

Alleman City Council is accepting Bids

The Alleman City Council is accepting bids for a custodial service contract for the Alleman City Hall. Complete contract details available at Alleman City Hall, 14000 NE 6th Street Alleman, Iowa or online at allemaniowa.org. Contract will begin November 1, 2024. Bids accepted until 4:00 P.M. on October 9, 2024.

City of Alleman, Iowa

BID DOCUMENTS FOR ALLEMAN CITY HALL CUSTODIAL SERVICES

NOTICE TO BIDDERS

Bidders are invited to furnish the completed bid contained herein in accordance with the terms and conditions attached. **Sealed** bids must be in the hands of the Office of City Clerk, City Hall, Alleman, Iowa no later than 4:00 P.M. on October 9, 2024. Any bids received after that time will be returned unopened. Unsigned bids will be rejected. All bids will be opened and read in Alleman City Hall at 4:30 P.M. Wednesday October 9, 2024.

The bids will be evaluated and presented to the City Council at the next regularly scheduled Council Work Session on Monday October 14, 2024 at 7:00 P.M.

Specifications and Instructions to bidders are on file with the Office of the City Clerk, City Hall, Alleman Iowa.

The City of Alleman reserves the right to reject any or all bids, to waive minor technicalities, and to accept that proposal which the City Council deems to be in the best interest of the City.

BID SPECIFICATIONS

Custodial services for Alleman City Hall located at 14000 NE 6th Street, Alleman, Iowa. Custodian will perform the following services for City Hall:

- Clean bi-weekly (twice a month)
- Keeping City Hall clean, sanitary and as attractive to the community as possible.

Contract Custodian will be responsible for all supplies, tools and equipment necessary to perform these custodial duties.

Custodian understands they are an independent contractor and not an employee. Custodian will be required to maintain general liability insurance coverage insuring the risks associated with the performance of its duties herein in a minimum amount of \$100,000.00. Proof of insurance is required at the time the bid is accepted

EXHIBIT A SPECIFICATIONS

Entryways

1. Floors vacuumed
2. Entry mats vacuumed and put in place
3. Glass door cleaned
4. Coat rack wiped clean

Council Chambers

1. Wall and Vertical Surfaces
 - a. Check for soil, wiping soil from walls, wall plates, light switches, door handles and push plates.
 - b. Wipe tv, flag, pictures and white board free of dust and cobwebs
 - c. Clean interior windows
2. Ceilings
 - a. Clean ceiling fans monthly
 - b. Wipe ceiling light guards free of dust and cobwebs
3. Floors
 - a. Floors should be vacuumed
 - b. Furniture and Fixtures. Tables and chairs to be wiped down. Counter, fridge clean of marks and debris
 - c. File cabinets and desks. Wiped down and free of dust and marks

Restroom

1. Stock paper products
2. Mirror and lights cleaned
3. Fixtures cleaned
4. Walls and doors free from soil build up
5. Sweep and mop floor

URGENT Specific Inspection Items to Report

1. Any evidence of pests, pest droppings or nests
2. Fire/life safety issues like loose outlet covers/plugs
3. Damage to buildings and or contents

MONTHLY FEE TO PERFORM CUSTODIAL SERVICES:

\$ _____

For further information, Contact Shari Buehler, City Clerk, 14000 NE 6th Street,
Alleman, Iowa

Authorized Agent bidding on this project:

Company Name

Representative's Signature

Address

City, State, Zip Code

Phone

Date