

City of Gaylord
Request for Proposals
Janitorial Services

The City of Gaylord is looking for proposals for weekly janitorial services for City Hall, located at 305 East Main Street, Gaylord MI 49735. The following services are to be performed on a weekly basis or as reasonably required. These services are required for all communal spaces in the building, including the City Offices, Police Department, and upstairs Training and classrooms.

- a. Vacuuming of carpeted flooring
- b. Cleaning of hard surfaces, to include internal glass and communal counters
- c. Cleaning of all restrooms
- d. Mopping of tile floors
- e. Cleaning of locker rooms and showers in the Police Department
- f. Removal of trash from offices and public areas
- g. Cleaning of stairwells
- h. Use of cleaning agents and disinfectants, as appropriate

All applicants must be bonded and insured as well as obtain security clearance including fingerprinting and a background check. Proposals need to be submitted by noon on July 22nd to be considered. For more information or to schedule a time to view the facility please contact Erika Peters, Assistant City Manager, at 989.732.4060 or via email at peterse@cityofgaylord.org. Applications can be submitted to Erika Peters at the same email address, peterse@cityofgaylord.org.

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.