

Proposal For Cleaning Services

Specifications

The specifications outline the requirements for cleaning services for five (5) City of Ewart buildings. A list of each building and address is outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view the buildings beforehand.

Building List

- City Hall, Community Rooms & Public Restrooms– 200 S Main St – includes entryways and main hallway, Council chambers, restrooms, and entire office area.
- Airport Terminal & Public Restrooms – 5814 100th Ave - includes entryways and main hallway, restrooms, and entire office area.
- Cant Hook Park Pavilion & Public Restrooms
- Forest Hill Cemetery Public Restroom – 7850 6 Mile Rd
- Riverside Park East Public Restrooms & Bathhouse – 8349 6 Mile Rd

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule.

City Hall, Community Rooms & Airport Terminal

Entrance(s), Lobby, Community Rooms

1. Empty all trash receptacles, replacing liners, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures and office furniture.
3. Vacuum carpets, walk off mats and traffic lanes.
4. Dust mop hard surface floors.
5. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Public Restrooms (Must be checked daily)

1. Empty all trash and sanitary napkin receptacles, replacing liners, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels and hand soap as needed. (Client to furnish supplies)
3. Wipe/polish dispensers as needed.
4. Toilets and urinals to be cleaned and sanitized inside and outside.
5. Sweep and mop all floors

Cant Hook Park Pavilion

1. Wipe down and sanitize picnic table as needed.
2. Pick up trash and sweep around pavilion.

Riverside Park East Bathhouse

1. Sweep and mop all floors.
2. Wipe and sanitize all showers.

The proposal must be submitted in a sealed envelope plainly marked “**Cleaning Services**” no later than 4:00PM on June 28, 2018, directly to the City Hall at the following address:

City of Ewart
Attn: Request for Proposal for Cleaning Services
5814 100th Avenue
Ewart, MI 49631