



REQUEST FOR PROPOSAL

Greetings,

Cobb Travel & Tourism is in search of a new cleaning service provider, and would like to request a bid from your company for services beginning February 2019. If you would like to submit a proposal, please do so electronically by **January 18, 2019**. My email address is lhorn@travelcobb.org. We plan to award the contract by January 25, 2019 with services beginning February 1, 2019. Please feel free to contact Laura Horn with any questions.

Services required each week:

Frequency: 2x/week, Wednesday - light cleaning & Saturday or Sunday - full cleaning
(current proposed schedule is flexible)

Saturdays or Sundays

- 9 Offices/Lobby/Halls
 - Vacuum
 - Dust
 - *Take out trash and replace liners
- Conference Room
 - Vacuum
 - Dust
 - Wipe down Table Tops
 - *Take out trash and replace liners
- Bathrooms
 - Sweep & Mop
 - Toilets
 - Counters & Sinks
 - *Replace Toilet Paper and Paper Towels
 - *Take out trash and replace liners
- Break Room
 - Microwave
 - Sink
 - Counter
 - Sweep & Mop
 - Wipe down Table Tops
 - *Take out Trash and replace liners
 - *Remove recycling from premises and bring to recycling drop off center

*We currently provide all paper products & trash liners.



Wednesdays

- Office/Lobby/Halls
 - *Take out trash and replace liners
- Conference Room
 - Wipe down Table Tops
 - *Take out trash and replace liners
- Bathrooms
 - Toilets
 - Counters & Sinks
 - *Replace Toilet Paper and Paper Towels
 - *Take out trash and replace liners
- Break Room
 - Microwave
 - Sink
 - Counter
 - Wipe down Table Tops
 - *Take out Trash and replace liners

*We currently provide all paper products & trash liners.

Sincerely,

A handwritten signature in black ink that reads "Laura Horn".

Laura Horn
Director of Finance & Administration
lhorn@travelcobb.org
678.303.2622