



## NOTICE OF BID INVITATION

The Orange County Industrial Development Agency (the "Agency") hereby invites the submission of sealed bids for the provision of janitorial and cleaning services for its Headquarters located at 4 Crotty Lane, Suite 100, New Windsor, NY 12553.

A **mandatory pre-bid walk-through** of the Agency's Headquarters for all prospective bidders will be held, by appointment only, the **week of January 5, 2026 between the hours of 9:00 a.m. and 5:00 p.m.** Detailed bid specifications are included in this bid notice.

All bids must be in writing and submitted in sealed envelopes marked "Janitorial and Cleaning Service" to the Agency's Offices, 4 Crotty Lane, Suite 100, New Windsor, New York 12553. Sealed bids must be received **by 3:00 p.m. on Thursday January 15, 2026.** At the time of the deadline, the bids will be opened and read. This will be open to the public.

The Agency retains the right to reject any and all bids.

**Contact:**

**Bill Fioravanti, CEO**  
**Orange County Industrial Development Agency**  
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December 18, 2025

## **BID SPECIFICATIONS / REQUIREMENTS**

Orange County IDA Headquarters: 4 Crotty Lane New Windsor, NY 12553

The contractor shall provide the following services:

- A) Clean all common areas daily. This includes sweeping floors, dusting surfaces, emptying wastebaskets, cleaning conference room tables, cleaning kitchenette areas in breakroom, including countertops and sink.
- B) Clean all common area bathrooms daily. This includes cleaning all sinks, commodes, floors and other surfaces, emptying wastebaskets, re-stocking each with adequate toilet paper, paper towels and hand soap.
- C) Mop all common area floors weekly or when spillage is visible.
- D) Clean all windows and glass doors once every three months.
- E) Keep the janitor/storage closets organized for easy access.
- F) The Agency will furnish all cleaning supplies and paper products.
- G) Pricing in your bid must be on a per week basis.
- H) Invoices for payment must be sent to Agency at least monthly.
- I) The winning bidder must provide proof of a current applicable surety bond.

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