, July 7, 2025
- Optional Site Visits: Thursday, July 17, 2025 and Tuesday, July 22, 2025
- Deadline for Questions: Wednesday, July 23, 2025
- Answers to Questions posted to website: Friday, July 25, 2025
- Proposal Due: Friday, August 1, 2025
- Review of Proposals & Decision Made: In August
- Intention is to begin work September 1, 2025

- Optional site visits to provide potential Bidders with a thorough understanding of the sites will be held on Thursday, July 17th and Tuesday, July 22nd between the hours of 11:00 AM and 1:00 PM and need to be scheduled with Joanne Pfaff by **11:00 AM on Wednesday, July 16th**. Contact jpffaff@essexjunction.org or call 802-878-6944 x1622.
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5. Purpose and Description

The purpose of this contract is to have the facilities cleaned on a regular basis. To complete this requirement, the facilities need to be cleaned during non-operational hours Monday through Sunday. Those hours will be different for each site as can be seen in Appendix A.

There are several high-use areas that include the Teen Center, Library, afterschool, and preschool sites that will require more cleaning than lower-use areas such as meeting rooms, office areas and other spaces as described in Appendix B. Floors would need to be swept and mopped. Garbage and recycling would need to be emptied, and liners re-installed in containers. Toilets would need to be cleaned completely. Sinks, counters, mirrors, faucets, drinking fountains, doors & stall handles would need to be wiped down with a cleaning solution. Doors with glass will need to be kept clean. Toilet paper dispensers, hand soap dispensers and hand towel dispensers will need to be re-supplied when needed. Dusting of surfaces, keyboards and tv/computer screens will need to be done occasionally. *The City will provide all necessary cleaning supplies. A designated City employee will be responsible for placing supply orders. When supplies are needed or requested, the Contractor will need to notify their city contact so an order can be placed. The Contractor is responsible for providing all labor and cleaning equipment needed to perform the work. Notifying City contact of any maintenance issues with any part of areas being serviced would be appreciated but not required, i.e., lights out, broken doors, wall damage, etc.

6. Scope of Services

A complete scope of services and frequency for each site is attached in Appendix B.

The following criteria must be met to achieve a successful contract:

- Floors will be clean and residue free
- Toilets will be clean inside and out
- Toilet paper, hand towels and soap dispensers kept supplied
- Frequently touched surfaces wiped down
- Glass items kept clean
- Garbage and recycling emptied

Facility Descriptions:

2 Lincoln Street – City Hall (CH) ~6,595 Sq. Ft; Senior Center (SC) ~2,210 Sq. Ft; Teen Center (TC) ~3,500 Sq. Ft. (See Appendix C for the floor layout)

Foyer (CH)	Main Conference Room (CH)	Reception Area/Lobby (CH)
13 Office Spaces (CH)	Open Space Near Vault (CH)	Restroom 1 st floor Offices (CH)
Stairwell (CH)	Public Hallways (CH)	Public Restroom 1 & 2 by elevator (CH)
Basement File Room (CH)	Elevator (CH)	Office Hallways (CH)
Copy Room (CH)	Large Conference Room (CH)	Small Conference Room (CH)
Kitchen (CH)	Restroom with Shower 2 nd floor (CH)	Restroom by Elevator 2 nd fl. (CH)
Sitting Room (SC)	Main Area (SC)	Restroom (SC)
Kitchen (SC)	Entryway (SC)	Office Area (TC)
Interior Stairway & Landing (TC)	Activity Room (TC)	Kitchenette (TC)
Restroom (TC)	Large Room (TC)	TC Stairway by Senior Center (TC)

6 Lincoln Street – Brownell Library ~14,578 Sq. Ft.

Front and Back Foyer	Kolvoord Room Restroom	Youth Restroom
Main Restroom	Staff Restroom	Computer Room
Adult Circ Desk Area	Adult Staff Office & Directors Office Area	Youth Circ Desk Area
Youth Staff Office/Work Area	Tech Services Area	Kolvoord Conference Room
Kolvoord Kitchen	Staff Room & Kitchen	

