



RFP/RFQ Title: **RIHousing Janitorial Services**
Respondent Name: _____

REQUEST FOR PROPOSALS

RIHousing Janitorial Services

Posting Date: August 6th, 2026

Response Submission Deadline: 3:00 EST p.m. on August 24th, 2026.

Available Walkthrough Date/Time: Thursday, August 13th/1:00 pm EST

NOTE TO RESPONDENTS:

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to perform routine cleaning and janitorial services as detailed in Attachment C, and provide a clean working environment for the protection of the health and safety of building occupants.

INSTRUCTIONS

Proposals must be submitted via email to: **Pamela Leary, Facilities and Operations Manager** at **pleary@rihousing.com** no later than the response submission deadline set forth above.

Proposals that are not received by the response submission deadline or that do not adhere to the submission instructions described herein shall not be accepted or considered by RIHousing.

Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals (“RFP”). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at [Attachment A](#)), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: [RFPs & RFQs | RIHousing](#).



SCOPE OF WORK

Please see the Scope of Work as provided on Attachment B and Attachment C.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

**SUBMISSION
CHECK LIST**

Section A: General Firm Information (Total word limit: 500 words)

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1. Provide a brief description of your firm, including but not limited to the following:

- a. Name of the principal(s) of the firm.
- b. Name, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
- c. Locations of all offices of the firm.
- d. Number of employees of the firm.

RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.

Section B: Experience and Resources (Total word limit: 3500 words)

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1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

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2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify their responsibilities.

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3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your firm and to RIHousing. Provide appropriate background information for each person or entity, identify the person's responsibilities and outline their capabilities.

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4. Please include a current client roster, including a lead contact name and business telephone number for each. Provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.

☐

5. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

Section C: Fee Structure (Total word limit: 500 words)

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

- ☐ 1. Please provide a cost proposal for providing the Scope of Work references in Attachment B and detailed in Attachment C.
- ☐ 2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
- ☐ 3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

Section D: Minority Owned Business/Women Owned Business pursuant to the Rhode Island State Purchases Act

- ☐ 1. In compliance with State law (R.I. Gen. Laws §§ 37-2-1 et seq; R.I. Gen. Laws §§ 37-14.1-6), RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other State-protected classes. Include the number and percentage of members of State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification. This information will be used in furtherance of Rhode Island law.

Section E: Miscellaneous (Total word limit: 1000 words)

- ☐ 1. Discuss any topics not covered in this RFP that you would like to bring to RIHousing's attention.

Section F. Certifications

- ☐ All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications at Attachment A.



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EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference in Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference in Section C: Fee Structure);
- Ability to perform within time and budget constraints (as evaluated by reference in Section B);
- Evaluation of proposed project approach (as contained in the Attachment B-Scope of Work. Section B and more fully detailed in Attachment C);
- Previous work experience and performance with RIHousing and/or similar organizations (as provided in Section B: Experience and Resources, subsection 3);
- Recommendations by references (as provided in Section B: Experience and Resources, subsection 3);
- Firm minority status (as requested in Section D: Firm minority status (in accordance with Rhode Island law, as requested in Section D: Minority Owned Business/Women Owned Business pursuant to the Rhode Island State Purchases Act)
- Foreign language capabilities of the firm (as provided in Section B: Experience and Resources, subsection 5);
- Other pertinent information submitted.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after its receipt of responses. RIHousing’s decision on these matters is final.

For additional information contact: Pamela Leary at pleary@rihousing.com .



Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest,” “Major State Decision Maker,” etc.)

Total word limit for Sections A and B: 500 words

Section A: Conflicts of Interest

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

☐ None

2. Describe how your firm will handle actual and or potential conflicts of interest (*please include in your proposal or attach a sheet with this information*).

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

☐ None

2. Identify any material litigation, administrative proceedings, or investigations to which your firm or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, check below.**

☐ None

Section C: Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. **Please acknowledge your understanding below.**

- ☐ I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

Please indicate your response below.

