Janitorial Bid Specifications

The University of Missouri Extension Cape Girardeau County Center consists of approximately 7,540 square feet of serviceable area (3,323 lower level and 4,217 upper level).

**Weekly**, the following should be done.

1. Empty wastebaskets and dispose of contents in outside dumpster.
2. Dust all exposed flat surfaces upstairs, *(except desk tops)* which includes filing cabinets, counter, window sills, printer stands, bookcases, divider walls.
3. Vacuum all carpet.
4. Mop all tile and ceramic floors upstairs.
5. Clean bathrooms (upstairs and downstairs), upstairs break room and mop downstairs kitchen.
6. Clean inside and outside of upper level entry doors and front-porch window.
7. **Sweep** lower level floors UNLESS week to mop the floors.
8. Check soap and paper towel dispensers in all restrooms and refill as necessary.

**Bi-Weekly** the lower level meeting room and hall floors should be mopped, entry doors cleaned, and detail work done (cleaning of baseboards, removal of cobwebs, etc.) in kitchen, halls, meeting rooms and restrooms.

**Monthly** the ceiling vents should be cleaned and also the inside of all windows.

**Detail work** (which includes cleaning of baseboards and air vents, removal of cobwebs -- on walls, in corners, on door frames, etc.) should be done in the upper level the weeks the downstairs is not cleaned.

**As needed** the tile floors should be buffed or stripped and waxed (minimum of once per year).

This will be contract service, with **no benefits** (Unemployment, Social Security, Medicare) being paid by the Extension Council. The contract may be terminated if service is unsatisfactory.

Bid per month $_________________________ **MUST BE** Self-Insured/Bonded

Name of bidder (firm) ____________________________________________________________

Address ________________________________________________________________________

Telephone Number ___________________ Date of bid ____________________

Signature ________________________________________________________________

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