



Request for Custodial Services

Nappanee Public Library is requesting proposals for custodial services for the interior of the building. The library is located at 157 North Main Street, Nappanee, Indiana 46550. The building is approximately 22,300 square feet and has three separate floors.

The library is open:

- Monday - Thursday 9:00 a.m. – 9:00 p.m.
- Friday 9:00 a.m. - 5:30 p.m.
- Saturday 9:00 a.m. – 5:00 p.m.
- Sunday 1:00 p.m. – 5:00 p.m.

The library requires six days a week of janitorial services outside of normal business hours.

Two copies of a proposal must be submitted in-person no later than 5:00 p.m. on Friday, October 13, 2017. Quotes should be addressed to Lissa Krull, Director. Please contact Lissa at 574.773.7919 or lkrull@nappaneelibrary.org with any questions regarding this request for proposal.

The library will hold a building walkthrough on Tuesday, October 3, 2017, at 3:00 p.m. Please contact Lissa by 4:00 p.m. on Monday, October 2, 2017, to confirm attendance. The building walkthrough is mandatory to all wishing to submit a proposal.

The library will provide daily consumables such as paper supplies, hand soap, garbage bags, batteries, cleaning products, and all cleaning equipment.

The company must be bonded, be able to provide three current references and proof of insurance with their proposal.

By submitting a janitorial service proposal, a company agrees to guarantee their quote for 90 days.

The winning bidder must be in compliance with all applicable local, state, and federal laws.

The duration is expected to be a 1-year term beginning midnight, October 24, 2017, and lasting throughout October 23, 2018.

Invoices are due by the 15th of the month in order for payments to be made at the end of the month following a normally scheduled Library Board Meeting.

A proposal must include the following:

- Contact information including: name, address, contact phone number and email address
- The complete cost of services on a per month basis as outlined in this request for proposal for janitorial services including all fees, permits, taxes and other associated costs with performing the services in a 22,300 square foot building
- Current reference list (minimum three references)
- List of any cleaning services that are offered at an additional cost
- List of number of staff that will be on-hand for cleaning – including number of hours worked each evening
- Certificate of Insurance to be maintained during the term of the contract

Proposal Deadline

- Friday, October 13, 2017 at 5:00 pm

Description of Basic Cleaning Services

Daily

- Dust mop floors
- Sweep floors
- Damp mop floors
- Vacuum carpets
- Clean entrance doors (windows as needed)
- Spot clean furnishings, upholstery
- Clean countertops
- Clean display case glass
- Clean and sanitize water fountains
- Dust equipment, desktops, chairs throughout building
- Empty trash and recyclable containers into respective areas
- Sweep and clean all meeting rooms.
- Keep cleaning supply area stocked and neat.
- Cleaning rest rooms
 - Clean, sanitize and polish all fixtures including toilet bowls, seats, urinals, hand basins and stall walls, if needed
 - Clean and polish all chrome fittings
 - Clean and polish all glass and mirrors
 - Remove spots, splashes, stains from walls adjacent to hand basins
 - Remove fingerprints from doors, frames, light fixtures, etc.
 - Replenish all dispensers such as toilet paper, paper towels and soap
 - Low dust all surfaces below hand height
 - Spot clean restroom partitions
 - Empty and sanitize all containers, disposals, and insert liners as required
 - Wipe down baby changing stations

Weekly

- Wet mop floors
- Vacuum carpets in-depth
- Dust including display cases
- Clean staff areas, offices
- Clean, polish desk tops
- Clean stove
- Clean and mop back hallway area
- Clean handrails

Monthly

- Clean grills, air vents, registers
- Clean under computer stations
- Dust venetian blinds
- Vacuum furnishings/upholstery
- Clean elevators

Semiannually

- Scrub floors
- Clean ceilings, light fixtures

Annually

- Clean wood paneling
- Clean woodwork

As needed

- Wax floors
- Buff floors
- Spot clean carpets
- Wash painted walls
- Clean wallpaper
- Clean hardware
- Other duties as needed