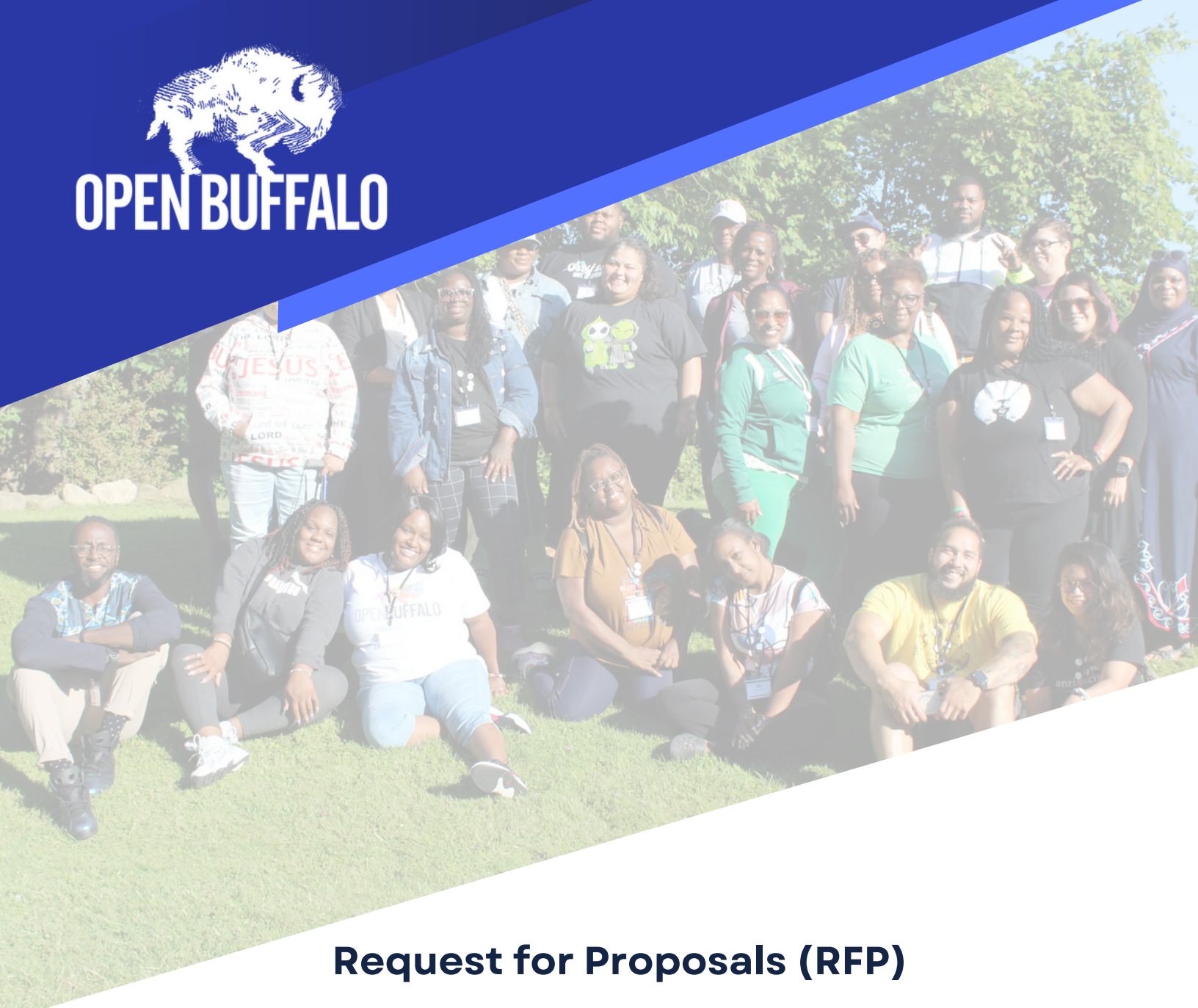




**OPEN BUFFALO**



## **Request for Proposals (RFP)**

### **Cleaning Services**

**Issued  
November 22, 2024**

**Proposal Deadline  
December 4, 2024**

# Cleaning Services

## Background

Open Buffalo, Inc. is a 501c3 nonprofit organization established in 2014 that is poised for growth in the coming years.

At the present time, the organization is seeking professional cleaning services for weekly, monthly, and quarterly cleaning duties.

## Mission

Our mission is to advance racial, economic, and ecological justice. We do so through skill building, network connecting, and activating leadership opportunities. Our goal is for all communities in Western New York to thrive free from discrimination and poverty.

## Vision

People directly experiencing systemic challenges and inequities that we aim to address will always have a voice in identifying the problems and developing the solutions. An empowered democratic society is key to a joyful, culturally rich community and sustainable planet.