35 Cascade Street – Water Resource Recovery Facility Admin Building ~600 Sq. Ft.

Foyer	Conference Table Area	Admin Desk Area
Water Superintendent's Office	Restroom 1	

35 Cascade Street - Water Resource Recovery Facility Control Building ~1425 Sq. Ft.

Foyer	Breakroom	Desk area
Laundry	Restroom 1	Restroom 2

Hallway	Locker Room	
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21 Park Street - Preschool ~1,900 Sq. Ft.

Foyer/lobby	Classroom 1	Classroom 2
Front Hallway	Classroom 1 Lg Restroom	Classroom 2 Lg Restroom
Back Hallway	Classroom 1 Sm Restroom	Classroom 2 Sm Restroom

71 Maple Street – Aspire Building ~1,500 Sq. Ft.

Multipurpose Room	Kitchen	Parking Lot Foyer
Woman’s Restroom	Men’s Restroom	

75 Maple Street – Essex Junction Recreation & Parks ~4,312 Sq. Ft.

Foyer	5 Offices	Public Men’s Restroom
Lobby	Public Woman’s Restroom	Conference Room
Public Kitchen	Receptionist Area	Office Hallway
Multipurpose Room	Office Bathroom	Public Hallway

7. Proposal Evaluation Criteria

The City of Essex Junction will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner. 25 Points
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project. 25 Points
- Previous work: Bidders will be evaluated on examples of their work pertaining to cleaning services as well as client testimonials. 15 Points
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project. 25 Points

- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience. 10 Points

The City of Essex Junction Rights

The City of Essex Junction reserves the right to modify or issue changes to the original RFP. Any change will be distributed to all those who originally issued the RFP. The City of Essex Junction also reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities, or to cancel the RFP in part or in its entirety if it is in the best interest of the City of Essex Junction. This solicitation of proposals in no way obligates the City of Essex Junction to award a contract.

Equal Employment Opportunity

The bidder shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375, and as supplemented by the Department of Labor regulations (41DFR Part 60). The Consultant shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

Insurance

Bidder agrees that it will provide and maintain at all times during the term of this Contract such insurance coverages as are indicated herein and that it will otherwise comply with the provisions that follow. No warranty is made so that the coverages and limits listed herein are adequate to cover and protect the interests of the Bidder for the Bidder's operations. These are solely minimums that have been established to protect the interests of the City. Such policy or policies shall apply to the extent of, but not as a limitation upon or in satisfaction of, the indemnity provisions of this Contract. The provisions of this section shall also apply to all subcontractors, other lower tier contractors, independent contractors, and sole proprietors engaged by Bidder with respect to this Contract, and Bidder shall be entirely responsible for securing the compliance of all such persons or parties with these provisions. All policies required by this Contract shall be issued by an insurer licensed to do business in the State of Vermont with a rating of A or better from a financial rating organization such as S&P or AM Best. Bidder shall not commence or perform any work under this Contract until certificates of insurance are presented to the Municipality showing the required coverages are in full force and effect with at least the required coverage limit amounts and naming the City as an additional insured.

Bidder agrees to maintain at all times during the period of this Contract all of the following:

