

Crisp County Power Commission
Janitorial Duties RFP
July 2021

General

1. Janitorial service provider must have current Workers Compensation insurance. A copy of the Workers Compensation Certificate must be provided annually.
2. Staff must be neat and clean and wear proper attire. Modest, non-offensive clothing must be worn. Shoes must be worn at all times.
3. Cleaning tools and supplies will be provided by the Power Commission. Service provider will need to use the appropriate cleaning solution for the surface being cleaned. For example, types of flooring may vary and may require different cleaning solutions.
4. All services should be provided outside of posted business hours. No vacuuming should occur while Power Commission staff are balancing cash drawers.
5. Mop buckets with clean water should be used when mopping floors. Water should be changed as needed to avoid mopping floors with dirty water. Toilet water should not be used at any time.

CCPC Office Building including IDC – 202 S 7th St

1. Daily
 - a. Clean and dust foyers and hallway glass doors
 - b. Sweep exterior of front entrance
 - c. Vacuum front foyer, lobby, receptionist area, CSR and CSR supervisor offices, administration offices, and hallways
 - d. Empty all trash and replace liners as needed. Liner should be replaced in any trash can containing discarded food or drink containers.
 - e. Clean all restrooms including
 - i. Mop floors
 - ii. Clean sinks and toilets
 - iii. Empty trash and replace trash can liners
 - iv. Spot clean walls
 - v. Replenish all toiletry and soap items as needed
 - vi. Dust as needed
 - f. Clean break rooms including
 - i. Mop floors
 - ii. Clean counters and sinks
 - iii. Clean table tops
 - iv. Empty trash and replace trash can liners
 - v. Empty coffee grinds and clean coffee pots
 - vi. Dust as needed
 - g. Clean brick flooring
 - h. Clean and dust conference room as needed
 - i. Vacuum door mats as needed
 - j. Spot clean carpet as needed
 - k. Spot clean walls as needed
2. Monday, Wednesday, Friday
 - a. Clean and dust lobby, administration offices, and vacant offices
 - b. Vacuum all carpet areas including throw rugs in stairwells and other areas

- c. Sweep stairs and stairwells
 - d. Mop all tile areas including stairwells
 - e. Dust stairwells
 - f. Clean inside of all windows as needed
 - g. Clean inside and outside of drive thru window as needed
3. Monthly (or as needed)
- a. Dust all fixtures and blinds
 - b. Clean all vents
 - c. Clean all baseboards
 - d. Clean all ceilings

CCPC Operations Building – 1611 N 2nd St

1. Monday, Wednesday, Friday
- a. Clean and dust foyers and hallway glass doors
 - b. Sweep exterior of front entrance
 - c. Vacuum and mop all floors in offices and hallways
 - d. Empty all trash and replace liners
 - e. Clean all restrooms including
 - i. Mop floors
 - ii. Clean sinks and toilets
 - iii. Empty trash and replace trash can liners
 - iv. Spot clean walls
 - v. Replenish all toiletry and soap items as needed
 - vi. Dust as needed
 - f. Clean break room including
 - i. Mop floors
 - ii. Clean counters and sinks
 - iii. Clean table tops with anti-bacterial surface cleaner
 - iv. Empty coffee grinds and clean coffee pots
 - v. Dust as needed
 - g. Vacuum door mats
 - h. Spot clean walls as needed
2. Monthly
- a. Dust all fixtures and blinds
 - b. Clean all vents
 - c. Clean all baseboards
 - d. Clean all ceilings