- ☐ Yes

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

- ☐ No

3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver’s license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the “Personal Information”). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing.

Please certify below that in the event your firm is selected:

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

☐ I certify that in the event our firm is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your firm's president, chairman or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Pamela Leary** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after September 20, 2026 (or date in which RIHousing Board of Directors has voted to approve a contract award), (iii) all information in the proposal is true and correct to the best of your knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced, (v) your firm did not consult with RIHousing in connection with the development of this RFP, and (vi) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

☐ I certify that no member of our firm has made or will make any such inquiries or contacts; all information supplied is true and correct; no member of our firm has provided anything of value to influence RIHousing; and our firm is in compliance with applicable political contribution reporting.



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President, Chairman or CEO (*print*): _____

Signature: _____

Firm Name: _____



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Attachment B

Scope of Work

I. Services to be Provided

Attachment C details tasks and frequencies of services and required level of service.

II. Project Schedule

This is a one-year contract award for services to be performed regularly and as outlined in Attachment C.

III. Budget and Payment Terms

Payment will be made approximately every 30 days. Selected vendor should submit monthly invoicing for services for the length of the contract term.

ATTACHMENT C
DETAILED SCOPE OF WORK

Section A: General Provisions

1. Deliverables

- **Daily Reports** - The successful respondent (the “Vendor”) will submit a Daily Report to the Manager of Facilities Operations (the “Manager”) identifying areas cleaned and services performed at RIHousing’s corporate headquarters located at 44 Washington St., Providence, Rhode Island (the “Facilities”).
- **Recordkeeping** - The Vendor will keep accurate records showing the name, occupation, and actual compensation paid to each employee in connection with the Work and, each month, will furnish certified copies to RIHousing upon request.
- **Inspections** - On a quarterly basis, the Vendor and the Manager will inspect the facility to identify any deficiencies in performance of the Work and define any corrective actions that may be required.

2. Security and Confidentiality

- The Vendor will inform its employees of the confidentiality related to RIHousing’s business and will require its employees to maintain such confidentiality. At RIHousing’s request, the Vendor and/or its employees will execute and deliver a Confidentiality Agreement to RIHousing.
- The Vendor must maintain a secure environment while performing the Work. Entrance doors to the Facilities shall be locked and secured at all times. Vendor personnel are prohibited from opening doors to private offices and/or entering private offices. No unauthorized persons or animals (except for verified service pets) are permitted in the Facilities at any time.
- The Vendor must properly set the security alarm when leaving the Facilities. The Vendor will bear responsibility for all costs associated with its failure to properly operate or activate security systems including, but not limited to: (i) costs incurred for a security service or local police response; (ii) costs related to changing the Buildings’ locks or re-coding the security alarm; and (iii) costs and losses related to any theft or vandalism.

3. Operations

- The Vendor shall furnish all labor and supervision to satisfactorily perform the Work. No Work shall begin before 5:30 P.M. without the prior permission of the Manager.
- The Vendor is responsible for coordinating, managing, and training its employees. The Vendor shall engage technical and special projects personnel as may be required from time to time.
- The Vendor is expected to be self-monitoring with respect to the performance of Work and its quality.
- The Vendor shall maintain 100% staffing level dedicated exclusively to performing the Work and shall have a contingency plan to maintain 100% staffing level.

- Unless specified otherwise, the Vendor shall furnish and maintain all necessary cleaning equipment, supplies, and materials needed to adequately perform the Work. Equipment and supplies shall be of the size, type, concentration, and capacity customarily used in similar applications and environments.