- a. General Liability. Commercial General Liability insurance coverage providing coverage on an “occurrence” rather than on a “claims made” basis, which policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this Contract), independent contractors, and products-completed operations liability (if applicable). Bidder agrees to maintain at all times during the period of this Contract a total combined general liability policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, applying to liability for bodily injury, personal injury, and property damage, which total limit may be satisfied by the limit afforded under its commercial general liability policy, or equivalent policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such policy in combination with the limits afforded by an umbrella or excess liability policy is at least as broad as that afforded by the underlying commercial general liability policy. The policies shall name the City as an additional insured.
- b. Automobile Liability. Business automobile liability insurance covering liability for bodily injury and property damage arising out of the ownership, use, maintenance, or operation of all owned, non-owned, and hired automobiles and other motor vehicles utilized by Bidder in connection with its performance under this Contract. Such policy shall provide total liability limits for combined bodily injury and/or property damage in the amount of at least \$2,000,000 per accident, which total limits may be satisfied by the limits afforded under such policy, or by such policy in combination with the limits afforded by an umbrella or excess liability policy(ies); provided that the coverage afforded under any such umbrella or excess liability policy(ies) shall be at least as broad with respect to such business automobile liability insurance as that afforded by the underlying policy. Unless included within the scope of Bidder’s commercial general liability policy, such business automobile liability policy shall also include coverage for motor vehicle liability assumed under contract. The policies shall name the City as an additional insured.
- c. Workers’ Compensation. Workers’ compensation insurance in compliance with all applicable statutes including all states or universal endorsement where applicable. Such policy shall include employer’s liability coverage in an amount of no less than \$500,000. If Bidder is not required by statute to carry workers’ compensation insurance, Bidder agrees: (1) to provide City with evidence documenting Form 29 has been filed with the Vermont Department of Labor, which excludes Corporate officers or LLC members from the requirement of obtaining workers’ compensation insurance; (2) to provide prior notice to the City of any change in exemption status; and (3) to defend, hold harmless, and indemnify City from and against any and all claims and losses brought by Bidder or any subcontractor or other person claiming through Bidder for workers’ compensation or employers’ liability benefits for damages arising out of any injury or illness resulting from performance of work under this Contract. If any such change requires Bidder to obtain workers’ compensation insurance, Bidder agrees to promptly provide City with evidence of such insurance coverage.

8. Attachments

- Appendix A – Available Hours For Cleaning By Site
 - Appendix B – Cleaning Scope Of Work and Frequency
 - Appendix C – 2 Lincoln Street Building Layout
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Appendix A

Available hours for cleaning by site.

City Hall/Senior Center – 2 Lincoln Street: 3-5 days per week

Monday-Friday 6pm-5am

Saturday-Sunday anytime

Teen Center – 2 Lincoln Street: 3-5 days per week

Monday-Friday 8pm-11am

Saturday-Sunday anytime

Brownell Library – 6 Lincoln Street: 6 Days per week

Monday-Saturday 8pm-8am

Sunday anytime

Park Street Preschool – 21 Park Street: 5 days per week

Monday-Friday 7pm-6am

Saturday – Sunday anytime

Recreation – 75 Maple Street: 5-7 Days per week depending

Monday-Friday 8pm-7am

Saturday-Sunday (occasionally) 8pm-7am

Aspire Studio – 71 Maple Street: 5 days per week

Monday-Friday 8pm-7am

Water Resource Recovery Facility - 35 Cascade Street: Admin Bldg 1 day every two weeks; Control Bldg 1 day every week

Monday-Friday 4pm-5am

Saturday-Sunday 10am-5am

Appendix B – Cleaning Scope of Work & Frequency

Location: 2 Lincoln 1st Floor / Basement File Room

Frequency: 3-5 days/week M-F

X = PERFORM IF NEEDED XX= PERFORM ALWAYS	Vestibule /Entryway /Lobby	Main Conf. Room	Asst. Clerk / Asst. Zoning Admin.	5 Office Spaces	Title Search Area near vault	Restroom in office area	Stairwell	Public hallways	Restroom 1	Restroom 2	Basement file room
Garbage emptied	XX	XX	XX	XX	X	XX			X	X	X
recycle emptied	XX	XX	XX	XX	X						X
floors cleaned	XX					X	X		X	X	X
surfaces wiped down	XX	XX	X		X	X	X		X	X	X
glass surfaces cleaned	X	X	XX			X			X	X	
toilets cleaned						XX			XX	XX	
dispensers have adequate supply						XX			XX	XX	
Rugs vacuumed	XX	XX	X	X	X			X			
surfaces dusted	XX	X	X	X	X	X			X	X	X
Touched surfaces wiped down	X	X	X	X	X	XX	XX	XX	XX	XX	X
Drinking fountains cleaned								XX			

