

# Christian County Library District

## Request for Proposal for Janitorial Services - 2011

Christian County Library District is seeking proposals from qualified firms or individuals for janitorial and related services at the Christian County Library, 1005 N 4<sup>th</sup> Ave, Ozark, MO 65721.

### **Bid Process**

Interested firms should schedule a pre-bid tour/inspection of building with the library director. Bid shall include provision of cleaning equipment, cleaning supplies and all labor costs including benefits, insurance and related costs. Bid must itemize cleaning agents, chemicals, substances, etc. contractor plans to use. Library may supply light bulbs; garbage bags and restroom supplies such as paper, hand soap, and urinal blocks for rest rooms, but we welcome proposals including supplying them. Please state which, if any, supplies are included in bid or list optional supplies and charges.

### **Scope of Services Requested**

Firms shall bid upon basic janitorial services as outlined in the attached specifications. Services are to be provided three times a week, two weekdays apart after public library hours. The library is open Monday through Thursday, 8:30 a.m. - 8:00 p.m.; and Friday and Saturday 8:30 a.m.- 5:00 p.m., except holidays. Janitorial services shall be provided either Monday, Wednesday and Friday nights; Tuesday, Thursday and Saturday nights or Tuesday and Thursday nights and any time on Sunday. Unless library staff are present, the door between the meeting room/ public restrooms and the main library shall not be left open when the library is closed and meetings are in progress. All meetings must end before 10 p.m. Cleaning may sometimes need to be done or completed after 10 p.m.

Cleaning services must be performed to the library's satisfaction. Satisfaction shall be based upon the quality and completeness of scheduled tasks, not solely on amount of time spent on the premises. All work will be done in a responsible, workmanlike manner in order to maintain the premises of the library in first class condition at all time. Library staff and contractor's supervisor will inspect the facilities regularly for completeness and quality of work. The library reserves right to request change of cleaning staff if service is unsatisfactory or damages or losses appear attributable to cleaning staff.

### **Bidder Qualifications**

Any individual or firm qualified to do business in Missouri and having credentials to indicate the ability to perform stated duties satisfactorily is invited to bid. Names of at least three current and past customers, complete with customer address; dates when bidder worked for each customer; name of contact person; and at least one contact method - telephone or fax number or e-mail address, should be included with the bid. Bidder must provide proof of license, insurance and bonding and complete all legally required forms certifying eligibility to work in Missouri. See attached contract.

### **Acceptance of Bid**

Bid responses must be submitted to the library at address listed above by noon Wednesday, September 28, 2011. Library management will review the proposals, contact the references and award the contract based upon the criteria listed above. The library reserves the right to waive any defects or informalities in bids, to reject any or all bids; to take any or all bids under advisement or accept any bid deemed to be in the best interests of the library district. Fees will be considered but will not be the only factor in the decision. All bidders will be notified of library's decision.

### **Additional Services**

If qualified, bids will be solicited from firm winning cleaning contract for separate and additional periodical services including waxing vinyl areas and cleaning carpets. However, the library reserves the right to accept bids when sought for these services from additional bidders.

**CHRISTIAN COUNTY LIBRARY DISTRICT  
JANITORIAL SERVICES CONTRACT**

This agreement by and between the Christian County Library District, hereinafter called the “Library” and \_\_\_\_\_, hereinafter called the “Contractor”, for janitorial services at the Christian County Library

