

Wellington Station/Ethan's Glen HOA  
**Cleaning Services Request for Proposal (RFP) for Year 2026**  
Form Approved: 2021-12-14

This document outlines the desired services to be provided by

\_\_\_\_\_ (Thereafter Vendor).

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

If accepted by Association, the proposal below shall be delivered to the Vendor as an Agreement for service. No agreement for services shall be binding without authorized signatures from both parties.

Please return by September 15, 2025 to:

Ethan's Glen Homeowners Association 3915 NE 22 Lane, Ocala, FL 34470

Or send to: eghoa.secretary@gmail.com

**Specifications for the Cleaning Services Agreement are as follows:**

1. TERM - The period for this service shall be one (1) year, beginning January 1, 2026 until Dec 31, 2026.

2. SERVICES - Specifications for the Cleaning Services Agreement are as follows:

1. Cleaning of the 3 bathrooms as needed

1. Sweep and mop

2. Clean toilets - inside and out

3. Clean sinks - inside and out

4. Clean mirror

5. Restock toiletries as needed

6. Empty garbage prior to weekly pickup on Tuesday

2. Cleaning of the pool area as needed

1. Wipe down chairs and tables

2. Keep chairs neat and away from the pool edge

3. Remove debris

4. Empty garbage prior to weekly pickup on Tuesdays

3. Cleaning as needed of the entire Cabana

1. Sweep and mop

2. Clean and wipe down tables and chairs

3. Clean kitchen area

4. Clean water fountain

5. Clean windows - interior

6. Dust fans

4. As required for special events, on direction of Maintenance Committee Cabana Member:

1. Verify that all services (AC/Heat, water, power) are working as expected

2. Verify that the Cabana and bathrooms are clean and stocked properly

3. After the event, verify that the cabana and bathrooms have been returned to the same state as prior to the event. Record and report any discrepancy

3. EXCLUSIONS \_\_\_\_\_

4. CANCELLATION - This agreement may be cancelled by either party with or without cause. A minimum of thirty (30) days' notice must be sent by Certified Mail - Return Receipt Requested by the terminating party.

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5. LITIGATION - In the event of any litigation arising from the execution of this agreement, the prevailing party shall be entitled to recover any attorney fees as well as related costs and expenses for the enforcement of the rights and obligations of the parties to this agreement.

6. COST OF SERVICE \_\_\_\_\_  
\_\_\_\_\_

Signature EGHOA \_\_\_\_\_ by Hellena Smejda, President Date \_\_\_\_\_

Signature Vendor \_\_\_\_\_ by \_\_\_\_\_ Date \_\_\_\_\_