

## **BID SPECIFICATIONS**

### **JANITORIAL SERVICES April 2017- March 2019**

#### **VILLAGE OF CALEDONIA OFFICE & HALL 250 S MAPLE**

PLEASE INCLUDE IN THE BID:

Cleaning services shall be provided monthly unless otherwise indicated. All cleaning products/chemicals, trash liners, and cleaning equipment shall be provided by the cleaning service contractor and all costs associated with said products, equipment and services shall be included in the bid amount. All cleaning is to be done during the hours the facility is closed.

#### **Public Entrance/Reception Area**

Collect all trash near entrances (inside & out)  
Clean glass entry doors & office doors and interior/exterior glass  
Sweep and mop the floors  
Vacuum carpet/rug runners  
Clean/dust furniture & horizontal surfaces (window ledges, desks, tables, counters, etc.)  
Remove cobwebs & debris (high & low), dust chair/table bases  
Clean/polish drinking fountains  
Sanitize all door handles

#### **Office Areas**

Collect all trash (replace liners as needed)  
Clean/dust all horizontal surfaces (window ledges, desks, tables, etc.)  
Clean glass office doors, interior glass and partitions with thorough cleaning  
Feather dust office machines and computer monitor screens  
Remove cobwebs & debris (high & low), dust chair/table bases, and sanitize phones (handsets & cradles)

#### **Board Room**

Collect all trash (replace liners as needed)  
Clean/dust all horizontal surfaces (window ledges, desks, tables, etc)  
Remove cobwebs & debris (high & low), dust chair/table bases

#### **Kitchen/Workroom Areas**

Collect all trash (replace liners as needed)  
Clean/sanitize counters, sinks, tables, interior of microwave, exterior of appliances & dishes.  
Remove cobwebs & debris (high & low), dust chair/tables bases  
Vacuum all carpet & rugs/ mop all hard surface floors  
Clean/dust all horizontal surfaces (window ledges, tables, etc) to be completed

#### **Restrooms**

Collect all trash (replace liners as needed)  
Polish all stainless steel & shiny services (i.e. sink, faucet, toilet fixtures, door handles, etc)  
Clean/sanitize mirrors, counters, sinks, toilets, urinals, mop floors, door handles & stall doors  
Clean walls behind urinals/toilets and stall partitions  
Disinfect/sanitize bathroom floor drains  
Remove cobwebs & debris (high & low)  
Refill paper & soap supply as needed

#### **Miscellaneous/All Areas**

Collect all trash (replace liners as needed)  
Wipe down/disinfect all door handles  
Vacuum all carpet & rugs in all areas not mentioned above  
Sweep & mop tile/hard surface floors in all areas not mentioned above  
Remove cobwebs & debris (high & low), dust chair/table bases, and sanitize phones (handsets & cradles)

**QUARTERLY – ALL AREAS (DATE TO BE DETERMINED BY CONTRACTOR)**

Vacuum chairs and upholstered furniture  
Dust walls, wall vents, and pictures  
Feather dust silk plants  
Treat/polish all wood trim & doors  
Dust ceiling vents and light fixtures, light covers, etc in kitchen, bathrooms, and offices  
Clean vertical surfaces of cabinets, files, desks, counters, etc  
Clean baseboards where possible  
Vacuum edges around walls and behind desks/partitions  
Clean all main level windows in & out

**OTHER DUTIES**

Check all doors to verify that are locked and closed daily  
Turn off any lights left on  
Take trash to dumpster behind DPW building

Village of Caledonia reserves the right to make adjustments to the duties and frequencies listed above. Failure of the Contractor to comply with any of the requirements of this agreement shall be sufficient cause for the cancellation of this agreement.

