

BID SPECIFICATION

Bid 2018-17: Housecleaning Services

The Newton County Courthouse is a four-level concrete and stone, wood-frame structure that houses administrative offices of county officeholders and department heads. The structure contains approximately 26,500 square feet of floor space, including occupied, unoccupied, and common areas. Also included is a two story 16,800 square foot Judicial Center at 123 E. Main, Neosho, MO. Cleaning start date to be determined.

Normal business hours of the Courthouse and Judicial Center are 8:00am to 5:00pm, Monday through Friday. Work requirements or extenuating circumstances occasionally require some offices to be occupied during evening and weekend periods. Generally, cleaning service activity should be performed after 5:00pm, Monday through Friday.

Areas requiring cleaning service generally include occupied administrative offices and common areas, including restrooms, corridors, break rooms, meeting rooms, elevators, and stairwells. Those areas excluded from routine daily cleaning include building mechanical spaces (boiler room), locked vaults, and records storage rooms.

Should The Commission award a bid, the successful bidder shall provide copies of liability and Workers' Compensation insurance, as well as background checks of employees who will perform work in the courthouse.

Bidders are required to submit bids on the form provided.

Bidders will submit housekeeping service bids per month for each building.

The successful bidder shall be required to enter into a formal contract acceptable to both parties and will be considered a contract providing specified cleaning service to Newton County. This contract shall include a confidentiality clause.

Vendors must attend a mandatory walk-through on August 23rd, 2018 at 10:00am to view the buildings. The tour will start at the Courthouse located at 101 S. Wood Street, Neosho. Your point of contact is Commissioner Jim Jackson 417-451-8223.

A list of daily cleaning duty requirements is included in this package.

Daily Cleaning (Monday through Friday Evenings)

Dusting

- Spot-clean doors
- Door frames (including closer devices)
- Windowsills and ledges
- Baseboards
- Vents
- Remove cobwebs
- Shelves, pictures, etc.
- Desktops and sides (Do not disturb any items on desktops.)
- Chairs
- Computers, calculators, printers, and/or typewriters
- Phones – sanitize handsets
- Benches
- Rails on stairwells and polish brass handrails

Glass

- Clean inside glass doors in building.
- Clean glass desktops.
- Clean glass service windows. (Basement, 1st, 2nd, and 3rd floors)

Tile, linoleum, concrete, and marble floors in corridors and office areas

- Dust mop
- Mop building entrance foyer and stairwells
- Mop corridors & all ramps

Windows (on main door entrances)

- Clean inside and outside

Pull trash

- All receptacles
- Clean receptacles as required
- Bad recyclables and place in recycle bin

Carpet

- Vacuum

Restrooms

- Sanitize
- Polish chrome
- Check and refill dispensers as required
- Clean dispensers
- Sanitize stools
- Clean mirrors
- Cleans walls and stalls
- Clean sinks
- Mop all restroom floors

Carpet cleaning/Stripping and waxing floors

Carpet cleaning, stripping and waxing of corridors and vinyl floors will be required at **both** buildings at least once a year.

This is a GSA (Government Services Administration) pricing procurement. See page 1 for tax-exempt number.

Should The Commission award a bid, the successful bidder shall provide a copy of liability and Workers' Compensation insurance to The County Clerk. No work can begin without this assurance on file at The County Clerk's Office.

A bid form appears in this packet and shall be used when submitted a sealed bid. Other explanations may be attached.

While considerable effort has been made to compile correct information, no warranty is made, expressed, or implied as to what is contained in these specifications.

You are advised to submit your best bid in response to this invitation because we do not anticipate any further discussion(s) of price(s) after the bids are received and opened at 10:30am, Wednesday, September 5, 2018.