

B. Commercial Cleaning Services/Scope of Work & Pricing Worksheet

Company Name: _____ Address: _____ Phone: _____ Email: _____
 City/State/Zip: _____ Contact: _____

Proposal due no
 later than
 4/28/25 at 3:
 00PM ; Contract
 effective 6/1/25

Service ID Number	Service Location	Description	Day/Time on Weekly Basis	Cost/Week
2300 Madison Ave.	Clean offices, lobby areas, common areas, basement conference room, kitchen/breakroom, kitchenettes, and stairwells	Vaccum carpets, sweep/mop hard floors, empty trash/replace liners, dust/wipe common area counters, tables, and conference table; dust desk tops and file cabinets, polish all glass, wipe down kitchenette appliances and sinks, clean drinking fountains, wipe common area window sills and blinds, sweep/mop/wipe down stairwell rails and floors, restock paper and soap products; Spot clean floors and walls as needed. Clean vents and grills; Empty all trash/replace liners; Take trash out to curb on Mondays	Monday/Thursday	_____
2300 Madison Ave.	Clean bathrooms (6)	Sanitize sinks, fixtures, toilets, urinals, counters, floors, clean mirrors, wipe stalls, clean vents, wipe baseboards, empty trash/replace liners, restock paper and soap products	Monday/Thursday	_____
2940 Madison Ave.	Clean offices, lobby, common areas, kitchenette and community room	Sweep/mop vinyl floors, empty trash/replace liners, dust/wipe common area tables/chairs, polish all glass, wipe down kitchen appliances and sinks, wipe window sills and blinds, sweep/mop/wipe down stairwell rails and floors, restock paper and soap products; Empty trash/replace liners	Tuesday	_____
2940 Madison Ave.	Clean bathrooms (2)	Sanitize sink, around toilet, counter, sweep and mop floors, clean mirrors, wipe baseboards, clean vents, empty trash/replace liners, restock paper and soap products	Tuesday	_____
2910 Madison Ave.	Clean office, common area	Vacuum office, sweep/dust common area, empty trash/replace liners, restock paper and soap products; Sweep / wet mop main warehouse floor once/mop	Tuesday	_____
2910 Madison Ave.	Clean bathrooms (2)	Sanitize sinks, fixtures, toilets, floors, clean mirrors, clean vents, wipe baseboards, empty trash/replace liners, restock paper and soap products	Tuesday	_____
50 E 11th Street	Property Management and Case Management Offices -1st Floor; Offices (2) — Basement level	Sweep/mop vinyl floors, dust desks/counters/cabinets, empty trash/replace liners, wipe down window sills and blinds, clean kitchenette, restock paper and soap products	Thursday	_____

50 E 11th Street	Clean bathroom (1) - Office	Sanitize sink, around toilet, counter, sweep and mop floors, clean mirrors, wipe baseboards, empty trash/replace liners, restock paper and soap products	Thursday	_____
1650 Russell Street	Clean offices ; common areas/halls, kitchen/breakroom	Sweep/mop floors, dust desks/counters/cabinets, empty trash/replace liners, wipe down window sills and blinds, clean kitchen, clean drinking stations/ water fountains, clean vents and grills, restock paper and soap products	Tuesday/ Friday	_____
1650 Russell Street	Clean bathrooms (3); one shower	Sanitize sink, fixtures, around toilet, countersand floors; Clean mirrors, Wipe baseboards, empty trash/replace liners, restock paper and soap products	Tuesday/ Friday	_____
Note: If days noted are not feasible, please propose an alternate schedule.			Total Cost/Week	_____