## **BID SPECIFICATIONS**

### **JANITORIAL SERVICES April 2017- March 2019**

#### **VILLAGE OF CALEDONIA DEPARTMENT OF PUBLIC WORKS 240 S MAPLE**

PLEASE INCLUDE IN THE BID:

Cleaning services shall be provided monthly unless otherwise indicated. All cleaning products/chemicals, trash liners, liquid hand soap, and cleaning equipment shall be provided by the cleaning service contractor and all costs associated with said products, equipment and services shall be included in the bid amount. All cleaning is to be done during the hours the facility is closed.

#### **Office Areas**

Collect all trash (replace liners as needed)  
Clean/dust all horizontal surfaces (window ledges, desks, tables, etc)  
Clean glass doors, interior glass and partitions with thorough cleaning  
Feather dust office machines and computer monitor screens  
Remove cobwebs & debris (high & low), dust chair/table bases, and sanitize phones (handsets & cradles)

#### **Restrooms**

Collect all trash (replace liners as needed)  
Polish all shiny services (i.e. sink, faucet, toilet fixtures, door handles, etc)  
Clean/sanitize mirrors, counters, sinks, toilets, urinals, mop floors  
Clean walls behind urinals/toilets and stall partitions  
Disinfect/sanitize bathroom floor drains  
Refill paper & soap supply as needed

#### **Kitchen/Workroom Areas**

Collect all trash (replace liners as needed)  
Clean/sanitize counters, sinks, tables, exterior of appliances  
Remove cobwebs & debris (high & low), dust chair/tables bases, and sanitize phones (handsets & cradles)  
Vacuum all carpet & rugs/ mop all hard surface floors  
Clean/dust all horizontal surfaces (window ledges, tables, etc) to be completed

#### **Miscellaneous/All Areas**

Collect all trash (replace liners as needed)  
Wipe down/disinfect all door handles  
Vacuum all carpet & rugs in all areas not mentioned above

#### **OTHER DUTIES**

Check all doors to verify that are locked and closed  
Turn off any lights left on

#### **QUARTERLY – ALL AREAS (DATE TO BE DETERMINED BY CONTRACTOR)**

Dust ceiling vents and light fixtures, light covers, etc in kitchen, bathrooms, and offices

#### **WINDOWS - Annually**

Clean inside & out office, bathrooms & meeting room

Caledonia Village reserves the right to make adjustments to the duties and frequencies listed above. Failure of Contractor to comply with any of the requirements of this agreement shall be sufficient cause for the cancellation of this agreement.

**BID STATEMENT**

JANITORIAL/CLEANING SERVICES  
VILLAGE FACILITIES

VILLAGE FACILITIES	4/1/17-3/31/18	4/1/18-3/31/19
BID FOR COMPLETE CLEANING – OFFICE & HALL	\$	\$
BID FOR COMPLETE CLEANING – DPW	\$	\$
Total	\$	\$

Bids are for the 2017 and 2018 contract years beginning April 1 and ending March 31. This contract is for a term of two (2) years commencing April 1, 2017 and ending on March 31, 2019. However, the bid amount shall be for a ONE YEAR TERM.

Bids must be received at the Village Office by 2:00pm on Monday, March 20, 2017 and will be reviewed publicly at that time. All bid forms must be filled out completely to be considered. If you have any questions or comments, please feel free to contact Sandra Stelma, Caledonia Village Manager at the Village Office at 616-891-9384. The Village of Caledonia reserves the right to reject or accept any or all bids, if determined to be in the best interest of the Village.

The Village Office & Hall may be viewed during normal office hours (M - Th 8:30am-3:30pm).

***\*All bids must include Liability and Workers Compensation Insurance Policies***

Please submit sealed bids marked **Janitorial Services Bid** to:

Village of Caledonia  
Attention: Sandra Stelma, Manager  
250 Maple St SE  
Caledonia, MI 49316

_____	_____	_____
Contractor Signature	Name Printed	Date
_____	_____	_____
Company Name	Telephone Number – Business	
_____	_____	
Address	Telephone Number – Fax	
_____	_____	
City, State, Zip	E-mail Address	