## What We Do

At Open Buffalo, we believe our role is to create an empowered democratic society by training individuals in how to identify problems and create solutions in public policy and public systems. We accomplish this through two categories of programming: Leadership Development and Advocacy & Organizing.

Open Buffalo's core programs include Emerging Leaders, Youth Action, Race Power & Privilege training, and eco-justice initiatives. Additional information can be found at [www.openbuffalo.org](http://www.openbuffalo.org)



# Opportunity

We are seeking a contracted cleaning service for our office located at 1327 Jefferson Ave. The selected individual or business will work closely with Open Buffalo's Director of Administration and leadership team to maintain cleanliness throughout the entire office. Cleaning services will apply to the following areas: Entrance, Hallways, Classroom, Offices, Restrooms, & Kitchen. Services will be required Wednesdays and Sundays in the evenings.

## Cleaning Services Goals

### Weekly (twice a week):

- Spot clean high touch points including doors, light switches and doorknobs
- Empty all wastepaper receptacles and take trash to a designated area
- Spot clean all internal partition glass and entrance door glass free of smudges and fingerprints
- Clean and disinfect drinking fountains / water coolers
- Vacuum all walk off mats and high traffic carpeted areas
- Dust mop / vacuum and damp mop hard surface floor areas
- Sweep stairway at entrance
- Wipe all conference room tables
- (Kitchen area) Empty all wastepaper receptacles and take trash to a designated area
- (Kitchen area) Dust mop / vacuum and damp mop hard surface floor areas
- (Restrooms) Clean all dispensers and fixtures including wash basins, toilet bowls, urinals, and counter tops
- (Restrooms) Spot clean high touch points including doors, light switches and doorknobs
- (Restrooms) Disinfect toilet handles
- (Restrooms) Empty all wastepaper receptacles and take trash to a designated area
- (Restrooms) Restock products such as paper towels, toilet tissue, hand soap, liners, and deodorant products
- (Restrooms) Dust mop / vacuum and damp mop hard surface floor areas

### Monthly:

- Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of weekly duties
- Dust picture frames and wall hangings
- Clean base of chairs and/or table legs

### Quarterly:

- Scrub and apply fresh coat of finish to resilient floors



# Submission Requirements

Submissions should speak to the individual or firm's organizational capacity to meet the needs outlined in the opportunity description.

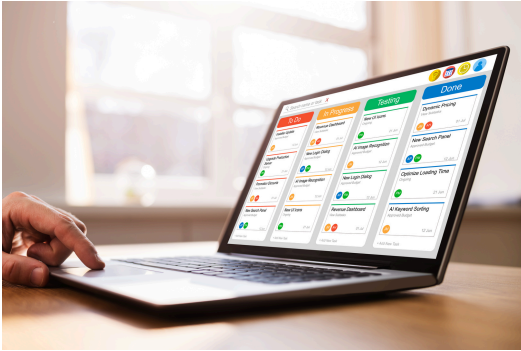
Proposal in PDF format with special focus on experience, client communications, fee schedule/terms.

In addition:

- Summary of qualifications including experience working with nonprofit organizations
- Resume (principal and associated team members)
- Abstracts of two successful clients of similar size (150 words each)
- References for three clients (within last five years)

## Selection Schedule

- Publication of Request for Proposals - November 22, 2024
- Open Inquiries - November 22, 2024 through December 3, 2024
- Response submission deadline - December 4, 2024 at 5 p.m.
- Selection of finalists - December 9, 2024
- In-person meetings at Open Buffalo - December 10, 2024
- Final selection - December 13, 2024
- Contract and execution - Week of December 16th
- Term - January 1, 2025 to December 31, 2025



## Contact for Open Inquiries & Submissions

Todd Geise  
Director of Administration  
todd@openbuffalo.org  
716.243.8777 x107 (office)  
716.913.1911 (mobile)

*If you would like to view the space,  
please contact Mignon Otis at  
mignon@openbuffalo.org or  
716.243.8777 x 110*

## Submissions

All submissions must be received by  
email no later than 5 p.m. (EDT) on  
Wednesday, December 4, 2024



## Equal Opportunity

Open Buffalo values diversity and inclusion throughout our city and within our organization. People of color, women, LGBTQ+ individuals, people with disabilities, and formerly incarcerated people are encouraged to respond.

## Qualifications

- Commercial cleaning license
- OSHA Safety & Health Fundamentals Certificate
- 3 years of Commercial cleaning experience
- Well-practiced communication and organizational skills
- The ability to work independently with minimal supervision
- The ability to follow health and safety standards
- Time management
- Interpersonal skills

## Budget & Term

Proposals should include the time required for each of the weekly services based on the scope of expectations and a monthly rate based on two times per week.

All submissions should include invoicing terms.



Thank you!

Open Buffalo, Inc.  
1327 Jefferson Avenue, Upper  
Buffalo, New York 14208

716.243.8777  
[www.openbuffalo.org](http://www.openbuffalo.org)