

CLEANING SERVICE/MAINTENANCE REQUIREMENTS
102 EAST JACKSON
WARSAW MO 65355

All bids must be marked: Cleaning – Warsaw 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.

Clean the building every other evening (Monday, Wednesday, and Friday) or **three times per week** as agreed by Branch Supervisor

Daily Cleaning:

1. Sweep and wet mop all tile floors
2. Clean/dust public tables, desks, and tops of shelves
3. Clean circulation desks
4. Clean Staff Room AND Meeting Room (including sink, counter, and tables)
5. Vacuum all carpet areas including entry carpets
6. Sweep **all** sidewalks
7. Empty **all** trash into the dumpster
(replace trash liners)
8. Pick up litter from lawn and parking lot
(including between building and block wall)
9. Clean all restrooms thoroughly
Lavatories, mirrors, dispensers, etc.
Toilets, urinals, walls, & floor
Baby Changing Stations

Empty feminine hygiene receptacles and put new bags in them
Refill/restock bath tissue, towel & soap dispensers

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 water fountains

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

Lawn Care: Mow and/or trim the grounds owned by the library as needed at the direction of the local Branch Supervisor. Remove fallen tree limbs billed by occurrence, paid monthly

Snow Removal: Remove snow/ice from **sidewalks** as needed billed by occurrence paid monthly

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

Please note: due to regular use, you will need to coordinate cleaning the Meeting Room with the local supervisor.

Cleaning and lawn care supplies and equipment will be provided by the company selected.

Bids will be considered to clean the library in Cole Camp and Warsaw. Indicate the **monthly** bid amount for cleaning, etc., for the particular 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 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: Donna West, Branch Supervisor 660-827-READ x 401

**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 _____

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 _____