Appendix B – Cleaning Scope of Work & Frequency

Location: 2 Lincoln 1st Floor Senior Center

Frequency: 3-5 days/week M-F

X = PREFORM IF NEEDED XX= PREFORM ALWAYS	Sitting Room	Main Area	Restroom	Kitchen	Entryway
Garbage emptied	XX	XX	XX	XX	
recycle emptied	XX	XX		XX	
Compost Emptied				XX	
floors cleaned		XX	XX	XX	X
surfaces wiped down	XX	XX	XX	XX	X
glass surfaces cleaned	X	X	XX	XX	
toilets cleaned			XX		
dispensers have adequate supply			XX	X	
Rugs vacuumed	X	XX			XX
surfaces dusted	X	X		XX	X
Touched surfaces wiped down	XX	X	XX	XX	XX

Appendix B – Cleaning Scope of Work & Frequency

Location: 2 Lincoln Street, 2nd Floor Office Area

Frequency: 3-5 Days/Week M-F

X = PERFORM IF NEEDED XX = PERFORM ALWAYS	Elevator	Office Hallway	8 Office Spaces	Copy Room	Large Conference Room	Small Conference Room	Kitchen / Breakroom	Restroom with shower
Garbage emptied			XX	XX	X	X	XX	XX
Recycling emptied			XX	XX	X	X	XX	
Compost emptied							XX	
Floors cleaned swept and mopped	XX		XX				XX	XX
Surfaces wiped down	XX		XX		X	X	XX	XX
Glass surfaces cleaned			X				X	XX
Toilets cleaned								XX
Shower Cleaned								X
Dispensers have adequate supply								XX
Rugs vacuumed		X	XX	XX	X	X		
Surfaces dusted		X	XX		X	X	X	X
Touched surfaces wiped down with Disinfectant wipes	XX	XX	XX		XX	XX	XX	XX

Appendix B – Cleaning Scope of Work & Frequency

**Location: 2 Lincoln Street, 2nd Floor corridor and
Teen Center**

Frequency: 3-5 days/week M-F

X = PERFORM IF NEEDED XX= PERFORM ALWAYS	Interior Stairway / Landing / Corridor	Restroom in Corridor by elevator	Office Area	Activity Room	Kitchenette	Restroom	Full Teen Center Space	Teen Center Stairway to outside
Garbage emptied		XX	XX	XX	XX	XX	XX	
Recycling emptied			XX	XX	XX		XX	
Floors cleaned swept and mopped	XX	XX	XX	XX	XX	XX	XX	
Surfaces wiped down		XX	XX	XX	XX	XX	XX	XX
Glass surfaces cleaned	X	XX	X	X	X	XX	X	X
Toilets cleaned		XX				XX		
Dispensers have adequate supply		XX				XX	XX	
Rugs vacuumed		XX	XX	XX	XX	XX	XX	XX
Surfaces dusted	XX	XX	X	XX	XX	XX	XX	XX
Touched surfaces wiped down with Disinfectant wipes	XX	XX	XX	XX	XX	XX	XX	XX
Couch cushions vacuumed				X			X	

Appendix B – Cleaning Scope of Work & Frequency

Location: 6 Lincoln Street Library

Frequency: 6 days/week M-Sat.

