

***Janitorial Service***

***BID FORM***

**CONTRACTOR:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MONTHLY CONTRACTOR BID AMOUNT FOR THE SERVICE BELOW: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Contractor will perform the following janitorial services in or at the Building (as defined below) at the times identified below for and on behalf of City:

A. Weekly Services. Contractor will perform the following janitorial services on Sunday of each week during the term of this Agreement:

i. Clean, scrub, and polish all bathroom mirrors, sinks, countertops, fixtures, and any exposed plumbing. Disinfect all toilets, remove stains, and clean underside of rims, toilet bowls, and toilet bases. Sweep and wet mop bathroom floors with disinfectant. Spot clean all light switches and walls as needed.

ii. Empty all wastebaskets. All wastebaskets must have clean liners. As trash is removed from wastebaskets, any soiled liners must be replaced. Soiled wastebaskets must be washed as needed (but no less often than monthly).

iii. Vacuum all carpet and dust all desks and other office equipment, including, without limitation, file cabinets, chair legs, and computers. Dust all window ledges and stair banisters. Remove all dust and dirt from corners and around boxes and other items on the floor. Sweep and wet mop all tiled floors. Clean all baseboards. Spot clean all light switches and walls as needed.

iv. Sweep and wet mop kitchen floors with disinfectant. Clean, scrub, and polish all kitchen sinks, countertops, and exposed plumbing. Spot clean all kitchen light switches and walls as needed.

B. Monthly Services. Contractor will perform the following janitorial services on one Sunday of each month during the term of this Agreement:

1. Vacuum all cobwebs. Wash all bathroom walls.
2. Disinfect inside refrigerators and microwaves.

**CONTRACTOR BID AMOUNTS FOR AS-NEEDED SERVICE:**

2. Contractor will perform the following janitorial services in or at the Building on an as-needed basis for and on behalf of City, which as-needed janitorial services will be performed by Contractor only after City provides Contractor a written request to perform such as-needed janitorial services:

1. Cleaning (which includes, without limitation, shampooing) of all carpets.

**CARPETS BID AMOUNT: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ii. Cleaning of all windows.

**WINDOWS BID AMOUNT: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INCLUDE PROOF OF:**

1. **Workers Compensation Insurance**
2. **A $10,000 Janitorial Service Bond**