Janitorial Services

Request for Proposals

CITY HALL	ONCE A WEEK	TWICE A WEEK
ENTRY/COUNCIL CHAMBERS/OFFICES		
Vacuum all carpet and area mats (edge carpet as needed)	X	
Dry/wet mop all tile floors	X	
Empty trash and reline as necessary (liners provided by City)	X	
Dust all **cleared** desktops, tables, filing cabinets and other flat surfaces	X	
Spot clean: Walls ☐ Window sills ☐ Light switches ☐ Entry doors ☐ Door frames ☐	X	
HALLWAY		
Sweep and mop		X
Spot clean all walls, light switches, doors and door frames	X	
BREAKROOM		
Clean/disinfect sink and metal fixtures	X	
Sweep and mop floor		X
Empty trash and reline as necessary (liners provided by City)		X
Spot clean all walls, windows, window sills, light switches, and doors	X	
Spot clean appliances	X	
RESTROOMS		
Clean/disinfect sink and metal fixtures		X
Clean/disinfect commodes & urinals		X
Clean/polish mirrors		X
Restock paper supplies and soap dispensers (supplies provided by City)		X
Empty trash and reline as necessary (liners provided by City)		X
Wipe down flat surfaces		X
Spot clean: Walls ☐ Partitions ☐ Light switches ☐ Doors ☐ Door knobs/frames ☐		X
Sweep and mop floor		X
** Monthly services: Dust all corners high and low (special attention to cob webs)		

EQUIPMENT & SUPPLIES: Janitor will provide all equipment and supplies to perform above duties, unless noted above or otherwise agreed.

RIGHT TO TERMINATE: Either party has the right to terminate this Agreement with a thirty (30) day written notice.

INCLEMENT WEATHER: In the event extreme weather prohibits cleaning, one must notify City Hall immediately and agree upon date to reschedule.

PRICE: Janitorial services above will be provided for the sum of _____ **per month**. This price is effective for one year from the executed Agreement date.

Janitorial Services
Request for Proposals

COMMUNITY CENTER	
GATHERING ROOM	
Vacuum all area mats	
Dry/wet mop all concrete floors	
Empty trash and reline as necessary (liners provided by City)	
Spot clean: Walls ☐ Window sills ☐ Light switches ☐ Entry doors ☐ Door frames ☐	
KITCHEN	
Clean countertops	
Clean/disinfect sink and metal fixtures	
Empty trash and reline as necessary (liners provided by City)	
Spot clean: Appliances ☐ Walls ☐ Light switches ☐ Doors ☐ Door frames ☐	
RESTROOMS	
Clean/disinfect sink and metal fixtures	
Clean/disinfect commodes & urinals	
Clean/polish mirrors	
Restock paper supplies and soap dispensers (supplies provided by City)	
Empty trash and reline as necessary (liners provided by City)	
Wipe down flat surfaces	
Spot clean: Walls ☐ Partitions ☐ Light switches ☐ Doors ☐ Door knobs/frames ☐	
Sweep and mop floor	
** Monthly services: Dust all corners high and low (special attention to cob webs)	

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PRICE: Janitorial services above will be provided for the sum of _____ **per occurrence**. This price is effective for one year from the executed Agreement date.

**Community building is approximately rented 35 weekends out of the year with sporadic weekday rentals. Calendar is emailed out the last week of the month for the upcoming month.

Janitorial Services
Request for Proposals

ENTRY WAY & SPORTS COMPLEX	
RESTROOMS	
Clean/disinfect sink and metal fixtures	
Clean/disinfect commodes & urinals	
Clean/polish mirrors	
Restock paper supplies and soap dispensers (supplies provided by City)	
Empty trash and reline as necessary (liners provided by City)	
Wipe down flat surfaces	
Spot clean: Walls ☐ Partitions ☐ Light switches ☐ Doors ☐ Door knobs/frames ☐	
Sweep and mop floor	
** Monthly services: Dust all corners high and low (special attention to cob webs)	

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PRICE: Janitorial services above will be provided for the sum of _____ **per week**. This price is effective for one year from the executed Agreement date.

****SEASONAL:** Approximate service dates needed April – October, as weather dictates.

Janitorial Services
Request for Proposals

LIBRARY	ONCE A WEEK
ENTRY/RECEPTION/LIBRARY	
Vacuum all carpet and area mats (edge carpet as needed)	X
Dry/wet mop all tile floors	X
Disinfect tables/chairs in children's area and the library table in main area	X
Dust computer carrels and bottom of computer chairs	X
Empty trash and reline as necessary (liners provided by City)	X
Dust all **cleared** desktops, tables, filing cabinets and other flat surfaces	X
Spot clean: Walls ☐ Window sills ☐ Light switches ☐ Entry doors ☐ Door frames ☐	X
RESTROOMS	
Clean/disinfect sink and metal fixtures	X
Clean/disinfect commodes & urinals	X
Clean/polish mirrors	X
Restock paper supplies and soap dispensers (supplies provided by City)	X
Empty trash and reline as necessary (liners provided by City)	X
Wipe down flat surfaces	X
Spot clean: Walls ☐ Partitions ☐ Light switches ☐ Doors ☐ Door knobs/frames ☐	X
Sweep and mop floor	X
** Monthly services: Dust all corners high and low (special attention to cob webs)	

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