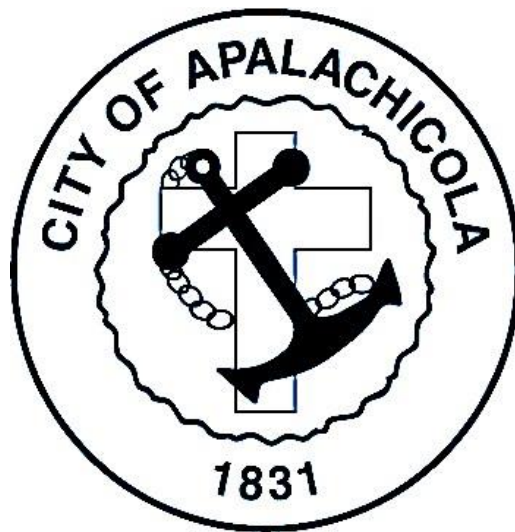


**City of Apalachicola**



**RFP 2022 – 02  
Janitorial Services at Various City Buildings**

The City of Apalachicola is soliciting proposals from any person, company, or corporation with experience in providing janitorial services for various city buildings. Proposals will be accepted via email submission to the City Clerk ([deborahguillotte@cityofapalachicola.com](mailto:deborahguillotte@cityofapalachicola.com)) or at City Hall, located at 192 Coach Wagoner Boulevard, Apalachicola, FL 32320 until 4:00 p.m. EST on May 12th, 2022.

### **Scope of Work**

The primary objective is to contract to provide quality “beyond expectation” cleaning services for various public restrooms in Apalachicola. Additional services will be required on certain event weekends. Please quote price for monthly services per this scope plus price for additional cleaning at each site. A weekly report will be required to be submitted with each invoice. Weekly report to include date and time of each cleaning. Please note that on the once weekly scheduled restrooms, all requirements under Per Schedule and Weekly are required.

### **Restrooms**

#### 1. Per Schedule

- a. Clean, polish and dry all receptacles
- b. Sweep floors
- c. Damp mop floors with a solution of water and disinfectant
- d. Clean and disinfect all fixtures (toilets, urinals, and sinks)
- e. Spot clean partition walls, doors, light switches, and other horizontal surfaces.
- f. Dust moldings and ledges
- g. Empty and sanitize all trash and sanitary napkin receptacles and replace liners.
- h. Stock all dispensers with soap, towels, tissue, toilet seat covers and related supplies.
- i. Wet wipe and polish bright metal
- j. Remove dust from louvers/grills
- k. Clean and polish mirrors
- l. Replace air fresheners as needed

#### 2. Weekly

- a. Damp mop and spray buff resilient floors.
- b. Sweep to remove spray buff debris.
- c. Damp mop ceramic and other pre-finish tile and polish with soft bristle brush.
- d. Sweep to remove mop strings and related debris.
- e. Wood and vinyl baseboards shall be clean and free of accumulations of old wax and mopping solutions. Ceramic baseboards should be cleaned and be free of old wax and mopping solutions. In addition, there should be no discoloration of ceramic as the tile rises above the floor surface up the wall.

f. Wash full surface area of all stall partitions and doors with solution of water and disinfectant.

g. High dust vents, frames, and sills.

3. Monthly

a. Clean ceramic tile surfaces so that tile and grout have a uniform color.

b. Scrub hard surface areas.

4. Quarterly

a. Scrub hard surface flooring

b. Damp wipe full surface area of stall partitions, doors, window frames and sills with solution of water and disinfectant.

c. Spray and wet wipe waste receptacles with solution of water and disinfectant/deodorizer.

d. Thoroughly clean and polish all bright metal.

e. Thoroughly clean all porcelain surfaces to remove all stains.

f. Clean, scrub and disinfect baths and shower stalls.

g. Wash full surface area of all window frames and sills with solution of water and disinfectant.

### Location and Frequency

1. Commerce Street public restrooms (1 men's and 1 women's): a) Daily Inspection to verify Restrooms are clean and are not in disarray. Inspection not required on days which the restrooms are cleaned. Cleaning at least four times per week (Tuesday, Thursday, Saturday, and Sunday)
2. Millpond Pavilion restrooms (1 men's and 1 women's): at least one time per week (Friday preferred)
3. Community Center restrooms (1 men's and 1 women's): at least one time per week (no preferred day)
4. City Hall restrooms (2 men's and 2 women's): at least one time per week (no preferred day)

The City of Apalachicola reserves the right to accept or reject any and all Statements of Qualifications in whole, or in part, to waive informalities in the process, to obtain new Statements of Qualifications, or to postpone the opening.

The City of Apalachicola is an Equal Opportunity, Affirmative Action Employer and does not discriminate based on age, religion, race, national origin, sex, or handicapped status in hiring the provision of services. The City of Apalachicola is a Drug-Free Workplace and a Fair Housing Community.

**For questions concerning the request for proposal, please contact City Manager Travis Wade at 850-653-9319 or [twade@cityofapalachicola.com](mailto:twade@cityofapalachicola.com).**

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