

Request for Proposal (RFP)

Blue Valley Community Action Administrative Office Cleaning Services

Organization Overview

Blue Valley Community Action is requesting proposals from qualified vendors to provide general cleaning services for our administrative office. The purpose of this RFP is to select a reliable cleaning service or individual that can maintain a clean, safe, and professional work environment for staff and visitors.

Location

620 5th Street
Fairbury, NE 68352

Scope of Services

The selected vendor will provide routine cleaning services for an administrative office environment. Services may include, but are not limited to:

General Cleaning

- Empty trash and replace liners in commons area and three conference rooms
- Dust desks, tables, and surfaces in commons area and conference rooms
- Clean and sanitize high-touch areas (door handles, light switches, etc.)
- Vacuum carpeted areas
- Sweep and mop hard floor surfaces

Restroom Cleaning (Ten Restrooms)

- Clean and sanitize toilets, sinks, and countertops
- Refill soap and paper products
- Clean mirrors
- Mop floors

Breakroom/Kitchenette (Four Breakrooms/Kitchenettes)

- Clean countertops and tables
- Clean sink and exterior of appliances
- Empty trash
- Sweep and mop floors

Additional Services (as needed)

- Interior glass cleaning
- Spot cleaning walls
- Carpet spot cleaning
- Floor maintenance (as needed)

Frequency of Services

Please indicate your recommended service frequency. Options may include:

- Weekly
- Bi-weekly
- Custom schedule

Proposers should clearly describe the services included at each frequency.

Proposal Requirements

Proposals should include the following information:

1. Company name and contact information
2. Description of company experience providing office cleaning services
3. Proposed cleaning schedule and frequency
4. List of services included
5. Staffing plan (number of staff, supervision, etc.)
6. Cost proposal (monthly or per cleaning)
7. References (optional but preferred)
8. Proof of insurance

Contract Term

Blue Valley Community Action anticipates entering into an agreement for cleaning services for a period of:

- One year
- With option to renew

Proposal Submission

Proposals must be submitted by:

Deadline: May 4, 2026

Submit To: Blue Valley Community Action, c/o Nicki Naiman, PO Box 273, 620 5th Street, Fairbury NE 68352

Questions

Questions regarding this RFP should be directed to:

Nicki Naiman
nnaiman@bvca.net
402-729-2278

Selection Criteria

Proposals will be evaluated based on:

- Cost
- Experience and qualifications
- Scope of services offered
- Flexibility of schedule
- References (if provided)

Blue Valley Community Action reserves the right to accept or reject any or all proposals and to select the proposal that best meets the organization's needs.