**REQUEST FOR PROPOSAL**

**West Central MN Communities Action, Inc. is seeking a request for proposal for**

**Office cleaning and maintenance**

**Office cleaning:** Ideally, we would like someone twice a week. Once for a deep clean and a midweek spot clean

* Sweep & mop all flooring areas of building
* Empty all garbage receptacles in building and replace garbage bags, as needed
* Clean and sanitize garbage cans
* Clean and disinfect lobby area
  + Including washing front doors/windows
* Clean all restrooms in building and restock all paper products and soap dispensers
  + Deep clean\scrub bathroom floors, mirrors, dispensers etc.
* Clean and disinfect breakroom sink/ appliances/ cupboards/ tables, etc.
* Dusting in common areas
* Clean and disinfect door handles and light switches
* Pour water down bathroom and furnace room drains
* Launder all kitchen and cleaning cloths / towels

**Maintenance to include:**

* Changing furnace filters
* Lightbulb replacements
* Break down and remove all cardboard located in custodial room, and bring to recycling bin
* Bring plastic and aluminum recyclables to recycling bin

The RFP should indicate if cleaning supplies are included in the quote or if the agency needs to supply them.

**Please quote separately:**

Wash all interior and exterior windows once annually

**Closing date on proposal: December 13th, 2024**

**WCMCA, Inc. reserves the right to reject bids.**

**Mail or email proposals to:**

West Central MN Communities Action, Inc.

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