

REQUEST FOR PROPOSALS  
JANITORIAL CLEANING SERVICES  
CITY OF ANDERSON, SOUTH CAROLINA

Issue Date: June 12, 2026

Proposal Due Date: June 26, 2026

**INTRODUCTION**

The City of Anderson is soliciting proposals from qualified firms to provide routine janitorial cleaning services for multiple City facilities. The City seeks a reliable contractor capable of maintaining a clean, safe, and professional environment for employees and visitors.

The City will provide cleaning supplies, restroom consumables, trash liners, and paper products at each facility. The contractor shall provide all labor and supervision necessary to perform the required services.

I. FACILITIES INCLUDED

Services shall be provided at the following locations:

- City Hall – 401 South Main Street, Anderson, SC 29624
- Municipal Business Center (MBC) – 601 South Main Street, Anderson, SC 29624
- Public Works Facility – 1100 Southwood Street, Anderson, SC 29624
- Water Operations Facility – 314 Tribble Street, Anderson, SC 29624
- Economic Development Building – 102 North Murray Avenue, Anderson, SC 29625

The City reserves the right to add or remove facilities during the contract term.

II. SCOPE OF SERVICES

The contractor shall perform cleaning services twice per week at each facility. At a minimum, services shall include:

Restrooms

- Clean and disinfect toilets, urinals, sinks, countertops, and fixtures
- Clean mirrors and partitions
- Spot clean walls and doors as needed
- Empty trash receptacles
- Restock supplies provided by the City
- Mop and sanitize floors

Break Rooms / Kitchens

- Clean and sanitize countertops, tables, sinks, and exterior appliance surfaces
- Empty trash receptacles
- Spot clean cabinets and doors as needed
- Sweep and mop floors

Offices and Common Areas

- Empty trash receptacles and replace liners

- Dust accessible surfaces, desks, windowsills, and furniture
- Spot clean glass and entry doors
- Sweep, vacuum, and mop floors as applicable
- Maintain lobbies, hallways, conference rooms, interior stairwells, and reception areas

#### Floors

- Vacuum carpeted areas
- Sweep and mop hard-surface floors including interior stairwells
- Spot clean spills and stains as needed

#### General

- Secure facilities upon completion if applicable
- Report maintenance concerns observed during cleaning
- Maintain professional conduct while on City property

### III. CONTRACT TERM

The initial contract term shall be one (1) year with the option for renewal upon mutual agreement of both parties.

### IV. CONTRACTOR REQUIREMENTS

The successful contractor shall:

- Maintain all required business licenses
- Carry general liability insurance with limits acceptable to the City
- Conduct background screening appropriate for employees working in public facilities
- Comply with all federal, state, and local laws and regulations
- Provide a designated point of contact for service issues

### V. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

- A. Company Information complete with company name and address, primary contact person, and number of years in business
- B. Description of Qualifications and Experience serving governmental or commercial facilities
- C. References from at least 3 current or recent clients
- D. Proof of Insurance or a certificate indicating current coverage.
- E. Pricing Proposal Requirements

The City understands that proposers may not have access to detailed floor plans or site visits during the initial proposal phase. Therefore, pricing submitted under this RFP shall be considered preliminary and subject to refinement during contract negotiations. Proposers shall provide the following pricing information to the extent applicable to their standard pricing model:

## 1. Unit Pricing

- Cost per square foot per clean for office and administrative space.
- Cost per restroom fixture per clean (toilets, urinals, and sinks).
- Hourly rate for additional cleaning services outside the regular scope.
- Hourly rate for emergency or after-hours cleaning services.

## 2. Estimated Staffing Approach

- Estimated labor hours per cleaning visit.
- Estimated labor hours per week based on minimum two cleans per week.
- Number of personnel anticipated to service the account.

## 3. Optional Preliminary Lump Sum

- Proposers may provide an estimated monthly cost for all facilities combined based on their assumptions.

## VI. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant experience and qualifications
- References and past performance
- Cost
- Responsiveness to the City's requirements
- Ability to provide consistent, reliable service

The City reserves the right to request interviews, seek clarification of proposals, negotiate terms, and reject any or all proposals. Following review of preliminary pricing proposals, the city may invite firms for facility visits. The City reserves the right to request revised pricing from these firms after additional facility information is provided. Final pricing may be negotiated with the selected proposer prior to contract award.

## VII. SUBMISSION OF PROPOSALS

Proposals or electronic submissions shall be received by June 26, 2026 2:00 PM EST.

Please send to the attention of:

Kevin Beaty  
401 S. Main Street  
Anderson SC 29624

Or electronically to:

[Kbeaty@cityofandersonsc.com](mailto:Kbeaty@cityofandersonsc.com)

The City of Anderson reserves the right to reject any or all proposals and award a contract in the best interest of the City.