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NEWTON PUBLIC LIBRARY SPECIFICATIONS FOR JANITORIAL AND LIGHT MAINTENANCE SERVICES CONTRACT

The Newton Public Library Board of Trustees invites proposals for the janitorial and light maintenance services contract for Newton Public Library as described herein. The contract period will be for one year to begin October 2017, on a date to be determined.

Janitorial and maintenance services contract proposals will be discussed at the **September 11, 2017** NPL Board meeting which begins at 5:15 pm. in the Newton Public Library Board Room. All proposals must be presented to the Library Directory by **12:00 p.m.** on **September 7, 2017**. Any questions about the specifications should be directed to Library Director Marianne Eichelberger.

Each proposal shall include: a statement to provide the services described herein; the monthly cost of service; the hourly rate of other services as described on page three; a copy of liability insurance, workers compensation insurance and bonding; and, three janitorial service references. Proof of liability insurance, workers compensation insurance and bonding must be submitted annually to the Board of Trustees for review.

The library is open to the public: Monday - Thursday: 9 a.m. - 9 p.m.; Friday - Saturday: 9 a.m. - 6 p.m. Vacuuming of public areas should take place when the library is closed to the public. Other janitorial services may be completed while the library is open to the public if it does not interfere with public or staff use of the library. Only the janitorial service staff members are allowed in the library when it is closed to the public. The name and government issued ID of each janitorial staff member must be provided to the Library Director a minimum of one week prior to being assigned to work in the library.

Cleaning equipment and supplies are provided by the contractor, including dispenser soap, toilet tissue, paper towels, liners and trash bags. Compensation for services not described in the contract will be agreed upon between both parties with authorization for the services made by the Library Director.

Contract payment will be made monthly. The Board of Trustees shall periodically evaluate the services provided by the janitorial service. Termination of the contract can be made by either party with a thirty (30) day written notice.

CLEANING AND MAINTENANCE SERVICES SCHEDULE

DAILY SERVICES (6 days a week):

Public use areas and staff areas:

- ☐ Empty all trash, receptacles and recycle baskets; replace liners if necessary; all trash to be disposed of in closed plastic trash bags and placed in closed exterior trash or recycle barrels as required by City of Newton
- ☐ Dust all computer peripherals
- ☐ Clean and sanitize telephones

- ☐ Clean and polish all drinking fountains and sinks removing water marks, scale and splashes on sides and on front
- ☐ Dust monitor screens and keyboards
- ☐ Spot clean monitor screens, glass in partitions and doors, tables
- ☐ Clean public service and lounge counter tops

Washrooms:

- ☐ Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, sinks; clean and sanitize all flush rings, drain and overflow outlets; clean and sanitize toilet seats
- ☐ Clean and polish all glass and mirrors
- ☐ Empty all containers and disposals, insert liners as required
- ☐ Spot clean metal partitions
- ☐ Refill all dispensers to maximum

Miscellaneous:

- ☐ Dry dust or sweep hard floors and vacuum open areas of carpet as needed; inspect for spots and stains and spot clean as needed
- ☐ Leave notice on any observed irregularities (i.e. defective plumbing, unlocked doors, lights left on, inventory requirements, washroom supplies)
- ☐ Inspect and replace all burned out lights (supplies to be furnished by client, ordered and picked up by contractor)
- ☐ Turn off all lights; close and lock all windows and doors
- ☐ Pick up all trash and sweep debris off west exterior patio

WEEKLY SERVICES:

Public use areas and staff areas:

- ☐ Dust all furniture, equipment and accessories including desks, chairs, tables legs and rungs, baseboards, ledges, moldings and other low reach areas
- ☐ Dust all surfaces above normal reach including sills, ledges moldings, shelves, door frames, pictures and vents
- ☐ Clean all horizontal and vertical surfaces removing fingerprints, smudges and stains from doors, frames, light switches, kick and push plates, handles, railings
- ☐ Sweep and spot clean interior stairs

Washrooms:

- ☐ Clean and polish all chrome fittings
- ☐ Dust metal partitions
- ☐ Remove spots, stains, splashes from wall area adjacent to sinks; remove fingerprints from doors, frames, light switches, kick and push plates, handles, etc.

Miscellaneous:

- ☐ Damp mop hard floors
- ☐ Fully vacuum all carpets from wall to wall; using approved spotter, spot clean carpeted area

SEMI-MONTHLY SERVICES:

Non-public use areas, i.e. magazine storage, boiler room, mechanical rooms, and storage closets:

- ☐ Dry dust or sweep floors, remove trash as well as other items requested by client
- ☐ Clean slop sink

Exterior trash area and stairway:

- ☐ Sweep trash area and steps
- ☐ Remove debris from exterior north steps and lower level landing

MONTHLY SERVICES:

Public use areas and staff areas:

- ☐ Low dust horizontal surfaces to hand height including sills, ledges, moldings, shelves, picture frames, ducts, radiators, etc.
- ☐ Clean entire interior glass in partitions and doors; clean inside and outside of exterior windows
- ☐ Clean and polish furniture including desks, chairs, cabinets; vacuum furniture; wash all wastebaskets, clean and polish bright metal to hand height

Washrooms and staff lounge:

- ☐ Wash and sanitize exterior of all containers; empty and sanitize interior of sanitary containers
- ☐ Wash and sanitize metal partitions
- ☐ Low dust all horizontal surfaces to hand height including sills, moldings ledges, shelves, frames, ducts heating outlets

Non-public use areas, i.e. magazine storage, boiler room, control room, mechanical and storage closets:

- ☐ Dust all horizontal surfaces

Miscellaneous:

- ☐ Scrub hard floors to remove scuff and heel marks; polish open areas of hard floors

BI-MONTHLY SERVICES:

Walk-off mats:

- ☐ Clean walk-off mats according to manufacture instructions

Miscellaneous:

- ☐ Dust blinds

QUARTERLY SERVICES:

Public use areas, staff areas and washrooms:

- ☐ High dust above hand height all horizontal surfaces, including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.

Miscellaneous:

- ☐ Refinish hard floors to maintain adequate protective coating

SEMI-ANNUAL SERVICES:

Miscellaneous:

- ☐ Dust ceiling light lenses

ANNUAL SERVICES:

Miscellaneous:

- ☐ Clean and polish baseboards of the floors

AS REQUIRED SERVICES - Minimum Annual Service:

Public use areas, staff areas and washrooms:

- ☐ Damp clean diffuser outlets in ceiling
- ☐ Dry clean area adjacent to diffuser outlet
- ☐ Dry dust wood paneled surfaces

Miscellaneous:

- ☐ Strip, clean, remove marks, refinish and machine polish hard floors
- ☐ Machine and/or dry clean walls, and ceiling; remove spots, stains, marks from walls and ceilings
- ☐ Clean blinds and air out drapery

OTHER SERVICES to be furnished as directed by the Director, may include clearing front and sidewalks of debris or snow and dispensing City approved ice melt as needed, shall be provided at a contracted hourly rate. City staff (Parks Department) is responsible for upkeep of the grounds around the library including primary snow/ice removal.