

CLEANING SERVICE/MAINTENANCE REQUIREMENTS
701 WEST MAIN
COLE CAMP, MO 65325

All bids must be marked: Cleaning – Cole Camp Library
Bid Deadline: April 20, 2026 @ 1:00 p.m.
Submit Bids to: Boonslick Regional Library
219 West Third, Sedalia MO 65301

The bids will be opened on April 20, 2026 at 1:00 p.m. in the Sedalia Meeting Room by the Library Director. The bids will be discussed during the regular monthly Board meeting on April 28, at 6:30 p.m. You are welcome to attend!

INSURANCE REQUIREMENTS

Bids must include a copy of the Certificate of Insurance with the following minimum insurance requirements listing Boonslick Regional Library as an additional insured.

General Liability: General Occurrence \$1 million/\$2 million Aggregate
Work Comp: Each Accident \$1 million; Disease \$1 million
Each Employee \$1 million

Certificate of Insurance must be attached to the bid proposal form, indicating Boonslick Regional Library as the certificate holder.

The building will be cleaned **once** a week at the library's convenience.

Each Cleaning:

1. Sweep and wet mop all tile floors
2. Clean/dust public tables, desks and tops of shelving
3. Clean circulation desks
4. Clean Staff Room AND Meeting Room (including sink, counter, and table)
5. Vacuum all carpet areas including entry carpets
6. Sweep **all** sidewalks
7. Empty **all** trash into large trash can
(replace trash liners)
8. Pick up litter from lawn and parking lot
9. Clean all fixtures in the restrooms
Lavatory, mirrors, dispensers, etc
Toilet, urinals, walls, & floor
Baby Changing Stations
Refill/restock bath tissue, towel & soap dispensers

- Empty feminine hygiene receptacles and put new bags in them
10. Clean entryway windows and door glass (inside and outside)
 11. Clean cigarette receptacle
 12. Change light bulbs - as needed (all bulbs will be provided by the library)
 13. Wipe down and sanitize the water fountain

Monthly: Clean all other windows inside and outside. Buff/burnish ALL tile floors.

*Shampooing the carpets and stripping & waxing the floors will be completed on an as-needed basis and requires authorization from the Library Director. Please indicate the cost for this service separately in the space provided on the Bid Proposal Form.

Please list (3) **current** work references and phone numbers on the bid proposal form.

The company selected will provide cleaning supplies and equipment.

At this time, bids will be considered to clean the library in Cole Camp and Warsaw. We are hoping to move to the new library location in Boonville soon, so we will not include this location at this time. I plan to request cleaning bids for the new location after we move in.

Indicate the **monthly** bid amount for cleaning, etc., for the specific location as indicated on the bid proposal form. You may submit a bid to clean one or both locations, but the bid amount must be separated by location.

The company must be willing to provide Boonslick Regional Library with a monthly invoice for services completed from the 1st of the month to the 30th/31st of each month. The invoice must be submitted to the Administrative Library, located at Boonslick Regional Library, 219 West Third, Sedalia, MO 65301, by the 12th of each month. Payment will be made by ACH on the last day of the month.

The Boonslick Regional Library Board of Trustees reserves the right to accept and or reject any, all, or parts of any bid.

Contact Person: Greg Burel 660.827.READ x 201

**BOONSLICK REGIONAL LIBRARY
 BID PROPOSAL FORM
 2026 CLEANING SERVICE/MAINTENANCE REQUIREMENTS**

I/WE propose to furnish janitorial services as specified in the attached Cleaning Service/Maintenance Requirements at the following listed monthly price(s) for one or both locations.

<u>BUILDING ADDRESS</u>	<u>MONTHLY BID AMOUNT</u>
Boonslick Regional Library 701 West Main Cole Camp, MO 65325	Monthly cost to clean per bid specs \$ _____

<u>BUILDING ADDRESS</u>	<u>MONTHLY BID AMOUNT</u>
Boonslick Regional Library Warsaw Branch 102 East Jackson Warsaw MO 65355-3393	Monthly cost to clean per bid specs \$ _____ Costs to mow each occurrence billed \$ _____ Cost to remove snow/ice from sidewalks each occurrence billed monthly \$ _____

Bids must include a copy of the Certificate of Insurance with the following minimum insurance requirements listing Boonslick Regional Library as an additional insured.

**General Liability: General Occurrence \$1 million/\$2 million Aggregate
 Work Comp: Each Accident \$1 million; Disease \$1 million
 Each Employee \$1 million**

CURRENT WORK REFERENCES

1. Company Name _____
 Contact Person _____
 Phone Number _____
 Years of Cleaning _____
2. Company Name _____
 Contact Person _____
 Phone Number _____
 Years of Cleaning _____
3. Company Name _____
 Contact Person _____
 Phone Number _____
 Years of Cleaning _____

The Boonslick Regional Library Board of Trustees reserves the right to reject any or all bids, to waive any technicality, informality, or irregularity in the bids received. Boonslick Regional Library Board of Trustees further reserves the right to award the bid to the Lowest Responsible Bidder whose offer best responds in quality, fitness, and capacity to the requirements of the proposed work and therefore in the best interest of Boonslick Regional Library.

BID SUBMITTED BY

COMPANY _____

ADDRESS _____

CITY, STATE, _____

CONTACT PERSON _____

AUTHORIZED SIGNATURE _____

TITLE

DAYTIME PHONE# _____

DATE _____