



Cleaning Services for Chiloquin Community Center

1. Introduction

Chiloquin Visions in Progress (CVIP) invites qualified contractors to submit proposals for janitorial and cleaning services for the Chiloquin Community Center. The goal is to maintain a clean, safe, and welcoming facility for all community members and renters.

2. Scope of Work

The selected contractor will be responsible for performing cleaning tasks as outlined in the attached **Community Center Cleaning Checklist**. This includes, but is not limited to:

- **Weekly tasks** include floors, trash/recycling, dusting, restrooms, kitchens, spot cleaning, restocking supplies, and more.
- **Monthly tasks:** deep cleaning of windows, walls, restrooms, kitchen appliances, furniture, and exterior entryways.

See the appendix for the complete list of weekly and monthly tasks.

The contractor shall provide all necessary equipment and cleaning supplies unless otherwise agreed.

3. Contract Term

Initial contract: 2 years, with an option to renew for one additional year upon satisfactory performance.

CVIP reserves the right to rebid services every 2–3 years to ensure best value.

4. Proposal Requirements

Proposals must include:

- Company name, contact information, and background.
- Experience providing janitorial/cleaning services for similar facilities.
- Detailed pricing structure (weekly, monthly, annual rates; specify if supplies are included).
- Staffing plan and number of personnel assigned.
- Proof of insurance (general liability and workers' compensation).
- References (at least 2).

5. Evaluation Criteria

Proposals will be evaluated based on:

- Cost-effectiveness.
- Demonstrated experience and references.
- Ability to meet the scope of work and schedule.

- Insurance and compliance with safety standards.
- Responsiveness and clarity of proposal.

6. Schedule

- RFP Issued: November 10, 2025
- Proposal submission deadline: November 28, 2025
- Evaluation and interviews (if needed): December 8-17, 2025
- Award of contract: December 19, 2025
- Contract start date: January 1, 2026

7. Submission Instructions

Submit proposals by email or hard copy to:

Chiloquin Visions in Progress

Attn: Cleaning Services RFP

PO Box 204

Chiloquin, OR 97624

admin@chiloquinvisions.com

Proposals must be received by November 28, 2025.

Appendix – Community Center Cleaning Checklist

Weekly Cleaning Tasks

- Sweep and mop floors
- Vacuum rugs
- Dust surfaces (tables, ledges, windowsills, baseboards)
- Empty trash and recycling bins, replace liners
- Wipe light switches, door handles, and exit bars
- Spot-clean walls and windows
- Restock supplies (toilet paper, paper towels, soap)
- Clean/disinfect toilets, sinks, mirrors
- Mop restroom floors
- Wipe restroom stall doors, handles, partitions
- Wipe kitchen counters and sinks
- Sweep/mop kitchen floor
- Clean kitchen appliances (microwave, fridge handles, coffee maker)
- Empty kitchen trash/recycling
- Check fridge for spoiled food
- Wipe down tables and chairs in event/activity rooms

Monthly Cleaning Tasks

- Deep clean lower windows (inside & outside)
- Wipe down walls, corners, and doors
- Dust vents if necessary
- Vacuum/spot-clean upholstered chairs
- Polish wood furniture/surfaces
- Spot clean high-traffic carpet areas
- Deep clean restroom grout, tile, partitions
- Wash restroom walls, doors, and baseboards
- Deep clean kitchen appliances (microwave, refrigerator, oven)
- Sanitize/descalcate sinks, faucets, drains
- Empty/wipe inside refrigerator/freezer
- Sweep/mop the table and chair storage room
- Sweep outside entryways
- Wash exterior entry doors & windows
- Clean entry mats