



P: (907) 424-8000 | F: (907) 424-8116  
P.O. Box 160 | 602 Chase Ave., Cordova, AK 99574-0160

## Request for Proposals

Cordova Community Medical Center (CCMC) is seeking proposals from a qualified Contractor/Vendor to provide cleaning services to several leased housing units in town.

### **Scope of work:**

The frequency and services provided will vary slightly according to the needs of the facility at the specific location.

The successful Contractor must furnish all equipment, transportation and all other implements necessary to execute this contract. This includes, but is not limited to, vacuum cleaners, carpet cleaners, dust mops, brooms, rags, brushes, and cleaning solutions.

Cleaning services shall include, but are not limited to:

- Thoroughly scrub and disinfect all sinks and countertops.
- Clean and disinfect doors, doorknobs, cabinets and chairs.
- Sweep/vacuum floors.
- Spot clean walls, baseboards, doors, door frames. Light switches and trim as needed.
- Empty all waste receptacles.
- Dust/clean on all fixtures.
- Wipe all internal glass of fingerprints and smudges.
- Clean inside and outside of microwave, and refrigerator.
- Clean and disinfect sinks, all fixtures, counters, cabinets and basins.
- Wash and dry soiled linens and remake the bed.

### **References:**

Please provide a list of relevant projects, including client contact names, titles, and phone numbers. References will be checked.

All responses will remain confidential and will not be shared with other vendors.

CCMC reserves the right to modify this RFP at any time and reserves the right to reject any and all bids.

**Proposals must be delivered in a sealed envelope and must be addressed to:**

Cordova Community Medical Center  
ATTN: RFP Cleaning Services  
PO BOX 160  
Cordova, Alaska 99574