X = PERFORM IF NEEDED XX = PERFORM ALWAYS	Back Foyer	Front Foyer	KCR* Bathroom	Youth Bathroom	MRR** Bathroom	Staff Bathroom
	Main Floor	Main Floor	Main Floor	Main Floor	Main Floor	Midlevel
Garbage emptied			xx	xx	xx	x
recycle emptied			xx	xx	xx	x
floors cleaned	xx	xx	xx	xx	xx	xx
surfaces wiped down	x	x	xx	xx	xx	xx
glass surfaces cleaned	x	x	x	x	x	x
toilets and sinks cleaned			xx	xx	xx	xx
dispensers have adequate supply			x	x	x	x
Rugs vacuumed	xx	xx				
surfaces dusted	x	x				
Touched surfaces wiped down	xx	xx	xx	xx	xx	xx
Drinking fountains cleaned						

Appendix B – Cleaning Scope of Work & Frequency

Location: 6 Lincoln Street Library

Frequency: 6 days/week M-Sat.

X = PERFORM IF NEEDED XX = PERFORM ALWAYS	Computer Room	Adult Circulation Desk area	Adult Staff Office Area & Director's Office	Youth Circulation Desk Area	Youth Staff Office / Work Area
	Main Floor	Main Floor	Main Floor	Main Floor	Main Floor
Garbage emptied					
recycle emptied	x	xx	xx	xx	xx
floors cleaned	x	x	x	x	x
surfaces wiped down					
glass surfaces cleaned	x	x	x	x	x
toilets and sinks cleaned					
dispensers have adequate supply					
Rugs vacuumed		x		x	
surfaces dusted	xx	xx	xx	xx	xx
Touched surfaces wiped down	x	x	x	x	x
Drinking fountains cleaned	xx	xx	xx	xx	xx

Appendix B – Cleaning Scope of Work & Frequency

Location: 6 Lincoln Street Library

Frequency: 6 days/week M-Sat.

X = PERFORM IF NEEDED XX = PERFORM ALWAYS	Tech Services Area	KCR*	KCR* Kitchen	Staff Room & Kitchen
	Lower Level	Main Floor	Main Floor	Lower Level
Garbage emptied	xx	x		x
recycle emptied	x	x		x
floors cleaned		xx	xx	
surfaces wiped down	x	x	x	x
glass surfaces cleaned		x	x	
toilets and sinks cleaned				
dispensers have adequate supply				x
Rugs vacuumed	xx		x	xx
surfaces dusted	x	x		x
Touched surfaces wiped down	xx	xx	xx	xx
Drinking fountains cleaned		xx		

Appendix B – Cleaning Scope of Work & Frequency

Location: 21 Park Street Preschool

Frequency: 5 days/week M-F

	Foyer/ lobby	Front Hallway	Back Hallway	CR 1	CR 1 Lg Restroom	CR 1 Sm Restroom	CR 2	CR 2 Lg Restroom	CR 2 Sm Restroom
X = PERFORM IF NEEDED									
XX= PERFORM ALWAYS									
Garbage emptied				XX	XX	XX	XX	XX	XX
recycle emptied				XX			XX		
floors cleaned	XX	XX	X	XX	XX	XX	XX	XX	XX
surfaces wiped down				X	XX	XX	X	XX	XX
glass surfaces cleaned				X	X	X		X	X
toilets cleaned					XX	XX		XX	XX
dispensers have adequate supply					XX	XX		XX	XX
Rugs vacuumed	XX	XX		XX			XX		
surfaces dusted	X	X	X	X	X	X	X	X	X
Touched surfaces wiped down	XX	XX	XX	XX	XX	XX	XX	XX	XX
Drinking fountains cleaned			XX						

Appendix B – Cleaning Scope of Work & Frequency

Location: 35 Cascade Water Resource Recovery Facility

Frequency: 1X every 2 weeks M-F

Admin Building					
X = PERFORM IF NEEDED XX= PERFORM ALWAYS	Foyer	Conference table area	Admin desk area	Water Quality Superintendent's Office	Restroom 1
Garbage emptied		XX	XX	XX	XX
recycle emptied		XX	XX	XX	
floors cleaned	XX				XX
surfaces wiped down		XX			XX
glass surfaces cleaned					XX
toilets cleaned					XX
Rugs vacuumed	XX	XX	XX	X	XX
surfaces dusted		XX			
Touched surfaces wiped down	X	X			

