

Notice to Bid

Town of Ira
53 West Road
Ira, VT 057

Cleaning Person

The Select board is looking for an individual to do bi-monthly cleanings at the Ira Town Office and monthly cleanings at the Ira Town Hall. The specifications are enclosed. Please include references with your bid submission.

Sealed bids are due at the town office by 2:30 pm, May 18, 2018. Certificate of liability insurance must be submitted with the bid. The board reserves the right to reject any and all bids. The board will open and review the bids at a regular select board meeting on May 21, 2018 at 5:00, and notify the successful bidder thereafter.

Steve Martelle
Melanie MacDonald
Robert Toppin

Town of Ira seeks bids on the following for the term of 12 months 7-1-2018 – 6-30-2019

- 28 Office cleanings of the Town Office
12 Town Hall cleanings
The number of times indicated above are estimates

The person will be providing the cleaning materials and equipment.

Cleaning must include the following, but is not limited to:

Town Office

- Dust flat surfaces and computer monitors, tops of baseboards/window sills and remove cobwebs (only dust desk that are cleared off)
- Vacuum runner rug and rug under Town Clerk's desk
- Wipe down the conference tables
- Wipe down kitchenette area
- Clean bathroom (toilet, sink, mirror)
- Wash window in the front entrance door
- Sweep and mop the main floor, bathroom floor and conference room floor
- Washing windows in spring

Town Hall

- Dust flat surfaces. tops of baseboards/window sills and remove cobwebs
- Wipe down counters in kitchen
- Clean bathroom (toilet, sink, mirror)
- Sweep and mop the main floor, kitchen floor, bathroom floor and hall area
- Washing windows in spring

Bid Submission Form

All bids are for a term of 12 months and will be reviewed annually with an option to renew the contract on an annual basis. A certificate of insurance is due with all bids. Bids are due no later than May 18, 2018 by close of business. The Town of Ira has the right to refuse any and all bids.

Name: _____

Contact Information: _____

Bid Proposal: _____

Signature

Date