

# Request for Proposal Janitorial Services

Elko Senior Activity Programs, Inc. (**ESAP**)  
AKA  
The Terrace at Ruby View:  
Elko's Senior and Active Lifestyle Center  
1795 Ruby View Drive  
Elko, NV

**ESAP** wishes to retain the services of a Licensed Contractor to render janitorial services conforming to the following design and direction at 1795 Ruby View Drive in Elko, NV:

Maintain property appearance by performing services *anytime* between the hours of 1:30 p.m. and 4:00 a.m., Monday through Friday and between 11:59 p.m. Friday and 4:00 a.m. Monday when an occasional weekend event is scheduled in the building.

Janitorial Service shall be responsible for the following:

- Wet mop and touch ups as needed under tables
- Use floor cleaning machine in hall, dining room, TV room
- Dust mop all rooms
- Dust mop and wet mop the front lobby
- Clean bathrooms
- Empty trash
- Clean front doors and windows
- Dust furniture in the lobby
- Clean tables and chairs in the dining room after lunch.
- Clean water fountain
- Vacuum planters
- Clean Clinic room
- Clean office doors
- Clean office bathroom
- Vacuum and dust in offices
- Exterior – as is weather appropriate
  - Sweep front entryway
  - Wash down patio

Janitorial Contractor must obtain liability insurance in a minimum amount of \$300,000.00 (Three Hundred Thousand ----00/100 dollars) per occurrence for bodily injury, death, and property damage.

Compensation is negotiable

If you are an interested, licensed, contractor who is able to meet these qualifications, contact Kerry Aguirre at 775-738-3030 or [esap1@frontiernet.net](mailto:esap1@frontiernet.net) to set up an appointment for further discussion.