Appendix B – Cleaning Scope of Work & Frequency

Location: 35 Cascade Water Resource Recovery Facility

Frequency: 1X every week M-F

Control Building								
X = PERFORM IF NEEDED XX= PERFORM ALWAYS	Foyer	Break room	Desk area	Laundry	Locker Room	Restroom 1	Restroom 2	Hallway
Garbage emptied		XX	XX	XX		XX	XX	
recycle emptied		XX	XX					
floors cleaned	XX	XX	XX	XX	XX	XX	XX	XX
surfaces wiped down		XX		XX		XX	XX	
glass surfaces cleaned		XX	XX			XX	XX	X
toilets cleaned						XX	XX	
dispensers have adequate supply						XX	XX	
Rugs vacuumed	XX							XX
surfaces dusted		XX						
Touched surfaces wiped down		XX				XX	XX	X
Drinking fountains cleaned		XX						
Showers Cleaned						XX	XX	
Kitchen Cleaned		XX						

Appendix B – Cleaning Scope of Work & Frequency

Location: 71 Maple Street Aspire Building

Frequency: 5 days/week M-F

X = PERFORM IF NEEDED XX= PERFORM ALWAYS	Multipurpose Room	Kitchen	Parking lot foyer	Woman's Restroom	Men's Restroom
Garbage emptied	XX			XX	XX
recycle emptied	XX				
floors cleaned	XX	XX	X	XX	XX
surfaces wiped down	X	X	X	X	X
glass surfaces cleaned	X		X	X	X
toilets cleaned				XX	XX
dispensers have adequate supply		XX		XX	XX
Rugs vacuumed	XX		XX		
surfaces dusted	X	X	X	X	X
Touched surfaces wiped down	XX	XX	XX	XX	XX
Drinking fountains cleaned	XX				

