Southern Tier West Business Resource Center, Inc.
H. Kier Dirlam, President
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REQUEST FOR QUOTES (RFQ)
Routine Building Cleaning Services

Building of Regional Excellence | Salamanca, New York

Issued by Southern Tier West Business Resource Center, Inc. (STWBRCI)
Service location: 4039 US Route 219, Salamanca, NY

Solicitation schedule

RFQ issued: Wednesday, October 28, 2026
Walkthroughs completed by: Wednesday, November 11, 2026,
Written questions due: Friday, November 13, 2026, at noon Eastern Time
Answers/addenda posted by: Monday, November 16, 2026
Quotes due: Friday, November 20, 2026, at noon Eastern Time
Service start: To be established following award and execution of the contract.

1. Purpose and contract

STWBRCI requests quotes from qualified, insured contractors for routine cleaning of building common areas, STW Suite 200 and designated BOCES areas. Quote two full visits per week. This is a contractor solicitation, not an employee job posting. The anticipated term is one year, renewable by mutual written agreement, with cancellation by either party on 30 days' written notice.

2. Areas included in cleaning services

Common areas: Entrances, vestibules, hallways, stairwells, and landings, elevator, common restrooms, drinking fountains, and designated waste and recycling receptacles.
STW Suite 200: Hard floors, carpets, bathroom, trash removal, and accessible shared surfaces
BOCES Suites 110, 111, 112, and 113 and associated kitchen/breakrooms: Floors, carpets, designated bathrooms, trash removal, and accessible classroom and shared surfaces
The included areas, cleaning boundaries, restroom inventory, and cleanable square footage shall be confirmed during the walkthrough. Restrooms shall not be counted more than once.

3. Exclusions

Tenant interiors in Suites 101, 102, 103, 104, 202, 204, 205, 206 and 207 excluded, including the medical/blood draw/X-ray, attorney and County Health Department offices. No excluded interior work is authorized without written agreement.

Scope and Frequency

4. Every full cleaning visit

Restrooms: clean and disinfect toilets, both sides of seats, urinals, sinks, faucets, counters, flush handles, handles and high-touch points. Clean mirrors without streaks; remove visible soil from partitions and doors. Sweep and mop floors with surface-appropriate cleaner/disinfectant. Empty trash and sanitary receptacles, clean containers as needed and replace liners. Refill toilet paper, towels and soap. Report low stock, leaks and damage. Applies to common, STW and designated BOCES restrooms.
Floors: sweep/dust mop and damp mop washable hard floors; vacuum carpets, entrance mats and rugs throughout included areas. Remove visible edge/corner debris and routine minor spills; avoid saturation.
Trash: empty designated containers in common areas, STW and BOCES, replace liners and take bagged waste to the designated on-site disposal point. Keep designated recycling separate. No off-site hauling.
Glass: remove fingerprints, smudges and visible soil from entry glass doors, sidelights, interior glass, mirrors and accessible windows as needed.
Touchpoints: clean door handles, push plates, switches, railings and elevator buttons using compatible products. Clean elevator floor; remove wall/door smudges. Do not spray electrical controls. Clean drinking fountains and disinfect touchpoints.
Shared surfaces: clean accessible shared tables/counters in STW and BOCES and designated high-touch points. Clean BOCES kitchen counters, sink and floors. Do not move records or personal items.

5. Periodic duties included in routine price

Weekly: dust accessible ledges, windowsills, cleared desks, furniture and other horizontal surfaces; spot clean walls and safely removable scuffs; fully clean restroom partitions and doors.
Monthly: dust baseboards and accessible vent exteriors; remove cobwebs; fully clean elevator doors and reachable interior window glass, entrance glass and glass panels. Include exterior entrance-door glass only where safely reachable from ground level and weather permits.
Accessible means reachable from floor level with ordinary hand/extension tools, without moving heavy furniture, climbing on furniture or entering secured spaces. Leave surfaces visibly clean and floors safe.

Service Requirements

6. Schedule and quality assurance

Propose two separate weekdays, such as Tuesday/Friday or Monday/Thursday, preferably late afternoon/early evening. State days/times, workers, total labor-hours across all workers per visit, supervision, holiday arrangements and backup coverage. Two days means visits per week, not eight-hour shifts. Staff sufficiently to complete the scope. Provide a service checklist, report deficiencies promptly and arrange make-up visits when necessary. Management will arrange interim restroom checks and urgent response on non-service days; daily attendant service is not included.

7. Supplies and equipment

Contractor provides labor, supervision, equipment, chemicals, tools, protective equipment and trash liners in the base price. STWBRCI supplies dispenser-compatible toilet paper, towels and hand soap for refilling. Separately price an optional contractor-supplied consumables arrangement, identifying products, unit prices/quantities and markup. No unapproved substitutions or extras. Review storage, water, electricity and waste arrangements at walkthrough.

8. Safety, security and legal compliance

Use surface-compatible products; clean soil before disinfecting, use EPA-registered disinfectants where required, and follow label dilution and wet-contact time. Never mix incompatible chemicals. Provide required training, labeling, hazardous-product Safety Data Sheets, ventilation, protective equipment and wet-floor signs. Separate restroom tools/cloths from other cleaning tools. Follow applicable OSHA requirements and manufacturer instructions.

Protect records, keys and codes; secure designated areas after work. No unauthorized visitors or subcontractors. Report damage/incidents immediately. Sharps, regulated medical waste, significant blood/body-fluid cleanup, mold remediation and hazardous-material response are excluded: isolate/report rather than handle as routine trash.

Comply with applicable wage, employment and insurance laws. If applicable, prevailing-wage schedules and associated requirements will be issued with the final solicitation or by addendum before quotes are due. This RFQ makes no representation of exemption.

9. Walkthrough, questions and addenda

A walkthrough must be completed by November 18, 2026. Arrange with Kier Dirlam at 585-307-0890 or dirlamk@gmail.com. Management will identify boundaries, restroom inventory, approximate cleanable square footage, floor types, dispensers, access and storage. Submit written questions by noon Eastern Time November 20, 2026. Answers and addenda will be posted on the organization's website and provided to known respondents by November 23, 2026. Only written addenda change the RFQ. Material scope/pricing changes may result in an extended deadline.

Submission & Service Requirements

10. Qualifications and submission

Include legal business name, address, contact information, relevant experience, three references, staffing/supervision and backup plan, cleaning and safety procedures, proposed subcontractors, assumptions/exceptions and addenda acknowledgment.

The selected contractor shall maintain commercial general liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 general aggregate throughout the contract term.

STWBRCI, as the building owner, shall be named as an additional insured for liability arising from the contractor's cleaning services. The contractor shall provide a certificate of liability insurance identifying STWBRCI as the certificate holder, along with the additional-insured endorsement.

Before work begins, the contractor shall also provide documentation of compliance with applicable New York State workers' compensation, disability, and Paid Family Leave requirements, or appropriate documentation establishing an applicable exemption.

Required coverage shall remain in effect throughout the contract term, and updated insurance documentation shall be provided upon renewal. All insurance and exemption documentation is subject to review and approval by STWBRCI before services begin.

Quotes must be received by November 27, 2026, at noon Eastern Time. Email dirlamk@gmail.com with subject "Cleaning Services Quote - Building of Regional Excellence," or deliver to STWBRCI c/o Kier Dirlam, 6087 NYS Route 19, Suite 200, Belmont, NY 14813. Late quotes may not be considered. Quotes remain valid at least 60 days after the deadline.

11. Pricing response — complete all applicable items

Contractor/contact: _____
Walkthrough date: _____
A. Two full visits/week: $_____ per month
B. Additional third maintenance visit/week: $_____ per month
C. Total A + B: $_____ per month
D. Three full visits/week (total alternative): $_____ per month
Optional consumables: $_____; attach unit prices/markup
Authorized extras: $_____ per labor-hour; minimum: _____
Other optional services: attach rates and scope
Workers per visit: _____; total labor-hours per full visit: _____
Labor-hours per maintenance visit: _____
Proposed days/times: _____
Supervisor/backup coverage: _____
Exceptions/assumptions and addenda acknowledged: attach sheet.

Pricing basis

Monthly prices cover the stated weekly frequency throughout the year, including months with more than four weeks. Include periodic duties, labor, equipment, chemicals and liners. State holiday adjustments, taxes and any additional charges separately. Annual recurring price equals monthly price multiplied by 12.

13. Evaluation and acknowledgment

Evaluation considers total cost, scope understanding, experience, references, staffing/coverage, quality control and scheduling. Lowest price alone does not guarantee award. STWBRCI may seek clarification, negotiate, reject quotes, waive nonmaterial informalities as permitted, or cancel/modify the solicitation.

The undersigned has reviewed this RFQ/addenda and service areas, discloses exceptions, and agrees that the quote remains valid at least 60 days after the deadline. Work is subject to the final written contract and applicable laws/schedules.

Authorized representative/title: _____
Signature: _____ Date: _____