



HOPI CREDIT ASSOCIATION

A Native Community Development Financial Institution (CDFI)

NOTICE REQUEST FOR PROPOSAL CUSTODIAL AND GENERAL MAINTENANCE SERVICE

The Hopi Credit Association (HCA) is seeking a qualified individual for custodial and general maintenance of our business office and surrounding grounds located in Keams Canyon, AZ.

A detailed description of requested services and building information that will be required under this contract can be requested from our office located in Keams Canyon, AZ.

Proposals will be accepted by email or mail until July 17, 2020 at 5:00 p.m.

Proposals will be reviewed and recommendations submitted for HCA Board of Directors approval. The selected individual will be notified by July 31, 2020.

- Examples of services needed:
 - Vacuuming, sweeping, and mopping of floors and decks
 - Clean and sanitize bathrooms
 - Clean sinks, microwaves, and refrigerator in kitchen area
 - Restock supplies in bathrooms and common areas
 - Empty all trash cans, replace liners and clean receptacles as needed
 - Dusting and cleaning of office furniture
 - Cleaning of windows and windowsills
 - Maintain custodial closet and equipment in a clean, organized, and safe manner
 - Provide list of cleaning supplies needed
 - General maintenance of grounds
 - General maintenance of building
- Will need to provide own supplies and equipment/tools
- Work is performed around a mobile home/office with (4) staff