4. Personnel and Supervision

- At its own expense, the Vendor shall obtain a criminal background check for each employee who will perform the Work. The Vendor will provide the results of the criminal background check to the Manager for approval prior to the employee's performance of the Work.
- The Vendor shall require its personnel to complete sign-in sheets or timecards, copies of which will be retained by both Vendor and the Manager.
- The Vendor's personnel will wear name tags, shirts, pullovers or other identification with the Vendor's name and employee's name (supplied by Vendor) while they are in the Buildings.
- The Vendor shall designate a shift supervisor (the "Supervisor") to oversee and manage the work of the Vendor's employees. The Supervisor will begin daily work a minimum of 15 minutes earlier than other Vendor personnel and will be responsible for effectively communicating with the Manager about cleaning needs or any issues that would delay cleaning of certain areas for the day. At the conclusion of each day, the Supervisor shall inspect the facility for completion and performance quality of the Work. The Supervisor will be responsible for nightly alarming of all security zones at RIHousing unless otherwise instructed.

Section B: Daily Services

The following services shall be performed by the Vendor daily, Monday-Friday, 5:30 p.m.-9:00 p.m., or at another mutually agreed upon time.

Floors

- Floors shall be cleaned of trash and foreign matter. No dirt or dust shall be left in corners, under furniture or behind doors. Baseboards, walls, furniture and equipment must not be splashed or damaged during cleaning operations. Floors must be free from strings, bristles and dirt streaks.
- Carpets in all main travel aisles and private office walkways on all floors must be vacuumed using commercial grade vacuums with HEPA filters. Carpets shall be left clean and free from dust balls, dirt and other debris; nap on carpet shall lie in one direction upon completion of the vacuuming task. All visible stains on carpet must be cleaned as needed.
- All non-carpeted office areas must be damp mopped. All easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) shall be moved and damp mopped underneath. A clean cotton mop head in good condition shall be used at all times. Clean water should be used at all times. Floors must be washed with a neutral cleaner approved by RIHousing with a damp mop head, no excess water should be left behind. Approved proper chemicals at proper dilution must be used at all times. Elevator floors must be damp mopped.
- Vendor are required to use caution flags or signs when performing any task that may leave an area slippery or in a less-than-safe condition.
- The Lobby carpet must be vacuumed, and the Lobby tile floor must be cleaned with a "Swiffer Wet Jet" system and Swiffer mopping pads. Use of the Swiffer Wet Jet will prevent

water from damaging wood trim along the walls in the lobby. RIHousing will provide the vendor with a Swiffer Wet Jet and mopping pads.

Restrooms

- All dispensers (soap, toilet tissue, paper towels, sanitary napkins, etc.) in every restroom must be checked and filled when necessary. Restroom supplies such as soap, toilet tissue, toilet seat covers, paper towels, sanitary napkins, etc. will be provided by RIHousing. Dispenser soap will be supplied by the Vendor.
- All hand towel and toilet tissue dispensers must be fully replenished each day. In addition, two full rolls of toilet tissue must be left on each toilet.
- Replenish toilet seat covers when needed.
- Dust all fixtures, ledges, edges, shelves, partitions, and door frames using an approved dust cloth or dusting tool that has been treated with water-based dust control chemical.
- As necessary, clean and disinfect the inside and outside of waste receptacles and dispensers with appropriate cleaning solutions/disinfectants at proper dilution. After each item has been cleaned completely, wipe each item with an approved towel (such as paper towel) to prevent cross contamination.
- Thoroughly clean all sinks, including sink bottoms and faucets, with an approved cleanser. Rinse thoroughly, wipe, and allow to air dry.
- Thoroughly clean all glass and mirrors using an approved glass cleaner and a soft, clean cloth. Dry surfaces completely. Surfaces should be free of streaks, smears, and smudges. Clean and dry attached frames, edges, and shelves.
- Thoroughly clean toilets, toilet seats, and urinals with an approved acid free bowl cleaner and rinse thoroughly. Wipe each toilet, toilet seat, and urinal completely with an approved disinfectant solution and new paper towel per fixture to prevent cross contamination. Buff-dry to a streak, smear and smudge-free shine. Leave seats in a raised position.
- Spot clean all walls (including switch and outlet cover plates), doors and jambs (including entrance doors inside and outside), partitions and handrails with an approved disinfectant in proper dilution and dry with paper towels to prevent cross contamination.
- Using a clean cotton mop head in good condition, thoroughly damp mop all floors with an approved disinfectant solution at proper dilution. Move and damp mop under all easily movable objects (waste receptacles, tables on wheels, boxes, etc.). Allow to air dry. Replace all items after floor has dried completely. Change water often so that clean water is always used. Mop head must be only damp so that no excess water is left behind. Finished floor must be clean and streak free. To prevent cross contamination, one mop and bucket are to be used in restrooms and a separate mop and bucket are to be used for general floor cleaning. Mop heads and buckets should be color coded to prevent misuse. Mops should be rinsed out every day and allowed to sit in a bucket of disinfectant. Mops should be changed out and laundered no less than once per week.
- Thoroughly clean all showers (including bottom, faucets, and spigots) with an approved cleanser. Thoroughly clean all walls, floors (including switch and outlet cover plates), doors and jambs (including entrance doors inside and outside), toilet partitions, handrails, benches, and lockers with approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.

