



REQUEST FOR PROPOSAL OF JANITORIAL SERVICES AT

AREAS OF CLEANING: Jamestown Customer Service, Jamestown Warehouse, Clarkrange CO

SCHEDULE OF SERVICES: Staffed offices are to be cleaned once weekly and unmanned remote sites cleaned once per year unless directed otherwise. A "Spring" cleaning including buffing and waxing of tile floors and carpet cleaning is to be scheduled at all areas annually.

REQUIREMENTS: Janitorial staff must furnish all cleaning products and equipment. Twin Lakes will supply daily essentials such as hand soap, trash can liners, toilet paper, and paper towels.

RESPONSIBILITIES: Responsibilities to include, but not limited to:

- Vacuuming, sweeping, and mopping.
- Clean and sanitize desktops, counters, phones, and other surface areas in employee work areas. *
- Clean and sanitize countertops, commodes, and mirrors in all bathrooms.
- Clean sinks, countertops, and microwaves in break rooms.
- Restock supplies in bathrooms, break rooms, and common areas.
- Empty all trash cans and replace liners, clean receptacles, as necessary.
- Dusting and cleaning furniture.
- Cleaning windowsills and windows.
- Maintain janitor closets in a clean, organized, and safe manner.
- Maintain janitorial equipment in a clean, safe, and operable condition.
- Proper labeling, dilution and use of all chemicals used and stored onsite.
- Responsible for keeping stock of cleaning supplies.
- Notifying Twin Lakes of needed essential supplies.

*During the COVID-19 crises period, the successful bidder will be asked to clean and sanitize all work areas daily.

PROPOSAL SUBMISSIONS: Proposal forms for specific offices and unmanned sites may be found at <http://www.twinlakes.net/rfq/>. If you have any questions regarding this proposal request, contact Shannon Hawkins 931-268-2151. All completed proposal submissions must be received by June 12, 2020.

SUCCESSFUL PARTIES MUST BE AN INSURED CONTRACTOR WITH REFERENCES AND WILL BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK.