

Benzie Senior Resources (501c3/nonprofit) Request for Proposal (RFP)

Cleaning Services for Benzie Senior Resources Facilities

Issue Date: [Insert Date]

Proposal Due Date: [Insert Deadline Date]

Contact: [Your Name]

Email: [Your Email]

Phone: [Your Phone Number]

1. Introduction

Benzie Senior Resources (BSR) is requesting proposals from qualified, bonded, and insured cleaning service providers for 1) weekly and 2) quarterly deep cleaning services at its two facilities: The Human Services/Administrative Office and The Gathering Place senior center.

2. Facility Descriptions

Human Services/Administrative Building

Location: 10542 Main Street, Honor, MI

Features:

- Foyer/lobby area
- 5 offices
- 2 bathrooms
- 1 conference room

The Gathering Place (Senior Center)

Location: 10579 Main Street, Honor, MI

Features:

- Small commercial kitchen
- 2 large dining rooms
- 3 offices
- 2 public bathrooms (each with 2 stalls and 2 sinks)

3. Scope of Work

The Gathering Place – Weekly Cleaning

- Vacuuming and mopping of all carpeted and hard floors
- Surface and chair wipe downs
- Dusting of furniture and fixtures
- Cleaning and disinfecting all public bathrooms
- Spot cleaning of doors and glass

Human Services/Administrative Building – Weekly Cleaning

- Dusting of furniture and fixtures
- Vacuuming carpets and floors
- Cleaning and disinfecting both bathrooms
- Trash removal

The Gathering Place – Quarterly Deep Cleaning

- Machine scrubbing and waxing of hard floors
- Carpet shampooing/steam cleaning
- Deep cleaning of kitchen, including appliances, floors, and counters
- Surface wipe downs

Human Services/Administrative Building – Quarterly Cleaning

- Carpet cleaning
- Carpet shampooing/steam cleaning
- Deep cleaning of kitchen, including appliances, floors, and counters
- Surface wipe downs

4. Vendor Requirements

- Must be bonded and insured
- Experience in commercial cleaning
- Ability to provide all cleaning supplies and equipment
- References from at least two current or past clients

5. Proposal Requirements

Proposals must include:

- Company background and qualifications
- **Detailed pricing by location and 1) weekly and 2) quarterly**
- Copy of insurance and bonding documentation
- References with contact information
- Proposed cleaning schedule and availability

6. Submission Instructions

Submit proposals by [Insert Time] on [Insert Due Date] via email to [Insert Email] or mail to:

Benzie Senior Resources
[Insert Mailing Address]

7. Evaluation Criteria

Proposals will be evaluated based on:

- Cost
- Experience and references
- Quality and completeness of proposal
- Availability and flexibility