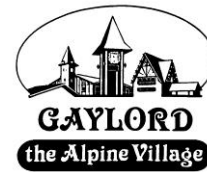


City of Gaylord

305 E. Main Street ♦ Gaylord ♦ Michigan ♦ 49735
Telephone: 989-732-4060 ♦ www.cityofgaylord.com



Request for Janitorial Services for Elkview Park

1179 Elkview Rd. Gaylord, MI 49735

1. Daily Cleaning

- a. The restrooms are to be maintained as follows:
 - i. Elkview Park, located 1179 Elkview Rd.
Restrooms to be checked once per day each day of the week.
Restrooms to be cleaned a minimum of once per day.
- b. Restrooms are all-season and will be expected to be maintained year-round.

2. Weekly Maintenance

- a. The floors shall be mopped once per week at a minimum (more if necessary).
- b. Clean windows.

3. Monthly Cleaning

Monthly cleaning requires restrooms to be thoroughly cleaned. At a minimum, "thorough cleaning" means a deep cleaning of restroom walls, including bathroom stalls, and a deep cleaning of the floors.

- a. During the last week of each month, restrooms are to be thoroughly cleaned.
- b. No more than 24 hours after each monthly cleaning, you are to advise the DPW Superintendent that this thorough cleaning has taken place.

4. Compensation – Elkview Park

- a. Your compensation will be a flat fee for work performed throughout the week (Sunday through Saturday).
- b. You will be paid biweekly for work performed.

Cleaning supplies are supplied by the City.

Must be insured. Proof of insurance required before the agreement may be signed. A W-9 must be completed and on file before the first payment will be issued.

Bids should include a flat weekly rate. We will accept bids until Thursday, July 24th at 2:00pm at which time we will open all bids. Bids can be dropped off or mailed to City Hall at 305 E. Main Street, Gaylord, MI 49735, Attention: City Clerk.

The City reserves the right to accept or reject any or all bids. The City of Gaylord complies with all Equal Opportunity requirements. All qualified offerors will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age.