



PO BOX 850, 2748 Wagener Street, Aiken, SC 29802

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www.lscog.org

February 10, 2017

MEMORANDUM TO: Janitorial Firms and Cleaning Services

FROM: Nora D. Sanders, Assistant Executive Director

RE: Request for Quote

Lower Savannah Council of Governments, located at 2748 Wagener Road, Aiken, S. C. is interested in obtaining quotes for janitorial services. The facility is approximately 17,500 square feet consisting of approximately 49 offices, 4 conference rooms, 6 restrooms, 1 lobby, 1 reception area, 1 kitchen and a break room. A staff and volunteer group of over 50. Regular office hours are Monday - Friday 7:30 AM to 6:00 PM. Services would be provided after the close of business.

Minimum Services required would be:

DAILY: *Lobby, Reception Area, Offices, Hallways, Common Areas, Conference Rooms*

All trash receptacles to be emptied and trash removed to an outside collection bin.

Vacuum all carpeting, in traffic lanes.

Mop hard surface floors

Wipe entrance metal and finger marks on entrance and receptionist glass.

Wet Wipe all Counter Tops/Vanity Tops and clean with Disinfectant.

Clean all Corners and Edges for Buildup and Debris.

Restrooms

Empty sanitary napkin receptacles and trash receptacles and damp wipe with disinfectant.

Clean and polish mirrors.

Wipe towel cabinet covers.

Toilets and urinals to be cleaned and disinfected inside and out

Scour and disinfect all basins.

Polish all Basin bright work.

Remove splash marks from walls around basins.

Wet Wipe all Counter Tops/Vanity Tops and clean with Disinfectant.

Clean all Corners and Edges for Buildup and Debris.

Wet mop and rinse restroom floors with disinfectant.

Use a high co-efficient disinfectant for proper sanitation.

Break Room and Kitchen

All trash receptacles to be emptied and trash removed to a collection point.

Clean all Trash cans inside and out remove any spillage.

Clean all Cabinet Doors and fronts for Spillage and Stains.

Clean Refrigerator & Microwave/Toaster Fronts and Dust Tops.

Wipe all Break area Chairs.

Scour and disinfect all Kitchen Sinks.

Clean all Table & Counter Tops.

Clean front of Ice Machine

Damp mop hard surface floors to remove any spillage or soiled areas.

Use a high co-efficient disinfectant for proper sanitation.

Empty all interior and exterior trash containers daily and depositing trash in outside collection bin.

WEEKLY CLEANING

Dust all vertical surfaces of desk, file cabinets, chairs, tables, other furniture and furnishings including Blinds.

Power-vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.

Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Damp wipe telephones using a disinfectant.

Thoroughly Dust all Baseboards.

MONTHLY CLEANING

Accomplish all high dusting up to 12 feet, not reached in the above-mentioned cleaning.

Remove fingerprints and marks from around light switches and doorframes.

Dust and remove bugs from light fixtures

Clean interior windows, Lobby and receptionist area glass.

Trash bags and liners will be provided by Lower Savannah COG. A janitorial closet will be available to vendor for storing items.

Quote for services should include monthly pricing. Service would begin April 1, 2017.

Staff of Lower Savannah COG will be available for a “walk-through” of the facility during normal operating hours. Call Nora Sanders (803) 649-7981 to arrange a date and time.

WRITTEN QUOTES ARE DUE NOT LATER THAN 5 P.M. FEBRUARY 28, 2017. QUOTES MAY BE HAND DELIVERED, FAXED, EMAILED OR MAILED TO

**NORA SANDERS
ASSISTANT EXECUTIVE DIRECTOR
LOWER SAVANNAH COUNCIL OF GOVERNMENTS**

**Mailing Address
P.O. BOX 850
AIKEN, 29802**

**Physical Address
2748 WAGENER ROAD
AIKEN, SC 29801**

EMAIL NSANDERS@LSCOG.ORG

FAX (803) 649-2248.

QUOTES NOT RECEIVED BY 5 P.M., FEBRUARY 28, 2017 WILL NOT BE ACCEPTED. QUOTES MUST INCLUDE REFERENCE TO THE FACT THAT THE VENDOR IS LICENSED, INSURED, AND BONDED. QUOTE MUST BE SIGNED BY PERSON AUTHORIZED TO MAKE AN OFFER ON BEHALF OF THE FIRM.

For questions concerning this quote, or to schedule a “walk through” contact Nora Sanders, Assistant Executive Director, Lower Savannah COG, (803) 649-7981, nsanders@lscog.org.