



REQUEST FOR PROPOSALS JANITORIAL SERVICES

Description: The Town of Holden Beach is seeking proposals from potential vendors who provide professional janitorial services.

Background: The Town seeks proposals regarding janitorial services for the following locations:

- Town Hall, 110 Rothschild Street
- Emergency Operations Building, 1044 Sabbath Home Road

Response: Each response should address the following items.

- The name of the company, contact person, telephone number and email address
- The vendor's qualifications, years in business, staff profile and experience to provide janitorial services, to include any relevant certifications
- The number of full-time and part-time employees employed by the business currently
- Names and contact information for at least three business organizations that are current clients
- Pricing – monthly or per-cleaning rate with cost breakdown (labor, supplies, optional services)
- Proof of liability insurance

Timeline: Sealed responses must be labeled janitorial services and submitted by June 18, 2026 at 4:00 p.m. to: Heather Finnell, Town Clerk, 110 Rothschild Street, Holden Beach, NC 28462.

Cleaning services will start the first week of July 2026.

Weekly Services:

- Services will be performed during business hours on a mutually agreed upon day
- Furnish all labor, equipment, cleaning supplies, supervision and transportation necessary for complete janitorial service using modern equipment, methods, and techniques
- Use products with commercial-grade cleaners designed to kill germs and viruses
- The Town will provide hand soap, paper products and trash bags as needed

- All employees of the vendor who work in Town buildings must pass a background check and keep a clean criminal record

Common Areas

- Sanitize door handles, door edges and light switches in lobbies, meeting rooms, copy areas and hallways
- Sanitize tabletops, countertops, copiers, etc. in these locations
- Sanitize drinking fountains
- Dust windowsills, low ledges, window blinds, molding, picture frames, doors, doorframes, etc.

Restrooms

- Clean and sanitize bathroom fixtures, including toilet bowls, urinals, basins and sinks
- Clean mirrors
- Refill hand soap, towel and toilet tissue as needed, leave out extra toilet tissue where feasible

Break Rooms and Kitchens

- Clean and sanitize tabletops, countertops, chairs, sinks and all other fixtures
- Clean microwave (inside and outside) and refrigerator handles
- Walls near waste receptacles should be cleaned as needed
- Walls behind sinks, microwaves, etc. should be cleaned as needed

Solid Waste Disposal

- Empty recycling and trash containers from common areas and restrooms; carry to carts outside
- Clean and sanitize containers, then re-apply bags as needed

Floors

- Vacuum carpet, tile and other composition floors in common areas, stairways and restrooms – including under, around, and behind furniture
- Damp mop all non-carpeted floors using clean water and cleaner

For questions or to schedule a facilities tour, contact Heather Finnell, Town Clerk at heather@hbtownhall.com.

Terms and Conditions:

- The Town of Holden Beach has the right to reject any and all proposals
- The lowest proposal may not necessarily be selected
- All costs incurred in the preparation of this proposal are the responsibility of the vendor