

July 27, 2021

BRCA is seeking qualified commercial vendors to provide quotes for janitorial services at the following locations:

❖ **Quaker Meadows Generations**

800 N. Green Street
Morganton, NC 28655
(828) 438-6255

❖ **Circle of Friends**

240 Bravard Street
Rutherford College, NC 28671
(828) 879-2367

❖ **Northside Children's Learning Center**

1440 Blowing Rock Boulevard
Lenoir, NC 28645
(828) 758-4290

Bid packets are available to be picked up at 800 N. Green Street; Morganton, NC. The deadline for submitting a complete bid package is 5:00 pm on 8/20/21. Packages must be submitted to 800 N. Green Street; Morganton, NC 28655. If you have questions regarding this package, you may contact Jeremy Greer at (828) 838-8039.

BID PROPOSAL CHECKLIST

COMPLETED PACKETS MUST BE RECEIVED BY 5:00 PM ON August 20,
2021

(No faxed or e-mailed packets accepted)

- Certificate of Insurance (including automobile coverage)
- Proof of Worker's Comp Coverage
- Three (3) verifiable references to include name, contact number & description of work

BIDDER: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____

TIME RECEIVED: _____

STAFF INITIALS: _____

BLUE RIDGE COMMUNITY ACTION, INC.
BID FOR JANITORIAL SERVICES
FYE 7/1/21 - FYE 6/30/22

FROM:

DATE: _____

LOCATION: Quaker Meadows Generations; Morganton
Square Footage: 17,765 sq. ft.

We are pleased to submit the following bid for environmental/janitorial services:

Hours	Description	Charges
5 nights/week	Sweep & mop all floors	
“	Vacuum carpet areas throughout building	
“	Clean/disinfect all fixtures throughout building	
“	Vacuum & empty trash in Administrative Wing	
Twice/Month	Spray/buff all open tile areas—all centers	
Monthly	Clean all windows/panes interior/exterior throughout building	
“	Dust all blinds	
“	Dust & clean all registers throughout building	
Twice/Month	Disinfect all trash/garbage containers in classrooms	
Twice/Month	Disinfect food preparation areas	
Every 2 Months	Clean rugs throughout day care	
Quarterly	Shampoo/clean all wall-to-wall carpets throughout facility	
May/June November/December	Strip/wax/buff all floor space/tile areas	
May, June November, December	Clean & seal all grout on ceramic tile floors	
TOTAL CHARGES		

**BLUE RIDGE COMMUNITY ACTION, INC.
 BID FOR JANITORIAL SERVICES
 FYE 7/1/21- FYE 6/30/22**

FROM:

DATE: _____

LOCATION: Circle of Friends; Rutherford College
 Square Footage: 3,978 sq. ft.

We are pleased to submit the following bid for environmental/janitorial services:

Hours	Description	Charges
5 nights/week	Sweep & mop all floors	
“	Vacuum carpet areas throughout building	
“	Clean/disinfect all fixtures throughout building	
Twice/Month	Spray/buff all open tile areas—all centers	
Monthly	Clean all windows/panes interior/exterior throughout building	
“	Dust all blinds	
“	Dust & clean all registers throughout building	
Twice/Month	Disinfect all trash/garbage containers in classrooms	
Twice/Month	Disinfect food preparation areas	
Every 2 Months	Clean rugs throughout day care	
May, June November, December	Strip/wax/buff all floor space/tile areas	
TOTAL CHARGES		

BLUE RIDGE COMMUNITY ACTION, INC.
BID FOR JANITORIAL SERVICES
FYE 7/1/21 - FYE 6/30/22

FROM:

DATE: _____

LOCATION: Northside Children’s Learning Center, Lenoir
Square Footage: 14,888

We are pleased to submit the following bid for environmental/janitorial services:

Hours	Description	Charges
5 nights/week	Sweep & mop all floors	
“	Vacuum carpet areas throughout building	
“	Clean/disinfect all fixtures throughout building	
“	Vacuum & empty trash in Administrative Wing	
Twice/Month	Spray/buff all open tile areas—all centers	
Monthly	Clean all windows/panes interior/exterior throughout building	
“	Dust all blinds	
“	Dust & clean all registers throughout building	
Twice/Month	Disinfect all trash/garbage containers in classrooms	
Twice/Month	Disinfect food preparation areas	
Every 2 Months	Clean rugs throughout day care	
Quarterly	Shampoo/clean all wall-to-wall carpets throughout facility	
May, June November, December	Strip/wax/buff all floor space/tile areas	
Twice/Year	Clean & seal all grout on ceramic tile floors	
TOTAL CHARGES		