

**Open Bid Oct 1<sup>st</sup>, 2020**  
**Closing Bid Oct 14<sup>th</sup>, 2020**



## Cleaning Service Open Bid

The Economic Improvement Council, Inc. will be accepting bids for contract cleaning service at our Elizabeth City office, located at 104 West Ehringhaus Street.

Cleaning supplies and equipment to be provided by EIC. Building consists of 5 offices downstairs, waiting room, bathroom, mini kitchen area & back entry room. Upstairs 1 office, 1 bathroom, 1 meeting room. Interested persons must have a clear criminal record and be drug free.

### **Cleaning Service requirements**

*Service to be done 1 day weekly between the hours of 8:00 am – 12:00 noon*

#### **Weekly:**

- Clean & dust desks, countertops, furniture, lamps/light fixtures
- Empty all trash cans in all offices
- Vacuum carpeted areas including stairs
- Mop vinyl/tile flooring
- Clean 2 bathrooms- scrub toilets, sinks, floors, wipe countertops, clean mirrors
- Mini Kitchen area- clean sink, countertop, microwave oven
- Sweep porches and walkway
- Roll trash bin to the street for pickup
- Pick up trash in yard/parking area if needed
- Misc. cleaning as requested

#### **Monthly:**

- Wipe down window sills, door facings, wall spots, baseboards, doors, etc.
- Clean windows inside if needed
- Clean refrigerator (employees are required to remove their old food, etc.)

**Send written proposals to Teresa L Forward, Housing Director PO Box 549, Edenton NC 27932 or by email [Teresa.Forward@eicca.org](mailto:Teresa.Forward@eicca.org). Include your resume and 2 references.**