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

| **Scope of Work Activities** | **Monthly Rate ($)** | **Annual Rate ($)** |
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| **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
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| **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
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| **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
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| **GRAND TOTAL** | **Monthly Rate ($)** | **Annual Rate ($)** |
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| **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 |

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

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