

CITY OF GLASGOW
DPW Cleaning
UNIT BID PROPOSAL

The attached proposal is hereby made to the City of Glasgow, Kentucky, by:

The undersigned hereby proposes and agrees to furnish the City of Glasgow, Kentucky, equipment, operator and all items necessary for cleaning of offices, breakrooms, and restrooms, subject to the conditions stated herein, and in accordance with the Specification and at the rates shown on the attached bid proposal sheet.

Sealed bids will be received and opened **Friday, June 7, 2013 Glasgow Department of Public Works bids will open at 10:15 a.m. at Glasgow City Hall, Office of the Mayor, 126 East Public Square, Glasgow, Kentucky 42141.** Bids shall be enclosed in an envelope clearly marked with: "Name of Project, Name of Bidder, Date and Time of Bid Opening."
All Bid Proposal Sheets must be attached to this bid proposal.

The bidder understands that this proposal is submitted subject to the following conditions:

1. Bids will be based on twice weekly cleanings.
2. Contact DPW Superintendent prior to bidding to see facilities.
3. Bid prices stated are for the period which shall begin upon execution of the contract for the remaining portion of the 2013 calendar year beginning July 1, 2013 and ending June 30, 2014.
5. The Contract will be awarded to the responsible bidder submitting the lowest evaluated bid complying with the specifications.
6. The City reserves the right to reject any and all bids or waive any informality or technicality in any Proposal in the interest of the City.

THIS PROPOSAL IS HEREBY RESPECTFULLY SUBMITTED BY:

COMPANY NAME DATE

DATE TITLE

PHONE NUMBER

ADDRESS CITY STATE ZIP

DPW Cleaning Checklist Specifications

1. Do not have other people involved in cleaning DPW except your employees.
2. Vacuum all carpets, mop tile especially bathrooms. Spot clean carpets as needed
3. Dust hardwood floors, clean with special hardwood cleaner as needed.
4. Empty all trash cans.
5. Clean and stock all restrooms.
6. Clean / Dust furniture and woodwork as needed.
7. Keep kitchen areas clean. Wash coffee pot, etc.
8. Clean windows and doors. Keep walls clean of handprints and marks.
9. Clean stairwells weekly.
10. Check with office once a month to see if there are areas that need special attention.
11. Cleaning contract will cover all offices kitchens, restrooms in Main building and Transit Building, as well as break rooms & restrooms in Sanitation Building and Street Dept.
12. Successful bidder must furnish liability insurance.
13. Cleaning contract will run from July 1, 2013 through June 30, 2014.
14. Contract may be terminated at anytime by either successful bidder or the City of Glasgow with a two (2) week written notice.
15. Successful bidder will be paid the last Wednesday of each month.
16. The City of Glasgow reserves the right to reject any and all bids. To accept the lowest of best bid and to waive any formalities.

DPW's Schedule for Cleaning.

**Cleaning will be done every Tuesday and Friday evening after work hours.
(Contact Superintendent for instructions regarding Holidays)**

Tuesday Cleaning

Street Dept offices (downstairs) Kitchen and Restrooms
Street Dept Break Room and Restroom
Sanitation Dept Break Room and Restroom
Upstairs office, Kitchen and Restroom

Friday Cleaning

Street Dept offices (downstairs) Kitchen and Restrooms
Street Dept Break Room and Restroom
Sanitation Dept Break Room and Restroom
Transit Office and Bathroom