

ADVERTISEMENT FOR BIDS  
JANITORIAL SERVICES

Sealed bids will be received by the City Clerk at 110 North First Street, Indianola Iowa until 5:00 p.m. on the 9th day of August, 2019, for performance of janitorial services including providing materials, supplies and equipment at the Indianola City Hall – 110 N. 1<sup>st</sup> Street, Indianola Public Library – 207 North “B” and the Indianola Activity Center – 2204 W. 2<sup>nd</sup> Avenue.

All work and materials shall comply with the specifications, bids form and proposed form of contract now on file with the City Clerk. Each bid shall be made out on the form furnished by the City Clerk. All bids shall be submitted on or before the time specified above.

All proposals shall be valid for 60 days from the date of the bid opening. The City reserves the right to reject any and all bids, to waive informalities or technicalities and to enter into such contract, as it shall deem to be in the best interest of the City.

## GENERAL PROVISIONS

### 1. MATERIALS

Contractor will supply all materials and equipment including:

- All machines and cleaning products
- Buffers and buffer pads
- Vacuums and bags
- Mop buckets and wringers
- Wet mops and mop heads
- Dust mops and mop heads
- Brooms, dust pans and dusters
- Bowl cleaner, bleach, glass cleaner
- Floor cleaner and wax
- Carpet cleaning equipment
- Carpet spot cleaner
- All supplies including but not limited to toilet paper, folded towels, hand cleaner, paint and painting of walls, rugs, etc

### 2. TERM

Length of contract will be for a period of two (2) years, with an optional one (1) year extension, during which time services may be terminated by a thirty (30) day written notice by either party, or “for cause”, should performance not be satisfactory after opportunity for corrective action has not resulted in improvement. The contract term shall run from November 1, 2019 to October 31, 2020 and November 1, 2020 to October 31, 2021.

The contractor acknowledges that the Indianola Police Department requires and will be completing a screening requirement (including background checks and finger prints) on employee(s). When approval has been given by the Indianola Police Department, the employee(s) will then be able to work in any of the city hall offices (police, fire, clerk’s office, etc). All information will be obtained and retained by the Indianola Police Department and not for dissemination.

### 3. BUILDING LOCATIONS

- City Hall – 110 N. 1<sup>st</sup> Street
- Indianola Public Library – 204 N. “B”
- Indianola Activity Center – 2204 W. 2<sup>nd</sup> Avenue

### 4. DAMAGE CAUSED TO BUILDING

Any damage to walls or other parts of the building from the use of cleaning machines or from other work under the contract shall be repaired and paid for at the contractor’s expense.

## **CITY HALL/PUBLIC SAFETY**

110 N. 1<sup>st</sup> Street  
Indianola, Iowa

### **SPECIFICATIONS**

Contractor will furnish all labor, material, supplies, equipment and supervision. Janitorial service will be required to cover a five (5) day work week for administrative offices and seven (7) days a week for the police department. Cleaning may begin at 5:00 p.m., except on weekends. Cleaning on weekends may be done at any time. The Police Department can only be cleaned when clerical staff is on duty 7:00 a.m. – 11:00 p.m. on weekdays and 8:00 a.m. – 8:00 p.m. on weekends.

Building includes 24,400 square feet of office, lobby, meeting rooms (1 council chambers and training room) and seven (7) restroom areas.

### **SERVICE PROVISIONS**

#### **Daily Services:**

1. Empty wastebaskets and remove trash collected to main disposal area. Empty recycling containers and put into recycling dumpster.
2. Sweep or vacuum floor areas, stair landings and steps with treated sweep mop and spot mop as necessary.
3. Vacuum all carpet and spot clean as needed.
4. Remove smudges and finger marks from doors and adjacent areas, woodwork, partition glass and light switches.
5. Clean coffee pot and glasses in break room on main floor and in basement and keep sink, faucets, counter top, microwave and refrigerator clean and free of debris.
6. Replace and clean ceiling tile.
7. Clean and disinfect all bathroom sinks, showers, toilets, mirrors and hand dryers (includes restrooms in the basement of City Hall-showers and locker rooms)
8. Spot clean walls.
9. Fill or replace hand soap, paper towels and toilet paper.
10. Maintain safe custody of keys or key cards. Insure locked doors are locked after cleaning. At no time will locked exterior doors be unlocked or propped open during cleaning hours.
11. Clean all interior and exterior surfaces including doors, crevices and carpet (elevator).
12. Polish bright metal surfaces (elevator).

#### **As needed services (could be daily, weekly or occasionally):**

1. Dust horizontal surfaces of desks, files, chairs, window wells, wall hangings, miscellaneous furniture and tables with treated dust cloths. Do not disturb papers or materials left on surfaces to be cleaned.