Appendix B – Cleaning Scope of Work & Frequency

Location: 75 Maple Street EJRP

Frequency: 5-6 days/week M-F

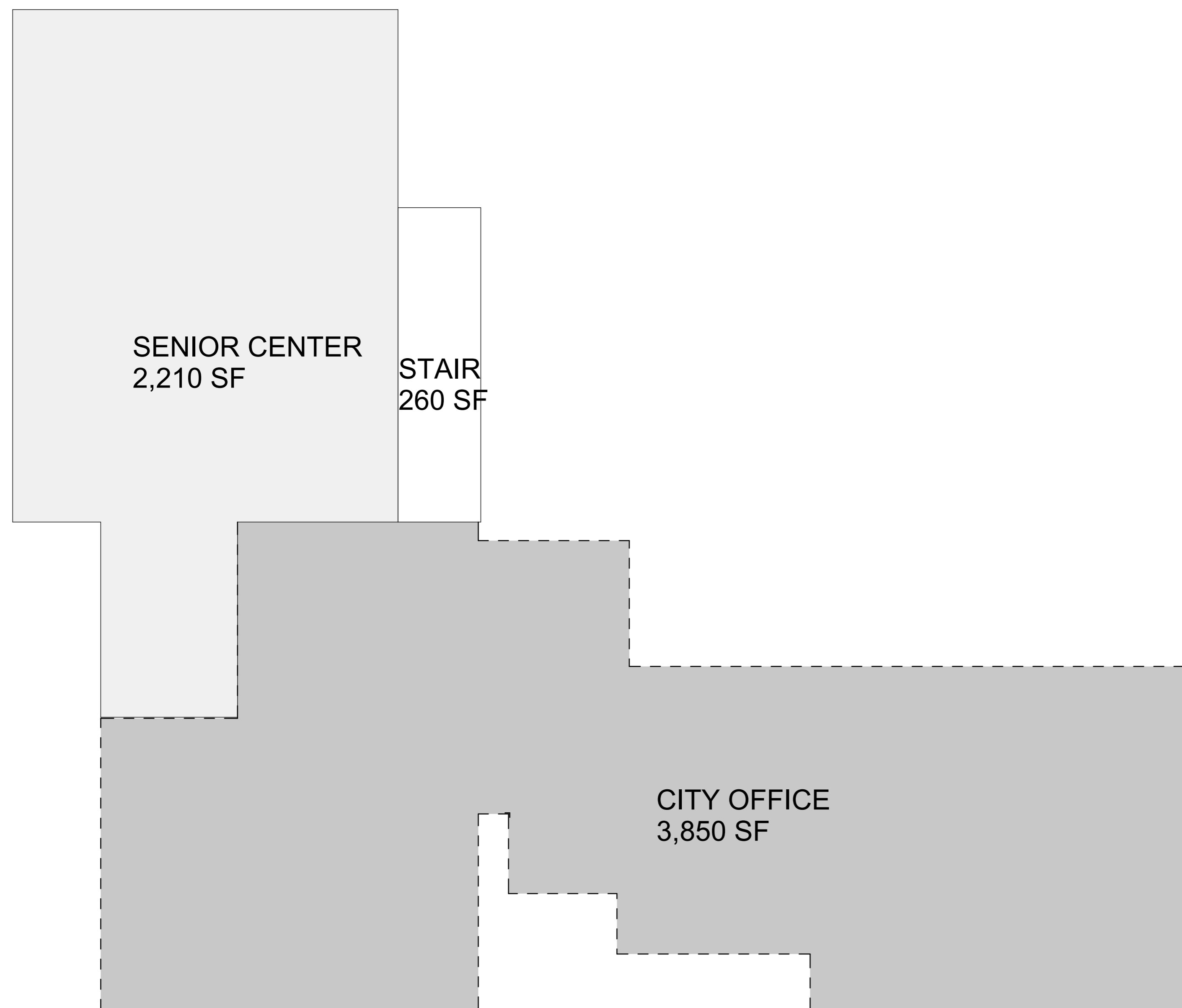
X = PERFORM IF NEEDED XX = PERFORM ALWAYS	Foyer	Lobby	Business Office	Receptionist Area	Office 1 Childcare	Office 2 Asst. Director	Office 3 Director	Office 4 Programming 3 Workstations
Garbage emptied			XX	XX	X	X	X	X
recycle emptied			X	X	X	X	X	X
floors cleaned	XX	XX	XX	XX	X	X	X	X
surfaces wiped down	X	X	X	X	X	X	X	X
glass surfaces cleaned	X		X	X				
toilets cleaned								
dispensers have adequate supply								
Rugs vacuumed								
surfaces dusted	X	X	X	X	X	X	X	X
Touched surfaces wiped down	XX	XX	XX	XX	XX	XX	XX	XX
Drinking fountains cleaned								

