



City of Waynesville

Preserving the Past - Planning for the Future

100 Tremont Center Waynesville, MO. 65583

April 11, 2019

Re: Cleaning Contract for City Hall

To Whom it May Concern,

Thank you for your interest in becoming a part of the City of Waynesville Team. Attached you will find a copy of the City's Request for Bids for cleaning of Waynesville City Hall located at 100 Tremont Center, Waynesville, MO.

Contract term is for one (1) calendar year. Upon mutual agreement of the provider and the City, the contract term may be auto-extended for up to four (4) additional one (1) year renewals resulting in a total of five (5) years. The renewal option is at the sole discretion

Please include references from three previous clients and any documentation in regards to insurance, bonding or Workman's Compensation you may carry.

The deadline for submittal is April 26th, 2019 at 12:00pm. The City of Waynesville reserves the right to reject any and all bids, to waive any informalities in the bids received and to accept the bid or bids that in its judgment will be in the best interest of the City of Waynesville.

Michele Brown
City Clerk



WAYNESVILLE CITY HALL CLEANING BID SHEET

ITEMIZED CLEANING LIST

Location	Description	Frequency	Price
Interior Lobby & Main Hallway	Sweep floors, Dust doors & wall hangings, Clean windows and counters	Weekly	
Bathrooms Lobby, Rear Administrative, Building Dept	Sweep & Mop Floors, Clean toilets, mirrors and doors. Empty trash. Replenish: Towels, Toilet Paper & Air Freshner	Weekly x 2	
Council Chambers	Vacuum floors, Clean counters, Dust doors & wall hangings	Bi-Weekly	
Conference Room	Vacuum floors, Clean tables & coffee pot. Dust doors & wall hangings. Empty Trash	Weekly	
Kitchen	Sweep floors, Clean sink & counters, Wipe down appliances, Dust window ledge & doors. Empty trash	Bi-Weekly	
	Clean Windows & Outside Door	Monthly	
Offices	Building Department/Natural Gas Department: <i>Front Lobby, 5 Offices, Connecting hallway, Back map room.</i> Sweep Floors, Empty Trash, Dust ledges, doors & wall hangings	Weekly	
	Clean Windows & Outside Door	Monthly	
	Front Administration: <i>Front Reception area, Utility Billing, 3 Offices, Consultation room, Copy room.</i> Sweep/Vacuum floors, Empty trash, Clean Counters, Dust doors & wall hangings.	Weekly	
	Clean Accounts Payable Windows	Monthly	
	Rear Administration: <i>6 Offices, Rear Copy Room, U-Shaped Hallway</i> Vacuum/Sweep Floors, Empty Trash, Dust doors, counters & wall hangings	Weekly	
	Clean Outside Door	Monthly	

	Mayor's Office Vacuum floor, Empty trash, Dust doors & wall hangings	Weekly	
	Court: <i>Back hallway</i> Sweep floor, Dust doors & wall hangings.	Weekly	
Exterior Lobby	Sweep Floors	Weekly	
	Mop Floors	Bi-Weekly	
	Clean Exterior Windows	Monthly	
All of City Hall	Mop Tile/Cement Floors	Bi-Weekly	
		Total Bid	

Bathrooms and All Trash will be done twice a week. The main weekly cleaning of City Hall must be completed on the weekends (either Saturday or Sunday) with the second cleaning being conducted on Wednesday evenings.

The City of Waynesville will supply all equipment and cleaning supplies. Bid will be for labor only.

All contract employees must be able to pass a background check.

Business: _____

Point of Contact: _____

Address: _____

City, State, Zip: _____

Work Phone: _____

Cell Phone: _____

Received By

Date Received