

# CITY OF CARIBOU

## PROPOSAL FOR GENERAL JANITORIAL SERVICES THE CARIBOU MUNICIPAL BUILDING Scope and Requirements of Service

City of Caribou is requesting a proposal for the following general janitorial services for its Municipal Building located at 25 High St., Caribou, ME 04736.

1. Employment. The City shall employ the Independent Contractor, and the Independent Contractor shall serve the City upon the terms and conditions hereinafter set forth.
2. The Independent Contractor shall serve the City and shall perform any and all General Janitorial Services Required or requested in connection with the daily operational maintenance of the Caribou Municipal Building.

### 3.1 Daily:

- A. Empty wastebaskets, collect trash, collect recyclables, remove to dumpster
- B. Vacuum carpeting on rotating schedule, spot clean as needed
- C. Dry mop all non-carpeted floors, damp mop as needed
- D. Wash entry doors and interior windows as needed
- E. Complete cleaning of rest rooms to include toilet bowls, sinks, floors replace toilet paper and hand towels
- F. Replace light bulbs as necessary

### 3.2 Monthly:

- A. Vacuum all air intakes and exhaust grills
- B. Wipe all chairs and tables to include legs and casters

### 3.3 Semi-annually:

- A. Strip and wax tile floors, clean baseboards
- B. Shampoo carpets
- C. Wash windows both sides, providing window mechanisms allow

### 3.4 Annually:

- A. Wash walls, to be coordinated by room with Manager or Designee

### 3.5 Other Duties:

- A. Other duties as required for general upkeep of Building as may

be construed as General Janitorial Services not previously defined in sections 3.1 – 3.4 may be required at some point in time. City shall consult with and negotiate compensation for such services with Contractor as the need arises. Such intent shall not be construed as an exclusive entitlement to provide General Janitorial Services or other maintenance related services.

3. MATERIALS. In conjunction with the Labor associated with said Duties, the Contractor shall also provide all Equipment, repairs to said Equipment, associated cleaning Chemicals as preferred by Contractor, other cleaning supplies as necessary for Contractor to perform said duties. City shall supply paper products associated with the bathrooms such as paper hand towels, toilet paper and hand soaps, trash bags to contain all rubbish and recyclables and any specialty items such as aerosol sprays or deodorizers.

Proposals must be submitted in sealed envelopes clearly marked “Janitorial Services” no later than 3:00PM on **December 9, 2011**. No email RFP’s will be accepted.

Proposals may be mailed or hand delivered to:

City of Caribou  
Attn: Steven R. Buck  
25 High St  
Caribou, ME 04736

Sincerely,

Steven R Buck  
City Manager