



Le Sueur County Soil & Water Conservation District

Le Sueur County SWCD
181 W Minnesota St
Le Center, MN 56057

Tel. (507) 357-4879 Ext. 3
Website: www.lesueurswcd.org

REQUEST FOR BIDS FOR CLEANING SERVICES

INTRODUCTION

The Le Sueur County SWCD is soliciting bids for cleaning services for its property located at 181 W. Minnesota St. Le Center MN.

Bidders are required to submit written proposals that present their qualifications and understanding of the work to be performed. Cleaning services can not begin until after 4:30 p.m. Monday through Friday.

Awarded bidders must complete a background check and bids must be submitted no later than noon on September 10, 2018, directly to Le Sueur SWCD at the above address.

SPECIFICATIONS

The specifications outline the requirements for cleaning services. A walkthrough can be scheduled to view the building before a final bid is submitted.

Daily Services –

- empty trash receptacles
- sweep entrances
- sweep lobbies & corridors
- spot sweep floors & spot vacuum carpets
- clean drinking fountain
- sweep and damp mop or scrub toilet rooms
- clean all toilet fixtures
- replenish toilet supplies
- dispose all trash and garbage in the building
- dust horizontal surface that are readily available and visually require dusting

Weekly Services - Clean Sidewalks and parking areas

Sweep sidewalks and parking areas

Clean glass entry doors

Damp mop and spray buff all floors in toilet rooms

Bi-Weekly - Vacuum carpets

Dust desk surface and furniture

Monthly - Thoroughly dust furniture

Completely sweep and vacuum carpets

Spot clean walls within 70" from floor

Quarterly - Wax all vinyl floor covering

Damp wipe toilet waste receptacles, doors, windows sills & frames

Bi-Annually- Wash all interior and exterior windows and any glass surfaces

Strip and finish resilient floors and toilets

Strip and finish main corridors

The Le Sueur County SWCD building is approximately 5,000 square feet on one level.

Janitorial Services

Proposal Form

Price for daily, weekly, bi-weekly, monthly, quarterly and bi-annually cleaning services for Le Sueur County SWCD, as outlined in specifications.

SWCD Janitorial Services Contract period for one (1) year.	Price Per Month \$ _____
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NAME: _____
ADDRESS: _____
PHONE: _____

Return proposal form to: Le Sueur County SWCD
181 W. Minnesota St.
Le Center MN 56057