Trash/Recycle Receptacles

- Empty all waste containers (including waste baskets, bins, etc.) into plastic bags, tie off and remove to appropriate waste dumpster. Liners must be used in all waste receptacles (except recycling bins) and must be changed daily; no re-use is allowed. Waste containers in restrooms, break rooms, lunchrooms and conference rooms must be inspected daily and changed daily.
- Clean and disinfect waste receptacles inside and outside when needed. Use appropriate cleaning solutions/disinfectants for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved towel (such as paper towel) to prevent cross contamination.
- Break down all cardboard and place in cardboard recycling bin.
- Place cigarette butt canister in Garr vestibule and clean canister of all debris.
- Pick up all recyclable products (paper, cans, bottles, etc.) from marked containers under desks or centrally located throughout the building and move to designated recycling containers.
- Inspect the sidewalks adjacent to the Buildings and collect any trash or debris; dispose of collected trash and debris in exterior waste receptacles. Tie and deposit in appropriate dumpster. Remove any litter in planters on Washington Street.

Dusting

- Dust corners, crevices, molding and ledges (including floor heating units on 5th floor), office glass windowsills, etc. All surfaces shall be free of all obvious dust.
- Thoroughly dust all vertical and horizontal surfaces when needed, with approved dust cloth or tool treated with an approved water-based dust control chemical. If directed by RIHousing, dust ceiling vents and lighting devices.
- Dust common area horizontal surfaces (including, but not limited to, counter tops, file cabinets, tables, etc.). Dust high partition tops, pictures, chairs, etc. as directed by RIHousing.
- No surfaces, desktops, cabinets, etc., in private offices shall be cleaned without either the permission of the occupant or direction by the Manager.

Glass Cleaning

- Spot clean all interior glass (offices, lobby doors, etc.) with approved glass cleaner and wipe dry with clean dry cloth. All surfaces must be left dirt and streak free. Do not clean the Buildings' windows unless directed by RIHousing.

Lunchroom/Kitchenettes

- Clean all counters, microwaves, toaster ovens, dishwasher, refrigerators, sinks, faucets, tables, chairs, and trash receptacles using a germicidal cleaner.
- Sweep floor of all loose debris. Wash floor, remove scuff marks, and ensure that all edges and corners of the floor are clean. Use caution flags or signs when performing any task that may leave an area slippery or in a less-than-safe condition.
- Using a germicidal cleaner, clean all kitchenettes, counters, sinks, faucets and refrigerator doors located on each floor. Empty and wash trash receptacles at kitchenette locations nightly.

Elevators

- Clean and polish all elevator cars, including all stainless steel, indicator lights and panels. Vacuum door tracks on cars and on each floor. Clean and polish elevator call buttons and indicator lights on each floor.
- Thoroughly clean any other stainless steel not previously mentioned (door pulls, push pads, rails, etc.) throughout the Buildings with approved cleaner and a soft cloth.

Water Fountains

- Wash and sanitize all drinking fountains using EPA approved chemicals.