- The Library hereby contracts for, and the Contractor hereby agrees to provide cleaning services under the supervision of the Director of the Christian County Library or a designated representative.
- The Contractor shall perform all the duties and responsibilities three times per week, two weekdays apart, in accordance with the specifications set forth (copy attached, Exhibit A, Christian County Library District Janitorial Services Contract) and to provide the necessary cleaning equipment, supplies, materials and agents. Bid will specify whether bid includes, excludes or offers at added cost trash can liners, light bulbs, and restroom supplies including paper supplies and hand soap.
- The Contractor agrees to use only materials and cleaning agents that will not cause damage to premises, equipment or inventory of the library beyond normal wear and tear and will not use chemicals which are hazardous to the health and safety of Library staff and patrons and will not use materials, cleaning agents, chemicals and supplies not recommended or intended for use in facilities that are accessible to the general public.
- This Agreement shall begin on \_\_\_\_\_ and end on \_\_\_\_\_, unless extended or terminated.
- The Library shall pay the Contractor \_\_\_\_\_ per month on the \_\_\_\_\_ day of the month for services three times per week as per bid submitted for services.
- The services of the Contractor shall be as an Independent Contractor, not as an employee of the Christian County Library. Persons employed by the Contractor are employees of the Contractor, not the Library. Workman’s Comp shall be the responsibility of the Contractor, not the Library.
- The Contractor shall assume full responsibility for conforming to all requirements for proper cleaning services and will indemnify and hold the Library harmless for any and all claims, damage awards or other liability resulting from Contractor’s performance of this contract.
- The Contractor and their employees will complete all forms legally required to work in Missouri
- The Contractor will train, schedule and regularly inspect the work of all cleaning personnel. Christian County Library reserves the right to independently inspect work and require The Contractor to immediately correct problems found or discontinue to use that person in the performance of this Agreement when a Christian County Library representative notifies the Contractor that a cleaning person’s performance or actions are unsatisfactory.
- **INSURANCE AND BONDING:** The Contractor shall provide and maintain a Certificate of Insurance and a Certificate of Bonding for the duration of this agreement which must be approved by the Board of Trustees of Christian County Library. Liability coverage in the amount of \$1,000,000 is required.
- **TERMINATION:** The Library or the Contractor may without cause terminate the Agreement with 30 days written notice to the other party.
- **ATTACHMENTS:** The Request for Proposal and Bid attached hereto are a part of this Contract.

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Contractor - Signer and Company

Date

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Christian County Library - Signer

Date

EXHIBIT A: Attachment to CHRISTIAN COUNTY LIBRARY CLEANING SERVICE  
CONTRACT

**THREE TIMES A WEEK HOUSEKEEPING TASKS:**

**REST ROOMS**

- Stools - clean/disinfect inside including under rim and outside all the way to the floor. Remove stains and lime scale. Clean/Disinfect top and bottom of seat and exterior of tanks.
- Urinals - clean/disinfect inside including under rim and all the outside. Remove stains and lime scale.
- Lavatories, mirrors, paper & soap containers - clean.
- Floors - sweep/dust mop. Wet mop/spot clean with disinfectant cleaner.
- Waste baskets - remove and replace used trash bag. Check for need to clean and polish.
- Paper supplies, soap, urinal blocks - restock as needed, considering two days between cleanings.

**PUBLIC AREAS INSIDE LIBRARY**

- Drinking fountains - clean/disinfect/polish
- Carpeted areas & inside circulation desk area - vacuum, pick up litter & check need to spot clean
- Glass entry doors and glass on display cases - clean/polish
- Circulation Desk, public tables, chairs - dust/clean/polish/disinfect
- Hall, entry, kitchen & meeting room - dust mop or sweep, pick up litter; empty trash and replace plastic liners; mop and spot clean.
- Children's area - pick up, straighten up all public areas.

Walk through entire library to check for and clean litter, spills, messes, cobwebs etc. Report any maintenance issue you observe beyond scope of your duties to the library director or their representative in supplied notebook .

**NON-PUBLIC AREAS**

- Empty trash containers & put new plastic liner in each
- Clean utility sink. Dump scrub water outside or use strainer. Do not clog drain with scrub water
- Vacuum carpets. Dust-mop or sweep and mop vinyl floors.
- Dust cleared areas of staff desks. Leave all papers, materials and equipment on staff desks, shelves, file cabinets, etc. undisturbed, as most are work in progress.

**PUBLIC AREAS OUTSIDE LIBRARY**

- Empty small trash containers by benches. Line with clean plastic grocery bag.
- Sift out butts in smoking trays above trash containers and put in trash. Refill sand as needed
- Check large trash container in picnic area. Empty as needed & replace garbage bag
- Sweep picnic area, concrete by meeting room entrance and rug at public entrance.
- Take all trash bags to dumpster behind building

**MONTHLY HOUSEKEEPING TASKS:**

**PUBLIC REST ROOMS**

- Clean/disinfect cubicle partitions - all surfaces, including top edges.

**THROUGHOUT BUILDING**

- Dust/clean sides & ends of desks, carrels, end panels of shelving, chairs,
- Dust tops of all book shelves, artwork & ends of each shelf not covered by books.
- Check for and remove any cobwebs.
- Wash windows.
- Damp mop entryway, hall, meeting room and rest room floors
- Mop staff area vinyl floors
- Clean microwave ovens. Clean refrigerators by request – a few times a year.

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