

# City of Creede, Colorado

## Request for Proposal

### For Cleaning Services for Town Facilities

The City of Creede is currently soliciting proposals for cleaning services for Town Hall, the Virginia Christensen Recreation Center, the Public Works Facility and the City's public restrooms which include Hargraves Park and Basham Park. Required scope of work is outlined below. Additional cleaning tasks may be required as needed. Please submit a detailed cost proposal that includes labor and all necessary equipment and supplies to perform the necessary tasks on a bi-weekly(?) basis. Proposals must be received by the City no later than 4:00 PM on Friday 6/28/24. Proposals must be mailed in a sealed envelope to the City of Creede, Attention Louis Fineberg, Town Manager, PO Box 457, Creede, CO 81130.

Any questions, including requests to visit the site can be arranged by contacting the City of Creede Town Manager, Louis Fineberg, @ (719) 658-2276 # 1 or via email at [manager@creedetownhall.com](mailto:manager@creedetownhall.com).

Scope of Work:

Facilities and Times:

- A. City Hall - After 4 PM and before 8 AM, except the 1st and 3rd Tuesdays of the month, which needs to be after 8 pm due to regularly scheduled Board of Trustees meetings;
- B. Virginia Christensen Recreation Center after 6 PM and before 6 AM;
- C. Public Works Facility bathroom after 2 PM and before 6 AM;
- D. Public Restrooms after 6 PM and before 6 AM;

Nightly Cleaning Tasks:

- A. All Areas
  - a. All trash receptacles are to be emptied and trash removed to a collection point. All trash cans to be washed as needed and trash can liners replaced;
  - b. Thoroughly dust all horizontal surfaces, including clear areas of desk tops, files, window sills, chairs, tables, pictures, computer screens, and all manner of furnishings as needed;
  - c. Damp wipe all horizontal surfaces to remove spillage and soiled areas;
  - d. Thoroughly damp mop hard surface floors, taking care to get into corners and along edges;
  - e. Clean and polish drinking fountain with disinfectant;
  - f. Spot clean partition glass at counters as needed;
  - g. Vacuum all carpeted traffic lanes including offices;
  - h. Spot clean carpets as needed;
  - i. Dust mop hard surface floors with a treated dust mop;
  - j. Spot mop hard surface floors to remove all spillage and soiled areas;

- k. Damp wipe entrance metal and remove fingerprints from all entrance glass;
- l. Wet mop entrance lobbies and spray buff to a high gloss;
- m. Sanitize basins, toilets, and seat covers;
- n. Remove fingerprints and marks from around light switches and disinfect;

B. Restrooms

- a. Stock towels, tissue, hand soap, and seat covers;
- b. Empty sanitary napkin receptacles and wipe with disinfectant;
- c. Empty trash receptacles and wipe if needed;
- d. Clean and polish mirrors;
- e. Wipe and disinfect towel cabinet covers;
- f. Toilets and urinals to be cleaned and sanitized both inside and out;
- g. Toilet seats need to be cleaned on both sides using a disinfectant;
- h. Scour and sanitize all basins;
- i. Remove splash marks from walls around basins;
- j. Wet mop and rinse restroom floors with a disinfectant;
- k. Disinfect sinks, faucets, door knobs, towel dispensers, etc.;

Weekly Cleaning:

A. All Areas

- a. Dust all vertical surfaces of desks, file cabinets, chairs, tables, and other office furniture;
- b. Clean all computer monitor screens;
- c. Thoroughly vacuum all carpeting, taking care to get into corners and along edges;
- d. Dust partitions, tops of mirrors and frames in restrooms;
- e. Buff hard surface floors, if needed, to enable them to present the best possible appearance. Spray buff with non-slip wax;
- f. Dust and sanitize telephones;
- g. Remove spider webs from all offices and stairwells;
- h. Clean kitchen and break room areas – sink, trash cans, coffee bars, microwaves, outside of refrigerator, and break areas;
- i. Wipe all counter surfaces with disinfectant;

Monthly Cleaning:

A. All Areas

- a. Accomplish all high dusting not reached in above mentioned cleaning;
- b. Wash entrance glass inside and out;
- c. Deep clean carpet in Town Hall;