Section C: Weekly Services

The following services will be performed on Tuesday and Thursday of each week, between 5:30 – 9:00 p.m.

- Sweep all stairwells of debris, damp mop from top to bottom (roof access to basement).
- Vacuum all accessible carpeting in private offices (only if doors are open) and all workstations using commercial vacuums.
- Clean and polish all doors, including frames, panic bars, kick plates, etc.
- Dust all surfaces in the main lobby (including fire alarms panels, wooden door plates, etc.)

Section D: Quarterly Services

The following services will be performed once per quarter during the Vendor's regular work hours, (Monday- Friday, 5:30 - 9:00 p.m., or at another mutually agreed upon time):

- Where necessary, wash all wastebaskets, trash receptacles, and refuse containers inside and out with a germicidal cleanser.
- Heavy wash all bathroom, kitchenette, and vestibule area tile floors with product approved by RIHousing.
- Only as directed, clean all vents and registers on all floors.
- Only as directed, wash, and clean all shelving, and interior surfaces in refrigerators.
- Perform other tasks as requested by Manager.

Section E: As Needed Cleaning Projects

The following services will be completed by the Vendor on an as-needed basis at a mutually convenient time:

- Machine strip and refinish all vinyl non-carpeted floors in traffic areas, corridors, entrances, copy and file rooms, etc.
- Wash and seal all rubber non-carpeted floors in traffic areas, corridors, entrances, copy and file rooms, etc.

Section F: Seasonal Cleaning

The following services will be completed by the Vendor on an as-needed, as-requested basis at a mutually convenient time.

- Vacuum all furniture panels and cubicles, including the channel at back of desktops, panel walls, channels inside cubicles both above and below the desktop, and channels outside of cubicle tops to bottoms, and upholstered chairs.
- Dust all accessible surfaces on and around desks including desktops, phones, under cabinet lights, file cabinets beside and under desktops, storage cabinets beside and under desktops, suspended light fixtures, and parabolic light fixtures.
- Vacuum carpeted areas within offices/cubicles and treat all spots on carpets within offices/cubicles.
- Wash down all hard desktop surfaces and hard chair surfaces.

Section G: Sanitizing Services

The following services will be completed by the Vendor on an as-needed, as-requested basis. The services will be performed as part of the Daily Services (Section B) using cleaning supplies specifically for the elimination of germs and viruses.

General Areas

- Sanitize interior and exterior door handles, “push” bars, push plates, and surrounding surfaces for all doors located throughout the Buildings including, but not limited to, all staircase doors, conference room doors, and bathroom doors.
- Sanitize all staircase handrails in front and rear staircases (top rail/bar only).
- Sanitize buttons and keypads on the interior of all elevator cars and in the exterior corridor, as well as areas surrounding keypads.
- Sanitize office/cubicle surfaces.

Bathrooms

- Sanitize toilet handles, stall hardware, and surrounding partition walls.
- Sanitize all mirrors, sinks, faucets, toilet bowls, sets, and floors around toilet.
- Wash and sanitize floors.

Common Equipment in all work areas throughout the Building

- Sanitize touchpads and surfaces on all copy machines.
- Sanitize all kitchenette counter tops, sinks, and faucets on all floors of the Buildings.
- Sanitize coffee machine keypad buttons.
- Sanitize refrigerator doors and handles.
- Sanitize all counter tops and tables that are adjacent to all copy machines.

Cafeteria Equipment

- Wash and sanitize all counter tops, sinks, and faucets.
- Sanitize microwave keypads and handles.



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- Sanitize refrigerator and freezer doors and surfaces.
- Sanitize dishwasher doors, handles and buttons.
- Wipe and sanitize vending machine push buttons, glass surfaces, handles, product flip door.
- Sanitize trash and recycle bin covers.

RIHousing reserves the right to modify these services to ensure compliance with the requirements of the State of Rhode Island, the Centers of Disease Control and Prevention, the Environmental Protection Agency, and any other agency charged with the protection of public health and welfare.