



101 North East Harvey, Grimes, Iowa 50111 515.986.3036 Fax 515.986.3846

Request for Proposal Janitorial Services for the City of Grimes

The City of Grimes wishes to provide a clean and sterile environment to all patrons and employees while occupying City of Grimes owned buildings.

The City of Grimes is requesting proposals for janitorial services at the following facilities:

1. Grimes City Hall (101 NE Harvey Street)
2. Grimes Community Complex (410 SE Main Street)
3. Grimes Public Library (200 N James Street)

All primary janitorial services are to be after 6 PM on Fridays or anytime on Saturdays (After 3PM on Sundays for Library).

Secondary janitorial services shall be done on Wednesdays after 8PM.(9PM for Library)

Between October 1st and April 30th the City of Grimes will request a weekly additional cleaning to a lesser extent. This work shall be classified as secondary services. Grimes Public Library would require secondary services year round.

All buildings have security systems, access codes will be provided for each facility to one representative of the contracting party. In the event that a false alarm event happens at the neglect of the janitorial service provider, fees will be assessed to the contractor for all staff that reports to a false alarm event. It will be the duty of the contractor to ensure complete security of the facility while occupying said structure(s). This shall entail the ability to disarm security systems so duties may be performed and arming the security system after work is completed.

Contractor shall provide trash bags, vacuums, cleaning supplies, sanitation chemicals, and all necessary materials to complete the task.

Contract shall be non-exclusive and may be terminated at any time.

Scope of Work:

Grimes City Hall and Library

Primary Janitorial Services

1. Offices, hallways, meeting rooms, Council chambers
 - Vacuum all carpets (weekly) (twice weekly at library, including area rugs)
 - Dust all desk, phones, keyboards, computers, monitors, (weekly)
 - Dust all picture frames, hanging items, etc...(monthly)
 - Clean all windows (bi-monthly or as needed) (inside windows - large and small meeting room windows at library twice weekly)
 - Empty and remove all trash containers and install new trash bags (weekly) (twice weekly at library)
 - Dust all light fixtures and walls (monthly).

2. Customer Lobby and Entryway
 - Mop and sanitize all tile areas. (weekly) (twice weekly at Library)
 - Vacuum all carpeted areas. (weekly) (twice weekly at Library)
 - Dust and sanitize all counter top areas. (weekly)
 - Dust all picture frames, hanging items etc.. (weekly)
 - Empty and remove all trash containers and install new trash bags (weekly) (twice weekly at Library)
 - Clean all entry way glass. (monthly or as needed) (twice weekly at library)
 - Clean glass entry doors. (weekly) (inside doors twice weekly at Library)
 - Remove all fingerprints, handprints on all glass.(weekly) (twice weekly at Library)
 - Dust all light fixtures and walls (monthly).

3. Bathrooms (weekly) (twice weekly at Library)
 - Clean and sanitize all toilet receptacles. (twice weekly at Library)
 - Clean and sanitize all sinks. (twice weekly at Library)
 - Clean and sanitize all floors. (twice weekly at Library)
 - Clean and sanitize all fixtures, towel dispensers, soap dispensers, etc.. (twice weekly at Library)
 - Wipe exterior of all cabinets.
 - Clean and sanitize all walls
 - Empty all trash and install new trash bag. (twice weekly at Library)

4. Clean Kitchen at City Hall (weekly)
 - Clean and sanitize sink and microwave
 - Clean glass in popcorn popper in entrance weekly (with approved cleaner)
 - Vacuum floor

Secondary Janitorial Services.

- Clean and sanitize bathrooms as described in item 3 of primary janitorial services.
- Mop and sanitize all tile areas of the lobby/entryway.
- Vacuum all carpeted areas of the customer lobby.
- Vacuum west hallway from backdoor to end of hallway
- (See above notations for Library.)

Library Additions:

- Vacuuming of upholstered furniture monthly.
- Clean kitchen area sink
- Wipe off chair mats on floors in offices and standing pads behind counters.
- Dusting of endcaps on shelves and tops of shelves monthly. NOT shelving, just tops and endcaps.

City Hall Additions: (monthly)

- Vacuuming of upholstered furniture monthly
- Wipe off chair mats on floors in offices.
- Dusting of shelves in building.

Monthly fee for Primary Services Library: _\$ _____

Monthly fee for Secondary Services Library: _\$ _____

Monthly fee for Primary Services City Hall \$ _____

Monthly fee for Secondary Services City Hall \$ _____

Grimes Community Complex

Primary Janitorial Services

1. Hallways and cafeteria
 - Dust mop floors (weekly)
 - Wet mop and sanitize floors (weekly)
 - Dust all hanging items, TVs, wall corners etc..(monthly)

2. Kitchen
 - Dust mop/wet mop/sanitize floors (weekly)