Appendix B – Cleaning Scope of Work & Frequency

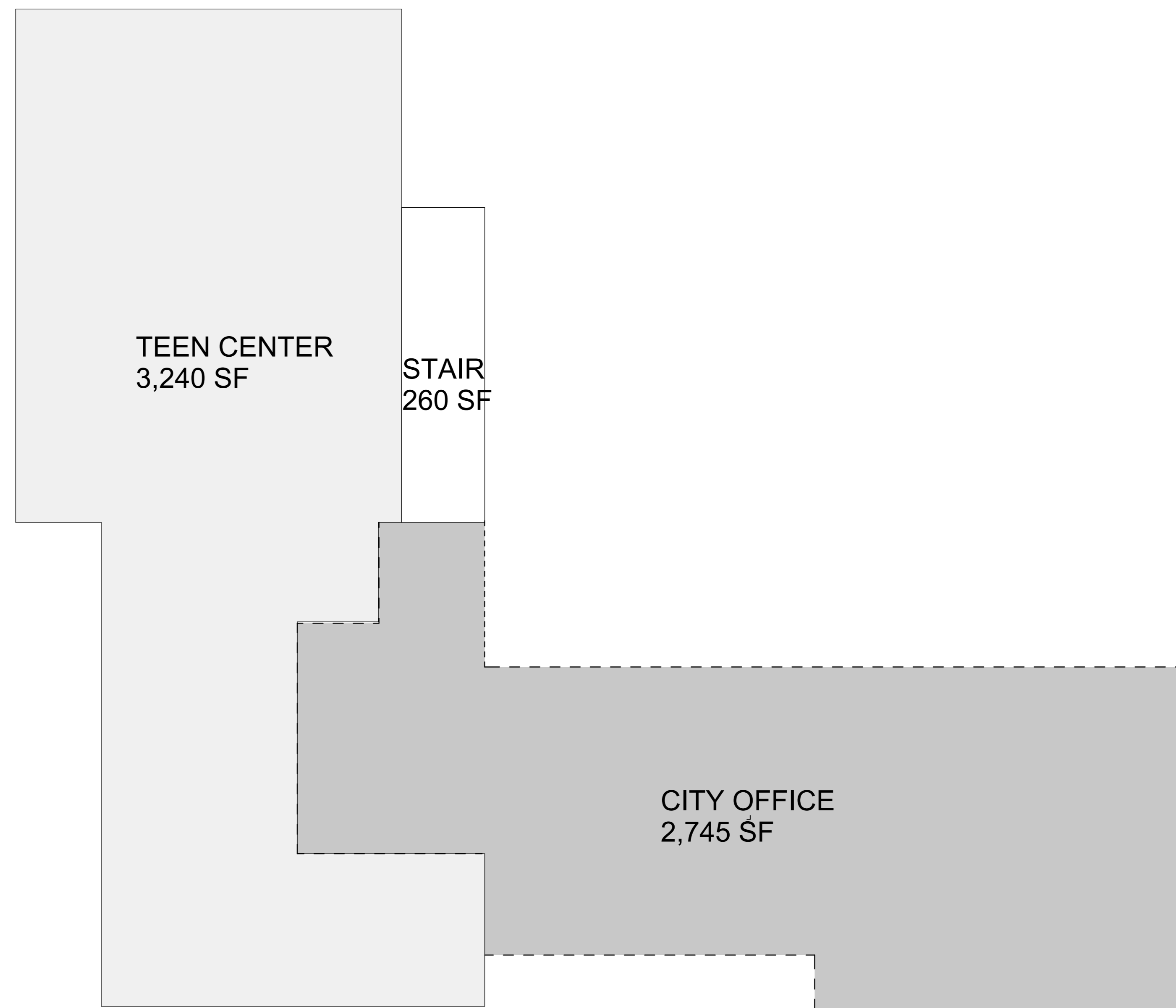
Location: 75 Maple Street EJRP

Frequency: 5-6 days/week M-F

X = PERFORM IF NEEDED XX = PERFORM ALWAYS	Office 5 Afterschool 3 workstations	Office Hallway	Office Restroom	Public Hallway	Public Men's Restroom	Public Women's Restroom	Public Kitchen	Multipurpose Room
Garbage emptied	X		XX		X	X	X	X
recycle emptied							X	X
floors cleaned	X	XX	XX	XX	XX	XX	XX	XX
surfaces wiped down	X	X	X	X	X	X	X	X
glass surfaces cleaned			X	X	X	X		X
toilets cleaned			XX		XX	XX		
dispensers have adequate supply			X		X	X	X	
Rugs vacuumed								
surfaces dusted	X	X	X	X	X	X	X	X
Touched surfaces wiped down	XX	XX	XX	XX	XX	XX	XX	XX
Drinking fountains cleaned				XX				



FIRST FLOOR SF
1/8" = 1'-0"



SECOND FLOOR SF
1/8" = 1'-0"

LINCOLN HALL IMPROVEMENTS

PLANS SF SKETCH

06/23/2025