



RFP: Proposal for Professional Commercial Cleaning Services

Project # 20250407-1001

Amendment #1: April 17, 2025

The following items provide both clarification and updates to the RFP published on 4/7/25, following a tour of the 5 locations to be cleaned on 4/15/25.

- **Square footage** information will be posted to the website on Friday, 4/18/25.
- The following **supplies** will be provided by the agency for restocking purposes – hand soap, paper towels, trash liners (clear and black), toilet seat covers, urinal deodorizers; **Hand-sanitizer stations do not need to be serviced.**
- **Security:** All locations are only accessible by key card. The Main Office (2300 Madison Ave), Maintenance Shop (1650 Russell), Golden Tower (50 E 11th Street) and the Purchasing Department (2910 Madison Ave.) will also require the entry of security codes to disarm and arm security the systems after hours.
- **Main/Office/2300 Madison Ave.**
 - Clean 2 x/ week (**Mondays (required) and Thursdays (preferred)**)
 - **Take trash to curb on Monday nights.**
 - Lower level – Conference room, kitchen, microwave, 2 bathrooms, sweep/mop/vacuum all floors; Empty all trash
 - 1st floor – Lobby, reception area, 2 bathrooms; 4 workspace cubicles, 6 staff offices; one kitchenette, including sink and microwave; Vacuum all rugs; sweep/mop all floors; Empty all trash
 - 2nd floor – 11 staff offices (2 unoccupied); 2 staff cubicles (2 unoccupied); one kitchenette with sink; two microwaves; 2 bathrooms; Vacuum all rugs; sweep/mop all floors; Empty all trash
 - Stairwells (2) - Sweep / mop all stairwells; Wipe down windowsills in all common areas



BETTER FUTURES





- **Maintenance Shop/1650 Russell St.**
 - Clean this location 2x/week (**Tues/Friday preferred**)
 - Clean common area surfaces, including one conference room and kitchen; Do not touch TV in kitchen; Clean three bathrooms, one of which includes a shower. Sweep/mop floors in conference room, kitchen and halls; Vacuum mats at entry doors.
 - No cleaning of staff offices, with the exception of emptying trash cans placed outside of offices on cleaning nights.
- **Purchasing / 2910 Madison Ave.**
 - Clean 1 x week (**Tuesdays preferred**)
 - Keep all doors propped open to avoid lockouts during cleaning
 - Clean one staff office, one entry space; Clean microwave and surface area, 2 bathrooms, Empty all trash
- **Latonia Terrace / 2940 Madison Ave.**
 - Clean 1 x / week (**Tuesdays preferred**)
 - Clean 3 staff offices, one kitchenette, one copy room; Clean 2 bathrooms – one on 1st floor and one in basement (Men's only); Empty all trash
 - Clean community room and kitchen on top floor as needed; Wipe all surfaces, appliances, sink area; sweep and mop floors
- **Golden Tower/50 E 11th Street**
 - Clean 1 x / week (**Thursdays preferred**)
 - Clean 2 staff offices, one bathroom, one kitchenette; Vacuum all rugs, sweep/mop all floors; Empty trash

