

**Request for Proposal**  
**Janitorial Service for the Ozarks Small Business Incubator (OzSBI)**  
**OzSBI Cleaning Scope of Service**  
**RFP Due by September 8, 2023**

The Ozarks Small Business Incubator (OzSBI) located in downtown West Plains at 408 Washington Avenue is seeking proposals for janitorial services. Proposals may be submitted to the OzSBI office through September 8, 2023. Interested parties may contact OzSBI to schedule a tour of the space with OzSBI CEO Heather Fisher. OzSBI is open Monday through Friday 8:30 am to 4:30 pm. To schedule a tour, contact Madison Sutterfield at 417-256-9724.

**Bi-Weekly**

- Empty trash cans, replace liners as needed in all common areas, four meeting rooms and Coworking.
- Sanitize and clean all sinks, counters and toilets in washrooms.
- Wipe tables, countertops, microwaves and sinks located in the first floor break room, boardroom, small meeting room and conference room; and in the second floor kitchen, Hangar and Coworking.
- Wipe down the countertop bar in the main office.
- Ensure all faucets, fixtures, water fountains and dispensers are free of smudges and water spots.
- Refill soap and paper product dispensers.
- Clean all reflective surfaces including mirrors, stainless steel and glass top, glass banister and glass wall in Hangar.
- Clean windows at all three entryways, inside and outside, including sidelights.
- Dust mop lobby and staircase. Wet mop as needed.
- Vacuum daily debris from all carpeted areas.
- Wipe down the elevator to remove smudges and fingerprints.
- Sweep, dust mop and mop all hard floor and tiled areas.
- Wipe down all door handles and light switches.

**Weekly**

- Thoroughly dust all common areas including shelves, desks, counters and chairs.
- Clean second floor glass partitions and railings with glass cleaner.
- Vacuum elevator and clean out elevator tracks as needed.
- Damp wipe desks to remove stains and spills as needed.
- Replace light bulbs as needed.
- Collect recycling and set it outside for collection on Wednesday.

**Monthly**

- Clean walls and painted surfaces around trash cans.

- Wipe down all door handles, and light switches.
- Dust window ledges, chair rails, pictures, wall hangings, baseboards, and remove cobwebs.
- Wipe down all kitchen and break area cabinets .
- Dust all bathroom light fixtures and partitions.
- Dust baseboards in high traffic areas.
- Dust and vacuum unoccupied offices as needed or requested.
- Vacuum carpeted two stairwells and landings and mop stair nosing.

### **Semi Annually**

- Clean main entryway and office entry glass.
- Buff wood flooring.
- Remove bugs from light covers.
- Detail and edge vacuum all carpeted areas.
- Dust baseboards in empty offices, conference areas, and reception areas.
- Scrub all tile flooring.
- Clean interior windows accessible without a ladder.

### **Additional Services**

The Company, in addition to the services specified, may also provide additional services to the OzSBI such as follows:

- **Winter Weather** – Shovel snow from sidewalks at the price of \$\_\_\_\_\_ per hour
- **Office Vacancy** – Cleaning of offices upon tenant departure at the following prices:
  - o Small Offices (approximately 120 sf) – \$
  - o Medium Offices (approximately 210 sf) – \$
  - o Storefront Offices (approximately 500 sf) – \$
  - o Warehouse Offices (approximately 255 sf) – \$
  - o Second floor Offices (approximately 1200 sf) – \$
- Scrub/Buff Wood Floors (not refinish) - \$
- Interior Glass (accessible without ladder) - \$
- Exterior Glass (accessible without ladder) - \$

### **Cleaning Supplies**

The Company shall provide and maintain all necessary cleaning equipment, including but not limited to, floor machines, extractors, vacuums, maid/trash carts, buckets, mops and brooms. The Company shall provide all chemicals for cleaning.

OzSBI shall purchase paper products including paper towels, toilet tissue, facial tissue, as well as hand soap and all other consumable products for restroom and kitchen areas. OzSBI shall provide the Company with a safe and secure location to store all such cleaning supplies and chemicals when not in use.

The Company shall ensure that it maintains at all times proper safety standards in connection with the performance of the Services at the location where Services are to be performed. The Company

shall provide a folder containing MSDS for all chemicals used for cleaning. The folder will be stored in an easily accessible location inside the janitorial closet for review.

### **Insurance**

The Company shall maintain insurance applicable to the services being performed by the Company. Such insurance shall include comprehensive liability coverage, property damage and bonding. The Company shall furnish to OzSBI a copy of such relevant insurance policies upon request.

### **References**

Please provide the name and contact information for three references.

### **Return Proposal**

Please return your completed bid on or before September 8th. Bids can be delivered in person or mailed to the Ozarks Small Business Incubator, 408 Washington Avenue, West Plains, MO, 65775. They may also be emailed to [info@ozsbi.com](mailto:info@ozsbi.com).