

**Request for Proposal
for
Cleaning Services for Edwardsville Township**

Edwardsville Township, a local unit of government, seeks proposals for cleaning services for facilities located in Edwardsville, Illinois. Facilities include the Township office building, located at 300 W Park, and the Hays Mallory Community Building, located at 216 Crane Street.

Service will be provided once per week during non-working hours (after 6:00 p.m.) to the enclosed specifications. All paper products, hand soap, and trash liners will be provided by Edwardsville Township. All cleaning chemicals and equipment will be provided by the provider. The initial term of the contract will be for one year. All work must be performed by employees of the provider, who must complete adequate employee background checks.

Proposals will be accepted until 4:30 p.m. on April 16, 2014. Proposals should include three (3) references and proof of insurance, bond, workman's compensation insurance and business license. Those interested may tour the facilities before submitting a proposal.

Please forward proposals to:
Edwardsville Township
300 W. Park
Edwardsville, Illinois 62025

Questions may be directed to Jeanne Wojcieszak, Township Administrator, at 618-656-0292.

Cleaning Specifications for Edwardsville Township

Entrance, Lobby, Private Office Areas, & General Office Areas	Weekly	Monthly
1. Detail vacuum all open carpeted areas with special attention to traffic areas, corners, and along the walls	X	
2. Sweep and damp mop all tile floors	X	
3. Spot clean all entryway glass and glass doors	X	
4. Dust all office furniture including bookcases, credenzas, filing cabinets, and all horizontal surfaces	X	
5. Clean and sanitize all telephones	X	
6. Remove all cobwebs	X	
7. Vacuum under all desks	X	
8. Dust all window sills, door frames, baseboards, and blinds		X
9. Damp wipe all office furniture including bookcases, credenzas and filing cabinets		X
10. Damp wipe exposed desk tops	X	
11. Empty trash cans and replace liners	X	
12. Dust ceiling fans		X
13. Damp wipe legs of desk chairs		X
14. Vacuum entry mats	X	
15. Dust chandelier	X	

Hays Mallory Community Building	Weekly	Monthly
1. Sweep and damp mop all floors with special attention to traffic areas, corners, and along the walls	X	
2. Spot clean all entryway glass and glass doors	X	
3. Remove all cobwebs	X	
4. Vacuum entry mats	X	
5. Dust all horizontal surfaces	X	
6. Dust all window sills, door frames, baseboards, and blinds		X
7. Vacuum/sweep front porch (weather permitting)	X	

Kitchen and Lunchroom (Office and Community Building)	Weekly	Monthly
1. Clean microwave inside and out	X	
2. Clean and sanitize all counter tops	X	
3. Damp clean and sanitize table top	X	
4. Spot clean all chairs	X	
5. Scour and sanitize sink	X	
6. Detail vacuum all carpeted areas	X	
7. Damp wipe exterior side of refrigerator and stove	X	
8. Empty trash cans and replace liners	X	
9. Damp clean cabinet fronts	X	

Washrooms (Office and Community Building)	Weekly	Monthly
1. Clean and sanitize all porcelain fixtures; sinks, toilets, urinals and counter tops	X	
2. Clean and polish all chrome faucets and fixtures	X	
3. Damp clean and sanitize both sides of the toilet seats	X	
4. Damp clean all mirrors	X	
5. Refill all soap, towel and tissue dispensers	X	
6. Sweep and damp mop all floors with disinfectant	X	
7. Wash all partitions, walls behind toilets, walls around sinks, dispensers and urinals	X	
8. Spot clean all partitions and walls as needed	X	
9. Dust tops of all partitions	X	
10. Empty trash cans and replace liners	X	

All Contracted Areas	Weekly	Monthly
1. Clean and sanitize all water fountains	X	
2. Spot clean doors, door frames, light switches, walls, kick and push plates as needed	X	
3. Dust all picture frames and glass	X	
4. High dusting	X	
5. Janitor's closet will be kept clean and orderly	X	