

REQUEST FOR PROPOSALS LRSH

The Town of Dauphin Island, Alabama is requesting proposals from qualified individuals and/or firms to provide cleaning services.

SCOPE OF WORK

- 1) Welcome Center twice a month (provide scheduled dates)

Details of scope of work include the following:

- 1) Clean and/or vacuum all office floor areas including moldings
- 2) Dust all furniture, tables, desks, file cabinets, bookshelves, chairs, podiums, picture frames etc. (Not required to move boxes or documents on any surface.)
- 3) Empty all trash cans and place out side for pickup
- 4) Clean and sanitize all kitchen areas including counter tops, cabinet doors, floors, doors and appliances.
- 5) Clean and sanitize all bathroom areas including counter tops, cabinet doors, mirrors, floors, doors and appliances
(Welcome Center has four (4) bathrooms with seven (7) toilets and one (1) urinal)
- 6) Some special situations may come up and will be at the request of Town Staff.
- 7) All cleaning supplies will be the responsibility of the contractor.

CONTENTS OF PROPOSAL

All proposals submitted for review should contain (at a minimum) the following:

- 1) Business or Individual Name, address, telephone number and e-mail address
- 2) Business history; including experience related to this proposal
- 3) Personnel to be assigned to this proposal
- 4) Cost for the services provided.

NOTE: Cost for services MUST be based on a "per cleaning" basis!

Welcome Center - ONE cleaning every two weeks and all cleaning supplies.

PROPOSAL SUBMISSION REQUIREMENTS AND DEADLINE

Interested firms must submit by noon (CST) on March 18, 2019 in a sealed envelope a copy of the proposal to:

Town of Dauphin Island
ATTN: CLEANING SERVICES
1011 Bienville Boulevard
Dauphin Island, Alabama 36528

QUESTIONS AND OTHER INFORMATION

Questions regarding the information contained in this request for proposals should be addressed to Wanda Sandagger at email wsandagger@townofdauphinisland.org faxed to 251-861-2154 or mailed to the address above.

*Town of Dauphin Island Business License required
Insurance is required with Town of DI as additional insured
The Town reserves the right to reject any and/or all proposals.
The Town of Dauphin Island is an equal opportunity employer.*