

# SOUTH RIVER PUBLIC LIBRARY

55 Appleby Avenue, South River, NJ 08882

732.254.2488 Fax 732.254.4116 [www.southriverlibrary.org](http://www.southriverlibrary.org)

## REQUEST for PROPOSAL for DAILY CLEANING

The South River Library is soliciting quotes for an Daily Cleaning service. This entails daily cleaning events 5 days/week on Monday, Wednesday, Thursday, Friday, and Saturday that include the tasks listed in the table below. The Library is roughly 14,000 sq ft in size on four floors with an elevator and a main staircase. Cleaning crew staff must be able to enable and disable our alarm system. The scope of work and Library/Vendor responsibilities are available below. Must supply a Certificate of Insurance as well as a list of references.

Quotations for service are due by 4PM on Friday, 24 October 2014. Please email same to: [srpl@southriverlibrary.org](mailto:srpl@southriverlibrary.org)

Services to be Performed:

### **Every Monday, Wednesday, Thursday, Friday, Saturday**

Sweep/dust all tile floors, landings, and stairways.

Wet mop or spot clean all floor areas which exhibit spills or tracked in debris.

Vacuum high-traffic areas.

Empty all trash receptacles/diaper pails, including the one at the front entrance of the building, and place and remove trash to proper storage locations. Replace plastic liners as needed. Place for collection on scheduled collection days.

Empty all recycling receptacles and place all designated recyclable materials in the proper storage locations. Place for collection on scheduled collection days.

Clean mirrors, drinking fountain, and sinks, and clean and disinfect toilets, toilet bowls, and all counters.

Fill all restroom dispensers with products and restock paper products as needed.

Remove scuffs, handprints, spots, and stains as needed from walls, doors, windows, etc.

### **Once each week**

Disinfect all telephone receivers.

Dust all desks, cabinets, shelves, ledges, window sills, etc.

Vacuum entire library.

Clean (wipe down) chairs in library meeting room.

### **As Needed**

Spot clean and buff vinyl-and-ceramic tile floors.

Remove finger prints, spots, and stains from walls, switches, etc.

Wipe clean all wood furniture.

Clean elevator.

South River Library will supply:

- Toilet Paper
- Soap for dispensers
- Trash Bags
- Liners

Vendor supplies all other cleaning supplies and equipment.