|  |  |
| --- | --- |
| **Vendor Name:** |  |
| **Vendor Address:** |  |
|  |
| **Vendor Phone Number:** |  |
| **Vendor Email:** |  |

| **Scope of Work Activities** | **Monthly Rate ($)** | **Annual Rate ($)** |
| --- | --- | --- |
| **DAILY TASKS**  **Lobby Area (Daily)**   * Clean entrances and thresholds * Spot clean entrance doors * Sweep and mop Terrazzo floor * Vacuum carpeted waiting areas and spot clean spills * Dust and/or damp clean lounge seating and coffee table * Empty all waste containers and carry trash to pick-up area * Replace plastic liners in trash containers as needed * Dust and/or damp clean reception counter, office furniture, chairs and equipment (desks will be cleared off by First 5 LA staff prior to cleaning); for First 5 LA’s security and confidentiality, papers, folders and other materials shall not be touched * Clean elevator floor selection panels, walls, floor and thresholds * Spot clean wall switches, doors, door frames and furniture   **Conference Rooms, Collaboration/Waiting Areas, Offices and Workstations (Daily)**   * Sweep and mop elevator landings * Vacuum carpet and clean spills * Spot clean wall switches, doors, door frames and furniture * Dust and/or damp clean conference room tables, office furniture and chairs * Dust and/or damp clean offices, work areas, office furniture, chairs and equipment (desks will be cleared off by First 5 LA staff prior to cleaning); for First 5 LA’s security and confidentiality, papers, folders and other materials shall not be touched * Properly align all chairs and office furniture unless directed otherwise by staff * Empty all waste containers and carry trash to pick-up area * Replace plastic liners in trash containers as needed * Clean the conference room dry erase walls * Spot clean all surface furniture tops, partitions, and partition glass (remove all fingerprints)   **Breakrooms (Daily)**   * Clean sinks, countertops and backsplash * Wipe down cabinet faces * Clean inside and outside of microwaves, toasters and toaster ovens * Clean/wash any dishes left in sink * Rinse out coffee machines/carafes * Clean lunch tables and chairs * Properly align all furniture * Empty all waste, recycle, compost containers and carry trash/recyclables/compost to pick-up area * Replace plastic liners in trash containers * Replenish paper goods such as paper towels and napkins * Sweep and mop floors * Clean water dispensers   **Restrooms (Daily)**   * Clean vanity tops and double sinks * Clean and polish all bathroom fixtures including sink faucets, urinal flush handles and piping, toilet flush handles * Clean mirrors * Clean and disinfect toilets and urinals * Wipe down walls and spot clean where necessary * Empty all waste containers and carry trash to pick-up area * Empty all sanitary napkin containers * Replace plastic liners in trash containers * Replenish paper goods and hand soap * Sweep and mop floors   **Other Services (Daily)**   * Vacuum both interior stairway carpets (landings and all steps), clean and disinfect metal handrails * Clean drinking fountains * Empty outside trash receptacles * Clean large outside balcony terraces on 3rd floor (two balconies) – remove all trash, wipe down tables and chairs, dust handrails, wipe access door glass * Clean side patio on 1st floor – remove all trash, wipe down tables and chairs |  |  |
|  | | |
| **WEEKLY TASKS**   * Wash down restroom walls, stall doors and partitions * Clean/dust tops of restroom partitions * Clean all wall mounted electrical switches * Perform high/low dusting including cubicle dividers, file cabinets, pictures, baseboards, lights, etc. * Clean and dust all interior windowsills and blinds where accessible * Clean inside of refrigerator * Clean and disinfect workstation and conference room phones * Wipe down doors and kick plates |  |  |
| **MONTHLY TASKS**   * Brush down HVAC wall and ceiling vents * Replace restroom air fresheners * Flush out toilets and urinals with drain cleaner * Deep clean all trash cans, trash bins, recycle containers, compost containers |  |  |

|  |  |  |
| --- | --- | --- |
| **GRAND TOTAL** | **Monthly Rate ($)** | **Annual Rate ($)** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Optional Services** | **Price** |  |
| Scrub and wax all tile floors *(Enter price per service)* |  | Per service |
| Strip and wax vinyl/Terrazzo floors *(Enter price per service)* |  | Per service |
| Steam and deep clean carpet *(Enter price per square foot)* |  | Per square foot |
| Deep clean conference room/lobby/lounge area chairs and upholstery *(Enter price per chair)* |  | Per chair |
| Deep clean interior windows *(Enter price per window)* |  | Per window |

|  |  |
| --- | --- |
| For Optional, On Call Services please provide your hourly rate |  |

|  |
| --- |
| **Additional Notes – Please capture any additional notes about the above pricing including any potential rate increases and the rationale.** |
|  |