

Webster County Library

Invitation to Bid for Janitorial Services

The Webster County Library is seeking bids from qualified firms for janitorial service at the Garst Memorial Library facility at 219 W. Jackson, PO Box 89, Marshfield, MO 65706.

Bid Process

It is the bidder's responsibility to inspect the facility prior to bidding. Bids must be submitted to the library at the address listed above, Attn: Janitorial Bid, by noon on Friday, November 16, 2018. All bidders will be notified of the library's decision.

Scope of Services Requested

Firms shall bid upon basic janitorial services as outlined in the attached Contract and Exhibit A. Services are to be provided three times per week; Monday, Wednesday and Friday outside of public library hours. The library is open Monday, 9am to 6pm; Wednesday and Friday, 9am to 5pm; Tuesday and Thursday 9am to 7pm and Saturday 10am to 4pm, except holidays. Public meetings may be held in the library meeting room after closing. All meetings must end before 9pm, therefore cleaning of meeting areas may sometimes need to be completed after 9pm.

The contractor is responsible for providing all equipment and cleaning supplies. Equipment and cleaning supplies may be stored in a janitorial closet at the library, if so desired. Bids shall include all labor and related costs. The library supplies trash bags, toilet paper, paper towels, and hand soap.

Cleaning services must be performed to the library's satisfaction appropriate for commercial use. Satisfaction shall be based on 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 times. The contractor shall provide competent supervision for cleaning staff. Library staff and the contractor will inspect the facilities regularly for completeness and quality of work. The library reserves the right to request a change of cleaning staff if service is unsatisfactory or damages or losses appear attributable to cleaning staff.

In the event of inclement weather, the library may be closed for the safety of staff and patrons. It is the contractor's decision if they decide to travel to the library and perform the services. Services may be delayed to the following day if so desired. However, if contractor does not perform specified services, they may not bill the library for such services.

Bidder Qualifications

Any 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 customers with complete contact information and dates when bidder worked for each customer, should be included with the bid. Bidder must provide proof of business license, liability insurance and complete all legally required forms certifying eligibility to work in Missouri.

Acceptance of Bid

The library management and/or Board of Trustees will review the bids and award the contract. 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. Fees will be considered but will not be the only factor in the decision.

Additional Services

Quotes for services will be solicited from the firm winning the cleaning contract for separate and additional services including stripping/waxing of vinyl/tile floors, cleaning carpets, and large span/elevated window cleaning. However, the library reserves the right to contract with other vendors for these services.

WEBSTER COUNTY LIBRARY JANITORIAL SERVICES CONTRACT

This agreement by and between the Webster County Library, hereinafter called the “Library” and _____, hereinafter called the “Contractor”, for janitorial services at the Webster County Library, 219 W. Jackson, Marshfield, MO 65706.

- The Library hereby contracts for, and the Contractor hereby agrees to provide cleaning services under the supervision of the Director of the Webster County Library or a designated representative.
- The Contractor shall perform all the duties and responsibilities as outlined in the attached Exhibit A and Invitation to Bid, three days per week, Monday, Wednesday & Friday.
- The Contractor shall provide the necessary and appropriate cleaning equipment, supplies, materials and agents. Material Safety Data Sheets shall be supplied to the library for all cleaning agents. The Library will provide paper towels, toilet tissue, trash bags 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 materials, cleaning agents, chemicals and supplies not recommended or intended for use in facilities that are accessible to the general public.
- This contract shall be in effect from January 1, 2019 to December 31, 2019 and will be automatically renewed annually unless terminated.
- The Library shall pay the Contractor monthly for days services are provided. The daily cleaning contract rate is _____ .
- Monthly invoices must be submitted to the library for payment. The Library shall pay the Contractor within two weeks of receipt of invoice.
- The services of the Contractor shall be as an Independent Contractor, not as an employee of the Webster County Library. Persons employed by the Contractor are employees of the Contractor, not the Library. Workers’ Compensation Insurance will 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.
- The Library reserves the right to independently inspect work and require the Contractor to immediately correct problems found or discontinue use of a particular cleaning person in the performance of this Agreement when a Library representative notifies the Contractor that a cleaning person’s performance or actions are unsatisfactory.
- The Contractor shall be responsible for damages to or theft of Library property by cleaning contractor staff.

- **INSURANCE:** The Contractor shall provide a copy of a current Certificate of Insurance for liability coverage at the time of award of the contract. A current Certificate must be provided annually to the Library.
- **TERMINATION:** The Library or the Contractor may terminate this Contract with 14 days written notice to the other party.
- **ATTACHMENTS:** The Invitation to Bid and Exhibit A are part of this Contract.

Contractor: _____

Contact: _____

Mailing Address: _____

Phone: _____

Email: _____

Signature

Date

Webster County Library Director

Date

EXHIBIT A: ATTACHMENT TO WEBSTER COUNTY LIBRARY JANITORIAL SERVICES CONTRACT

ROUTINE HOUSEKEEPING TASKS:

- Toilets - clean/disinfect inside including under rim and outside all the way to the floor. Clean/disinfect top and bottom of seat and exterior of tanks.
- Sinks, mirrors, diaper changing stations, paper & soap containers – clean/disinfect.
- Vinyl/Tile Floors - wet mop with disinfectant cleaner.
- Carpet/rugs/floor mats – vacuum and spot carpet as needed. Clean under rugs/mats as needed.
- Walls and doors– should be cleaned of dirt, splatters, etc.
- Waste baskets – empty and replace trash bags. Clean waste basket inside/outside as needed.
- Paper towels, toilet tissue and soap - restock as needed from Library supply.
- Glass entry doors, interior windows and display cases - clean/polish as needed.
- Circulation desk, public use tables, chairs - dust/clean/polish/disinfect.
- Meeting room - clean/disinfect sink and counter in kitchenette area; clean/disinfect meeting tables. Dust as needed.
- Clean/disinfect all doorknobs/handles, light switches and handicap door access buttons.
- Drinking fountains - clean/disinfect/polish.
- Dust areas of staff desks and work areas as needed. Leave all papers, materials and equipment on staff desks, shelves, file cabinets, etc. as undisturbed as possible.
- Sweep concrete at public entrance and around material drop area.
- Sweep around staff entrance at rear of Library.
- Pick up trash, cigarette butts, and other refuse around front entrance area to the Library.

AS NEEDED TASKS:

- Remove cob webs.
- Dust legs of tables, chairs and other equipment.
- Wipe down/dust baseboards.
- Dust tops of library bookshelves.
- Dust/clean blinds.
- Clean lower level internal and external windows. Dust window sills.
- Dust restroom light fixtures and exhaust fan covers.
- Dust ceiling fan blades.
- Clean inside staff and meeting room microwaves and wipe down outside of refrigerators
- Clean/disinfect phones, computer monitors, computer mice and keyboards. Please consult with Library Technician on appropriate technology cleaning procedures.

Notes:

- Leave internal doors as found; locked or unlocked. Lock external doors and set alarm upon exit.
- Take all trash bags to dumpster behind building.

- Occasionally, library restrooms or floors need attention on a non-scheduled cleaning day. The Library asks that the Contractor work with the Library to provide emergency cleanups and bill the library as needed.
- When Library provided supplies begin to run low, leave a note in the mailbox of John P. or email him at tech@webstercountylibrary.org.
- Report any maintenance issue you observe beyond scope of your duties by leaving a note in the mailbox of John P. or email at tech@webstercountylibrary.org or in the Library Director's inbox on her door.
- Library Staff will communicate to with the cleaning contractor via the workroom mailbox labeled Cleaning Service OR by email or phone as provided.