

The City of Newton, Illinois is seeking bids for janitorial services for city hall. Following is a job description for bidding purposes. Please provide a flat fee for most services and an hourly rate for anything that cannot be categorized.

- Vacuum all carpet, rugs and chairs 2 times per week...spot clean carpets as needed
- Mop all non-carpeted areas-2 times per week
- Dust all exposed areas weekly including chair and table legs.
- Gather and dispose of all garbage weekly or as needed
- Clean restrooms, sinks and drinking fountain and replenish supplies-2 times per week
- Clean basement restroom weekly
- Put away paper supplies that are ordered
- When door handles and door knobs are cleaned they should be sanitized
- Other cleaning duties as required to maintain a clean, safe working environment
- Wash all windows and doors, inside and out, weekly and as needed

- Wash all walls and baseboards each spring and fall

There may be additional cleaning necessary, on occasion. You will take direction from the department heads and elected officials. You will submit your bill monthly and be paid after the third Tuesday of each month.

A certificate of insurance is required that names the City of Newton as Additional Insured with general liability limit of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. Work comp coverage is also required. A copy of the additional insured endorsement must be provided.

Work may involve cleaning where confidential information is available, requiring discretion and confidentiality.