

Request for Proposal (RFP): Janitorial Services for Harney ESD

Harney ESD is requesting proposals from qualified janitorial service providers to perform routine cleaning services for district facilities. The selected vendor will be responsible for cleaning at the ESD; see scope of work below.

Scope of Work

The contractor shall provide cleaning services **one-time weekly** for approximately **4-6 hours** that include:

Lobby/entrances: clean entrance door windows, window seals, and handles; dust furniture/tables; vacuum rugs; sweep and mop floors; wipe down water filling station; wipe down lobby side of front counter.

Meeting rooms/hallways: wipe down coffee counter; sweep and mop floors; remove trash as needed.

Offices/cubicles in tech/library: empty trash; sweep and mop floors; clean windows as needed.

Copy rooms/library: wipe down counters; sweep and mop.

Exercise room: dust equipment; sweep and mop mats/floor.

Restrooms: clean entry doors, stall doors/walls, mirrors, sinks/drains, and floors; check feminine hygiene holders; replenish supplies including toilet paper, paper towels, Kleenex, hand soap, toilet seat covers, and feminine hygiene bags.

Proposal Requirements

Vendors should include:

- Company background and experience
- Staffing plan and supervision methods
- Cleaning schedule and frequency
- References from comparable clients
- Pricing breakdown by service frequency

Proposals will be evaluated based on:

- Experience and qualifications
- Responsiveness to scope requirements
- Price
- References

- Ability to meet scheduling needs

Proposals will be due June 22nd and can be sent to: yorkh@harneyesd.k12.or.us