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