# IRENE CLEANING & FACILITY SERVICES

## Request For Proposal: Cleaning Services

Complete this form on your computer or print it and fill it in by hand. Skip anything that does not apply.
When you are finished, save it and email it to sales@IreneClean.com. Prefer to type it online? Use the form on our website.

### Your Organization

Organization name

Contact name

Title

Email address

Phone number

Facility address

City

State

ZIP code

### Your Facility

Type of facility

Number of locations

Total square footage

Number of floors

Number of restrooms

Kitchens and break rooms

People in the building each day

Hours of operation

Floor types (carpet, tile, vinyl, concrete, wood, stone)

## Scope Of Work

Services needed (check all that apply)

- [ ] Janitorial service
- [ ] Day porter
- [ ] Disinfection
- [ ] Restroom care and restocking
- [ ] Carpet cleaning
- [ ] Hard floor care
- [ ] Window cleaning
- [ ] Upholstery cleaning
- [ ] Post-construction clean-up
- [ ] Power washing
- [ ] Other

How often

Preferred cleaning time

Supplies and consumables provided by

Tasks by area and frequency

Security, access and special requirements

## Timeline And Terms

Proposal due date

Decision date

Desired start date

Contract length

Budget range (optional)

Site walkthrough availability (in person, photo or video)

Insurance and other vendor requirements

How proposals will be evaluated

## Anything Else

Current cleaning arrangement and reason for change

Additional notes or questions

**Thank you. Email the completed form to sales@IreneClean.com and we will confirm that we have it.**