



Request For Proposals

ECIA and RTA Building Weekly Cleaning Service

ECIA and RTA are requesting proposals for weekly cleaning services for the building located at 7600 Commerce Park, Dubuque Iowa. The contract will be for one year.

Contact Carl Reimer or Craig Elskamp at 563-556-4166 to schedule a tour of the facility. **(Required)**

Proposals are due: **1/9/26**

Written proposals should be mailed or emailed to:

ECIA

Chelle Klootwyk

7600 Commerce Park, Dubuque, IA 52002 or cklootwyk@ecia.org

Notice of Intent to Award: **1/14/26**

Contract start date: **2/1/26**

Required Proposal Information:

1: Contact information:

- Business Name:
- Address:
- Phone number:
- Email:

2: Previous work experience (*Please provide relevant previous or current examples with details of work/tasks being completed. Attach separately*)

3: References (*Attach separately*)

Building Description:

ECIA is an approximately 13,000 square foot building and includes offices, conferences rooms, and two sets of Men and Women restrooms. Additionally, cleaning services will include the 2,500 square foot portion of the attached RTA building which has offices, break area, and one set of Men and Women restrooms. (RTA Parking garage and repair garages do not require cleaning services.)

Required Weekly Services

- Entrances, Reception Area, Offices, Conference Rooms, and Hallways
 - Sweep and vacuum each time including rugs in entryways
 - Mop hard services bi-monthly
 - Empty all wastebaskets—separating recycling and trash and place in dumpsters
 - Wipe down drinking fountains
 - Clean entry door glass.
- Restrooms
 - Sweep and mop to disinfect floors
 - Fill paper towels, toilet paper, and soap dispensers
 - Clean mirrors
 - Disinfect toilets, urinals, and bathroom surfaces such as countertops
- Kitchen
 - Sweep and mop kitchen floor (No emptying dishwasher or cleaning refrigerator)
 - Wipe down counter and sink
 - Fill paper towel and soap dispensers as needed

Note: The above cleaning services to be completed twice per week after 5:00 PM with preferred cleaning days Tuesdays and Fridays.

Other Requirements:

- Check the red folder each time you clean for ECIA notes and comments.
- Shut off lights. Switches at front door and at RTA door.
- ECIA to furnish toilet paper, paper towels, and soap.
- Cleaning company to supply their own tools and cleaning materials.
- Cleaning company to provide a certificate of insurance to ECIA annually.
- Payment shall be due upon receipt of a monthly bill for services and payment will be reduced if all tasks are not completed.
- Contract will include a six-month review of services.

Conditions of Contract:

Service may be terminated by thirty (30) days written notice by either party

Total Proposed Weekly Services Cost:

\$ _____