**City of Prairie City Janitorial Service Request for Proposal (RFP) Overview**

The City of Prairie City is currently accepting proposals for any or all janitorial services at its: Entryway Park Restroom Facilities, Recreational Complex Restroom Facilities, City Hall, Library, and the Community Building.

**Requested Services**

Service(s) shall include, not limited to:

- Stocking Supplies: Toilet Paper, Hand Towels, and Hand Soap
- Emptying Trash
- Cleaning Mirrors and windows
- Cleaning Sinks, Fixtures and Countertops
- Cleaning and Polishing Dispensers
- Cleaning Toilets and Urinals
- Cleaning Partitions and Walls
- Sweep and Mopping Floor
- Vacuuming
- Dusting of furniture, shelving, window sills, and flat surfaces
- Spot cleaning light switches, walls, entry doors, and all other doors/doorframes

Contract or employment is for one (1) year with quarterly reviews of service provided. Contract or employment is renewable each calendar year.

Entryway Park Restroom Facilities and Recreational Complex Restroom Facilities

Services will be provided on a **DAILY** basis at the restroom facilities at the Entryway Park and Recreational Complex facilities from April 1st to November 1st of each calendar year (dates are negotiable.) The City reserves the right to request services before or after the specified dates above. Please submit weekly rate.

City Hall

Facilities will be cleaned twice per week for the entire length of service. Please submit monthly rate.

Library

Facilities will be cleaned once per week for the entire length of service. Please submit monthly rate. Can be renegotiated with potential change of location.

Community Building

Facilities will be cleaned following each instance the building is rented.

As part of this agreement, the City will provide paper supplies, liners, and soap. The contractor will provide cleaning equipment and supplies. Please submit rate per cleaning.

**Proposal Submission Requirements**

Proposals are to be submitted to the City Clerk's office. Materials shall be submitted in a sealed envelope by Monday, March 9, 2020, at 4:00 p.m. Submitted materials shall include the following items:

- Fixed price to complete service(s)
- Availability to begin service
- Daily time schedule for cleaning services
- Dates where service may not be expedient/available
- Valid proof of insurance is required

**Contact**

Please contact Prairie City Hall at (515) 994-2649 or john.lloyd@prairiecityiowa.us for more information.