

## Price Proposal

### Converse County Library – Glenrock Janitorial Service

Provide janitorial services per attached General Specifications for a period of one year beginning September 1, 2018 with the option to extend for an additional period through June 30, 2019: (Please note any exceptions to the General Specifications in your proposal.)

**Date:** \_\_\_\_\_

#### Daily cleaning – annual cost

In words: \_\_\_\_\_ Dollars

In numbers: \$ \_\_\_\_\_

#### Weekly cleaning – annual cost

In words: \_\_\_\_\_ Dollars

In numbers: \$ \_\_\_\_\_

#### Monthly cleaning – annual cost

In words: \_\_\_\_\_ Dollars

In numbers: \$ \_\_\_\_\_

#### Annual cleaning – annual cost

In words: \_\_\_\_\_ Dollars

In numbers: \$ \_\_\_\_\_

**Other (filters/lightbulbs):** \_\_\_\_\_

#### Submitted By:

\_\_\_\_\_  
(Name & Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(email)

## General Specifications

1. Contractor shall provide janitorial services for all areas of the Library, including offices, restrooms, vestibules, stairwells and common areas.
2. Daily cleaning must be performed after closing (6 pm Monday/Wednesday/Friday, 8 pm Tuesday/Thursday, 2 pm Saturday, except when special events necessitate otherwise) and before start of the next business day. Weekly and monthly cleaning must be performed on the same schedule. Annual cleaning would preferably be performed over the weekend. Contractor will be notified of annual holiday closing schedule.
3. Contractor will be supplied with access keys and will be responsible for unlocking the building and securing premises upon completion of cleaning. All non-emergency lights must be turned off and the building left neat and orderly.
4. Contractor shall supply all janitorial equipment and cleaning chemicals. Unless otherwise indicated, if library-owned equipment is provided, Contractor shall demonstrate competency in using equipment and be responsible for damages (equipment or library-owned property) occurring during use. Library will supply all toilet paper, paper towels, hand soap and trash can liners, lightbulbs and filters. Contractor will alert Library if stock needs to be replenished.
5. Contractor employees shall abide by all building regulations and safety rules (site is under video surveillance).
6. Contractor shall carry a minimum \$2,000,000 commercial general liability insurance policy on all buildings.
7. Contractor employees and subcontractors shall carry a current bond in an amount not less than \$10,000.
8. Contractor employees shall not eat, drink or smoke in the Library. They shall not disturb paper/objects on desks, open drawers or cabinets, or use telephones, computers, monitors or other office equipment.
9. Contractor employees shall keep any nonpublic personal information encountered while performing services confidential.

10. Contractor employees will immediately notify Owner of any maintenance conditions including leaky faucets, stopped toilets and drains, broken fixtures, burned out lights, etc.
11. Owner will assign sufficient space on premises for storage of cleaning materials and equipment. Utilities will be provided by Owner.
12. Contractor employees will leave all cleaning materials and equipment storage areas in a neat and orderly condition.
13. All chemicals used shall be pre-approved by Owner. Contractor shall supply MSDS sheets for all chemicals used. Only pre-approved chemicals are acceptable for use.
14. Contractor employees must insure that all doors are locked, non-emergency lights are turned off, and all areas of the Library left neat and orderly after cleaning. Library shall be locked while cleaning is done. No admittance shall be allowed of others except contractor, employees or subcontractor.
15. A daily logbook shall be maintained to keep a record of any events requiring Contractor's or Owner's attention.
16. Contractor shall provide documentation to Owner of recent criminal background check for all employees or subcontractors.
17. All contractor employees and subcontractors are the sole responsibility of the contractor; they are not considered employees of the Converse County Library System.
18. If contractor is unable to perform scheduled cleaning, payment will be prorated accordingly.
19. Owner or Contractor can terminate this agreement at any time or for any reason with a minimum thirty day notice.
20. Payment for services shall be made by Owner on the last business day of the month while contract is in effect.

## **General Specifications (continued)**

### Daily Cleaning – Library and Meeting Room

- a. Empty all library owned trash receptacles (interior and exterior), damp wipe container, replace liners as needed.
- b. Dust and damp wipe all surfaces, including computer desks, desks, tables, counters, cabinets, appliances, windowsills, etc.
- c. Wet mop all tile and resilient flooring, including main stairs.
- d. Clean and polish sinks, toilets, partitions, mirrors, drinking fountains.
- e. Spot clean glass dividers/sidelights, inside windows.
- f. Replenish soap and paper towels.
- g. Thoroughly vacuum high use public and traffic areas.
- h. Empty all outdoor ashtrays, damp wipe as needed.

### Weekly Cleaning – Library and Meeting Room

- a. All the above, plus:
- b. Use furniture polish and cleaner for fine wood surfaces.
- c. Damp wipe and disinfect all phones, door handles, light switches, etc.
- d. Thoroughly vacuum entire building, moving small items and using crevice tools to reach difficult areas.
- e. Spot clean carpet and chairs.
- f. Clean all glass dividers/sidelights, inside windows.

### Monthly Cleaning – Library and Meeting Room

- a. All the above, plus:
- b. Vacuum and/or damp wipe all chairs as needed.
- c. Clean all glass dividers/sidelights, inside windows.
- d. De-scale all sinks, toilets and drinking fountains.
- e. Dust and spot clean light covers and other hard to reach places.
- f. Steam clean restroom walls, floors and partitions as needed.

### Annual Cleaning – Library and Meeting Room

- a. All the above, plus:
- b. Strip and wax all resilient flooring.
- c. Steam clean all carpets.
- d. Clean outside windows.

### If you are capable, please provide costs for:

- a. Changing air filters on a bi-annual? basis.
- b. Changing light bulbs as needed.

# Glenrock Library and Meeting Room

