



CITY OF OROVILLE

**1735 MONTGOMERY STREET
OROVILLE, CALIFORNIA 95965
(530) 538-2401**

CITY HALL

PROPOSAL

FOR

JANITORIAL SERVICES

Bid Opening Date: October 29, 2019 at Noon

CITY OF OROVILLE

PUBLIC NOTICE

Sealed Proposal for the following are being accepted:

JANITORIAL SERVICES

Will be receiving at the City Hall, 1735 Montgomery Street, Oroville, CA 95965 until **October 29th, 2019 12:00 P.M.**, at which time they will be publicly opened and read.

A mandatory “Walk Through” of the offices with a detailed explanation of expected level of services and specific criteria will be conducted on October 08th at 9am.

Bid specifications including bid proposal forms are available at City Hall - 1735 Montgomery Street, Oroville, CA 95965. Any questions should be directed to Jackie Glover at (530) 538-2535.

BID FORM
SERVICES

JANITORIAL

Total Cost Part A		\$ _____.
TOTAL COST FOR SERVICES PER MONTH		\$ _____.
Total Cost for Services per month will be _____ (This entry must be written out)		

The undersigned has checked carefully all of the above figures and understands that the City Council shall not be responsible for any error or omissions on the part of the undersigned in making up this bid.

In case of a discrepancy between words and figures, the words shall prevail.

The undersigned hereby certifies that this bid is genuine and not a sham or collusive, or made in the interest of or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

The City reserves the right to reject any or all bids. The City reserves the right to delete or award all or part of the bid.

It is agreed that this bid may not be withdrawn for a period of forty-five (45) days from the opening thereof.

The terms and conditions of the final contract when executed shall control and supersede anything herein to the contrary or inconsistent with such contract.

_____		_____
		Company Name
_____	_____	_____
Date	Area Code/Phone	Print Name
_____		_____
		Signature

SPECIFICATIONS

For

JANITORIAL SERVICES

At

Oroville City Hall

SCOPE

This request should be bid based on services twice per week (Tuesday and Friday). The work schedule should be developed to allow for the following tasks to be done either every visit; every other visit or once per week; every other week; once per month; once per quarter.

The specification for JANITORIAL SERVICES is described as follows:

Requirement(s) GENERAL:	Every Visit	Once per Week	Every Other Week	Once Per Month	Once Per Qtr
Vacuum ALL Carpeted Floors	X				
Dust ALL Furniture		X			
Empty Waste Baskets	X				
Clean Telephones & SANITIZE		X			
Clean Equipment including photo copiers, computers, faxes, printers, etc.				X	
Clean Desk Tops including behind and around equipment, books, etc.		X			
Clean Ceilings, Corners and Check for Cob Webs					X
Clean all Interior Glass		X			
Dust ALL horizontal surfaces thoroughly	Front Office Counters X	X			
Clean/Mop/Wax ALL Hard Surface Floors		X Clean & Mop		X Wax	
Clean Stairways, Halls and other Traffic Areas		X			
PAY PARTICULAR ATTENTION TO THE PUBLIC ENTRANCE	X				

Requirement(s)	Every Visit	Once per Week	Every Other Week	Once Per Month	Once Per Qtr
Requirement(s) BATHROOMS:					
CLEAN & SANITIZE Toilets (including the bases and behind), Sinks, Urinals, Fixtures, Dispensers, etc.	X				
CLEAN Mirrors	X				
Empty Waste Containers	X				
CLEAN Walls, Partitions and any other vertical surface				X	
CLEAN/Wash all horizontal surfaces	X				
CLEAN/MOP/WAX ALL Floors	X				
Refill all Dispensers	X				
Requirement(s) KITCHEN:					
Vending machines, Refrigerator(s), Microwave, Toaster Oven, Television(s), Coffee Maker(s)				X	
Kitchen Sink and Counter(s) any horizontal surface	X				
Walls					X
Table	X				
Chairs					X
FLOOR	X				
Vending machines, Refrigerator(s), Microwave, Toaster Oven, Television(s), Coffee Maker(s)				X	

OTHER Specifics - Part B:

Washing, Dusting and Cleaning requirements extend to every room, office, area, and to everything in the building on a (reasonable) schedule, including but not limited to:

- Venetian Blinds, Vents & Returns – 1/Mo
- Files, Drawings, Maps and their containers - 1/Mo
- Clock, Wall Hangings, Wall Mounted Instruments, Bulletin Boards, wall mounted file holders and First Aid Stations - 1/Qtr
- Uprights, Cross Members, Feet, Bases, Legs & Wheels of Large Floor Standing Equipment, Benches – 1/Mo
- Conference Tables, and everything in the conference room(s) - 1/Mo

- Bins, File Caddies, trash receptacles and their lids, Mail Boxes, Safes, Fire Extinguishers or their wall mounted cases - 1/Qtr
- Junction Boxes, Breaker Boxes, Hot Water Heater – 1/Qtr
- Supplies, boxed, staked, stowed or stored - 1/Mo
- Door tops, Cabinet Tops, Shelves, Tops of Shelving – 1/Qtr
- Partitions & Window Sills - 1/Mo

Your proposal will require a returned signed copy of this Specification from the authorized submitter of the bid for this service:

Name of Company or Business

Printed Name of Signatory

Signature

Date