

Cost Sheet

Request for Proposal Number 4601Z1

.Standard Duties	Section A Description of Service (Nightly)	Per Night Cost	Yearly Cost (Per Night Cost x 104)
	Empty all exterior ash receptacles and trash cans		
	Empty all interior waste receptacles and change liners as needed		
	Remove trash from building to proper bins for pickup		
	Remove recycling from building to proper bins for pickup		
	Dust-mop all hard surface areas		
	Damp-mop all hard surface floors to remove dirt and spots		
	Spot clean and/ or spot vacuum as needed		
	Dust all horizontal surfaces except desktops with a dust cloth		
	Clean and sanitize all drinking fountains		
	Wash and clean inside and out all entry glass doors		
	Clean mats at entrances to building		
	Clean custodial closets and mop sinks		
1	Total Section A		
Restroom areas/ kitchen and break areas	Section B Description of Service (Nightly)	Per Night Cost	Yearly Cost (Per Night Cost x 104)
	Empty all waste/ recycling containers		
	Clean and service all restroom dispensers		
	Thoroughly clean all fixtures, surfaces and partitions with germicidal cleaner		
	Sweep and wet mop with a germicidal cleaner		
	Clean kick plates, door knobs, and light switches (including elevators)		
	Clean and buff all hard surface floors and refinish as needed		
	Thoroughly vacuum all carpeting using upright vacuums with beater brushes and detail vacuums		
	Dust horizontal surfaces		
Shampoo/ extract carpeted corridors three feet or wider as needed			
2	Total T Section B		
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3	Total Nightly Duties Cost (1+2)		

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Semi-annual Duties	Description of Service	Semi-Annual Duties Cost Per Year
	Thoroughly wash all desk size containers as needed	
	Clean all interior glass on a semi-annual basis or more often as needed	
	Clean all building diffusers and air vents as needed	
	Shampoo/ extract carpeted conference room floors	
	Strip wax from and refinish all hard surface floors	
4	Total Semi-annual Duties Cost	
Annual Duties	Description of Service	Annual Duties Cost
	Clean all light fixtures (wash reflectors, lenses, and wipe bulbs)	
5	Total Annual Duties Cost	
“As needed” Duties	Description of Service Optional Cost	Optional Cost
	Spot clean upholstered chairs (Per Chair)	
	Shampoo/ extract carpeting on an as needed basis, or as instructed by State Building Division Personnel (Per Square Foot)	