



REQUEST FOR PROPOSALS

June 3, 2026

Bay Aging, the Area Agency on Aging serving the Middle Peninsula and Northern Neck of Virginia, is seeking proposals for weekly janitorial services in all of its administrative buildings in Urbanna. The Urbanna Professional Center is comprised of 6 buildings, containing approximately 25,000 square feet of office space. There are approximately 75 offices, 5 conference rooms, 7 kitchen areas, 7 water fountains, and 20 bathrooms across the complex. The following services must be performed on a weekly basis, during non-business hours. Regular business hours are 8:30-4:30 M-F.

- Dust all flat surfaces, including windowsills, counter tops, accessible areas of desktops. Dust ceiling corners, door surfaces, baseboards as needed.
- Vacuum carpet in all offices, conference rooms, hallways, and common areas
- Clean and damp mop with solvent hard surface floors in bathrooms, kitchens and common areas
- Clean and disinfect all fixtures and surfaces in all bathrooms
- Clean and disinfect all surfaces, fixtures, and appliances in kitchen areas
- Clean and disinfect all water fountains
- Empty all office and common area trashcans and replace liners. Large dumpsters are available on the premises for trash disposal
- Restock paper products and soap in bathrooms and kitchen areas as needed.
- All cleaning supplies/products/tools to be supplied by provider.

Further requirements:

- Company profile and references, including a brief overview of your company and contact information for three professional references.
- Proof of insurance, including liability insurance with a minimum of \$1M per occurrence.
- A statement on provider's staffing practices, included background checks and how building security will be managed.

Proposals must be submitted in writing, via email, to Tinsley Goad, CFO, at tgoad@bayaging.org. The deadline for submissions will be Thursday, June 18th.

Arrangements can be made for a tour of the facilities prior to the submission deadline by contacting Mr. Goad.