2. Dust wall surfaces, vertical surfaces, hand railings, ledges, doors and under surfaces (knee walls, chair rungs, table legs, etc.).
3. Damp mop and buff floors preventing dirt buildup in corners.
4. Sweep or vacuum storage areas in work areas.
4. Clean wall surfaces, baseboards, partitions, doors and trim as necessary.
5. Clean telephones and counter tops.
6. Clean rubber mats under urinals.
7. Clean glass portions of display cases, bulletin boards, doors and glass fronted reception counter.
8. Clean drinking fountain.
9. Clean kick plates, push plates, push bars and remove foreign residue (oil, grease, mold, etc.) from these areas and around door fasteners, door checks and door closures.
10. Sweep and remove debris such as litter and leaves etc. from landings and sidewalks. Does not include snow removal.
11. Clean all grills, vents and lights, baseboard heaters, fixtures in ceilings and walls (monthly).
12. Vacuum in-place drapery/woven woods, etc. (monthly)
14. Wash waste receptacles, inside and out (monthly).
15. Pick up other supplies as needed.
16. Completely strip and wax floors including storerooms in Police Department, Fire Department kitchen, office up and out in the bay, and Community Development Office (twice per year).
17. Clean and shampoo carpet throughout building (twice per year).
18. Remove stains from carpet areas as necessary.
19. Close windows, turn off lights, fans and electric heaters when not in use and lock doors after cleaning
20. Report fires, hazardous conditions and items in need of repair such as leaky faucets, toilet stoppages and broken light fixtures.
21. Turn in lost and found articles to Clerk's Office.
22. Replace interior and exterior light bulbs and fluorescent tubes as necessary within 24 hours of going out.
26. Maintenance of door locks, soap dispensers, stair rails, mopboards, wall paper, doors and door strikers.
27. Ordering of all supplies including but not limited to toilet paper, folded towels, hand cleaner, paint and painting of walls, rugs, etc.

The Service Provider agrees to notify the City Clerk immediately in the event a master key is lost while in their possession. The Service Provider also agrees to pay the City for the cost of replacing locks and keys/key cards in the event this happens.

Other optional services:

1. Emergency shampoo carpet (big messes, i.e. large spills, vomit, ink, oil, etc) – minimum \$\_\_\_\_\_ per time
2. Shampoo upholstered chairs - \$\_\_\_\_\_/chair, \$\_\_\_\_\_/couch
3. Other repair work or extra cleaning - \$\_\_\_\_\_ per hour plus any materials

INDIANOLA PUBLIC LIBRARY  
207 NORTH B STREET  
INDIANOLA, IA

SPECIFICATIONS

Service provider will furnish all labor, material, supplies, equipment and supervision. Janitorial service will be required to cover a six (6) day work week (Monday through Saturday). Cleaning must be done during non-public hours.

Building includes 10,000 square feet of office, lobby, meeting rooms and two (2) restroom areas.

SERVICE PROVISIONS

Daily Services:

1. Empty wastebaskets and remove trash collected to main disposal area. Empty recycling containers and put into recycling dumpster.
2. Dust mop and wet mop tile floor.
3. Vacuum all carpet (including the community room) and spot clean as needed.
4. Remove smudges and finger marks from doors and adjacent areas, woodwork and light switches.
5. Remove smudges and finger marks from glass doors at the front and south entrance.
6. Clean surfaces of front desk and public computer desks.
7. Clean and disinfect sink in work room.
8. Replace and clean ceiling tile.
9. Clean and disinfect all bathroom sinks, toilets, mirrors and hand dryers.
10. Spot clean walls.
11. Fill or replace hand soap, paper towels and toilet paper.
12. Clean all interior surfaces including doors and crevices.

As needed services (could be daily, weekly or occasionally):

- Dust horizontal surfaces of desks, files, chairs, window wells, wall hangings, miscellaneous furniture and tables with treated dust cloths. Do not disturb papers or materials left on surfaces to be cleaned.
- Dust wall surfaces, vertical surfaces, ledges, doors and under surfaces (knee walls, chair rungs, table legs, etc.).
- Clean wall surfaces, baseboards, partitions, doors and trim as necessary.
- Clean telephones and counter tops.
- Clean glass portion of display case.
- Clean drinking fountain.

