



Town of North Beach Town Hall Cleaning Request for Proposal

Date: Friday, January 13, 2023

Location: North Beach Town Hall

Sealed Proposals Due: February 1, 2023

8916 Chesapeake Avenue, North Beach

PURPOSE: Request for Proposal for the Cleaning of the North Beach Town Hall monthly (1 cleaning) in addition to a fixed price to clean up after events held at Town Hall. Cleaning is to occur during normal business hours of Monday - Friday: 8:30 am to 4:30 pm

Staff Contact:

Stacy Milor, Town Clerk
northbeach@northbeachmd.org
443-646-2415

Cleaning Areas:

- Two Kitchen areas to include cleaning counter, mopping floors, and microwave and refrigerator cleaning.
- Eight Bathrooms to include cleaning of toilets, sink, mirrors, sweep and mop floors
- Cleaning of Common Areas of Town Hall including all hallways and foyers, xerox room and mailroom, and outside balcony including dusting, sweeping, mopping, window washing of doors, and removal of any wall/scuff marks.
- Sweeping and mopping of two stairwells.
- Cleaning of the conference room including dusting, cleaning the glass tables, and vacuuming
- Cleaning of Council Chambers to include dusting, cleaning glass tables, and vacuuming.
- Trash pulled from kitchens, bathrooms, and council chambers and placed in trash receptacles located behind Town Hall.
- Cleaning of the Sheriff's Department to include, including bathroom, dusting, sweeping, and mopping.
- Re-stock all supplies in bathrooms and kitchens.
- Cleaning of supply closets.
- Cleaning of the inside elevator and both sets of doors.

Supplies Provided:

The Town of North Beach will provide the following supplies for cleaning, toilet bowl cleaner, paper towels, toilet paper, floor cleaner, brooms, mop and bucket, and vacuum.

Company Requirements

- Contract with the Town of North Beach
 - Certificate of Insurance with Workman's Compensation Coverage
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- To schedule a walk thru of the building please contact Stacy Milor at: 443-646-2415 or at northbeach@northbeachmd.org.