- Clean computer monitors.
- Clean kick plates, push plates, push bars and remove foreign residue (oil, grease, mold, etc.) from these areas and around door fasteners, door checks and door closures.
- Sweep and remove debris such as litter and leaves etc. from landings and sidewalks. Does not include snow removal.
- Clean all grills, vents and lights, baseboard heaters, fixtures in ceilings and walls (monthly).
- Wash all windows 4 times per year
- Vacuum chairs and couches
- Buff tile floors (monthly)
- Strip or deep scrub and refinish tile floor annually
- Spot clean carpets
- Clean carpets (1 extraction and 3 bonnet cleanings per year, traffic areas only)
- Report fires, hazardous conditions and items in need of repair such as leaky faucets, toilet stoppages and broken light fixtures.
- Replace interior and exterior light bulbs and fluorescent tubes as necessary within 24 hours of going out.
- Maintenance of door locks, soap dispensers, stair rails, mopboards, wall paper, doors and door strikers.
- Clean filters in entryways (in the fall)

**Supplies:**

Cleaners and equipment necessary to perform general custodial duties will be provided by the Service Contractor.

Service Contractor will purchase supplies needed such as toilet paper, paper towels, hand soap, deodorizers, trash can liners, light bulbs, furnace filters, etc., used in connection with providing service to the Library. These will be billed to the Library on a separate invoice.

**Optional Services:**

|                                     |                             |
|-------------------------------------|-----------------------------|
| Emergency carpet shampoo            | \$30/hour, \$30 minimum     |
| Shampoo upholstered chairs          | \$5.00/chair, \$10.00/couch |
| Other repair work or extra cleaning | \$30.00/hour plus materials |

Services will be performed a maximum of once per day and while the Library is closed.

The Service Contractor agrees to notify the Library Director immediately in the event a master key is lost while in their possession. The Service Contractor also agrees to pay the city for the cost of replacing locks and keys in the event this happens.

INDIANOLA ACTIVITY CENTER  
2204 WEST 2<sup>ND</sup> AVENUE  
INDIANOLA, IOWA 50125

SPECIFICATIONS

The Service Provider will furnish all labor, materials, supplies, equipment and supervision. Janitorial service will be required to the following:

1. Mondays, Wednesdays, Saturdays – Buxton Room, lobby and restrooms only
2. Wednesday – Parks & Rec. offices and exterior rooms around the building, in addition to #1 above.

Building includes 10,000 square feet of office, lobby, meeting rooms and four (4) restroom areas.

SERVICE PROVISIONS

Daily Service 3 times per week (Mondays, Wednesdays and Saturdays) – Buxton room, lobby and restroom only:

1. Clean and disinfect bathroom sinks, counters, toilets, urinals, mirrors and dispensers.
2. Empty trash in the bathrooms.
3. Spot clean glass (windows/doors) fingerprints and smudges.
4. Clean and disinfect drinking fountains.
5. Clean and disinfect reception counter (public area)
6. Vacuum carpet and mats in lobby area only.
7. Dust mop hard floors – machine scrub Buxton room floor, wet mop vinyl and tile floors.

Weekly Services (Buxton room, lobby, restrooms, P&R offices and exterior rooms around building):

1. Vacuum carpet and mats throughout building.
2. Dust mop all hard floors throughout building (including visible floor in storage areas).
3. Web mop vinyl and tile floors throughout building.
4. Dust and/or clean keyboards and tables in Computer Lab.

As needed services (could be daily, weekly, monthly, or occasionally):

1. Fill or replace hand soap, paper towels, toilet paper and air fresheners.
2. Spot clean wall surfaces and doors.
3. Spot clean carpets.
4. Deep clean grout in tile in restrooms.
5. Clean carpets 4 times per year, 1 extraction and 3 bonnet cleanings.
6. Wet mop storage areas (bi-monthly).
7. Burnish (high speed buff) tile floors (monthly).
8. Scrub and recoat hard floors, or strip and refinish hard floors (twice per year).
9. Dust most horizontal surfaces, tables, window sills, shelving and wall hangings, miscellaneous furniture and tables with treated dust cloths (weekly).
10. Dust ceiling, light fixtures, vents, walls, corners and other vertical surfaces for dust and cobwebs.
11. Dust window blinds (bi-monthly).
12. Vacuum and dust chairs (except folding chairs) (2 times per year).

13. Replace interior and exterior light bulbs and fluorescent tubes as necessary.
14. Wash waste receptacles, inside and out (monthly)
15. Clean wall surfaces, baseboards, partitions, doors and trim as necessary.
16. Clean kick plates, push plates, push bars and remove foreign residue (oil, grease, mold, etc.) from these areas and around door fasteners, door checks and door closures.
17. Deep cleaning of Kitchen (twice yearly).

The Service Provider agrees to notify the Park and Recreation Department immediately in the event a master key is lost while in their possession. The Service Provider also agrees to pay the City for the cost of replacing locks and keys in the event this happens.



