**Marshall County Health Department is accepting sealed bids**

**for janitorial and maintenance services annual contract of its 25,000 square foot facility for July 1, 2022 – June 30, 2023**.

**Janitorial tasks:**

**General Cleaning**

* Clean entrance/exit glass doors 5 days per week
* Spot clean interior glass 5 days per week
* Clean and polish all water fountains 5 days per week
* Empty all trash 5 days per week
* Dust mop corridors 5 days per week
* Vacuum all carpeted rugs 5 days per week
* Clean elevator 5 days per week
* Polish all entrance doors and kickplates 5 days per week
* Disinfect all entrance and lobby doors 5 days per week

**Periodic Cleaning**

* Dust windowsills, blinds, fire sensors and cobwebs 1 day per week

as needed

* Detail dust – high and low areas as needed 1 day per week
* Clean/dust air intakes and ceiling vents as needed 1 day per week
* Spot clean carpet stains or spills as needed As Needed
* Stairwells mopped 1 day per week
* Stainless steel all door kickplates, sinks, and metal 1 day per week

roll carts

* Empty all recyclable 1 day per week

**Waiting Areas**

* Spot clean all walls, light switches and doors 5 days per week
* Clean/dust all horizontal and vertical surfaces 5 days per week
* Empty trash, replace liner each time 5 days per week
* Sweep hard surface floors 5 days per week
* Damp mop hard surface floors 5 days per week
* Organize/Straighten magazine, pamphlets and

brochures 5 days per week

* Arrange furniture 5 days per week
* Clean reception glass window 5 days per week

**Receptionist Area**

* Spot clean all walls, light switches and doors 1 day per week
* Clean/Wipe all horizontal and vertical surfaces 1 day per week
* Empty trash, replace liner each time 5 days per week
* Sweep hard surface floors 5 days per week
* Damp mop hard surface floors 1 day per week
* Detail vacuum under and around all furniture 1 day per week
* Arrange furniture 5 days per week
* Dust furniture, clean desks, disinfect phones 1 day per week

**Administrative Offices**

* Spot clean all walls, light switches and doors 1 day per week
* Clean/Wipe all horizontal and vertical surfaces 1 day per week
* Empty trash, replace liner each time 5 days per week
* Detail vacuum all carpet 1 day per week
* Arrange furniture 5 days per week

**Meeting/Conference Room**

* Spot clean all walls, light switches and doors 1 day per week
* Clean/Wipe all horizontal and vertical surfaces 1 day per week
* Empty trash, replace liner each time 5 days per week
* Detail vacuum all carpet 1 day per week
* Arrange furniture 5 days per week

**Employee Breakrooms**

* Spot clean all walls, light switches and doors 5 days per week
* Empty trash, replace liner each time 5 days per week
* Restock paper and soap products 5 days per week
* Clean/wipe exterior of cabinets 5 days per week
* Clean/wipe sink and counter area 5 days per week
* Clean/wipe all tables and chairs 5 days per week
* Sweep and mop floors 5 days per week

**Medical Exam Rooms**

* Spot clean all walls, light switches and doors 5 days per week
* Empty trash, replace liner each time 5 days per week
* Restock paper and soap products 5 days per week
* Clean/wipe all horizontal and vertical surfaces 5 days per week
* Clean/wipe sink and counter area 5 days per week
* Clean/wipe and disinfect exam tables 5 days per week
* Clean/wipe all tables and chairs 5 days per week
* Sweep and mop all hard surface floors 5 days per week

**Dental Wing and Exam Rooms**

* Spot clean all walls, light switches and doors 5 days per week
* Empty trash, replace liner each time 5 days per week
* Clean/wipe stainless steel sinks 5 days per week
* Clean entrance door glass 5 days per week
* Automatic scrubber hard surface hallway floor 1 day per week
* Dust mop and wet mop all hard surface floors 5 days per week

**Corridors and Hallways**

* Spot clean all walls, light switches and doors 5 days per week
* Dust mop and sweep all hard floors 5 days per week
* Detail vacuum all carpet rugs 5 days per week
* Automatic scrubber hard floors 1 day per week
* Spot mop hard floors As Needed

**All Restrooms**

* Restock paper and soap products 5 days per week
* Clean sinks and countertops 5 days per week
* Clean and polish restroom dispensers and fixtures 5 days per week
* Clean and polish restroom metal and mirrors 5 days per week
* Clean and disinfect sanitary napkin dispensers 5 days per week
* Clean and disinfect all toilets and urinals 5 days per week
* Spot clean tile walls and toilet partitions 5 days per week
* Sweep and mop floors 5 days per week

**Trash**

* All trash is to be emptied 5 days per week
* Leave extra trash liners in the bottom of the cans 5 days per week
* Clean/Wipe all trash can lids 5 days per week
* Take trash to dumpster 5 days per week
* Pick up biohazard and put in proper storage 5 days per week

**Demo Cafeteria’s Kitchen Serving Area**

* Clean/Wipe all horizontal and vertical surfaces 5 days per week
* Clean/Wipe sink area 5 days per week
* Restock paper and soap products As Needed
* Clean exterior of refrigerator and stove 5 days per week
* Clean exterior of microwaves 5 days per week
* Clean/Wipe all tables and chairs 5 days per week
* Clean/Wipe exterior of cabinets 5 days per week
* Empty all trash 5 days per week
* Sweep floors 5 days per week
* Mop floors 1 day per week
* Spot clean floors As Needed

**Floor Care Maintenance**

* Floor polishing/buffing as needed Monthly

**End of Night**

* Clean and straighten janitorial closet 5 days per week
* Turn off lights and lock doors per instructions 5 days per week
* Set alarm per instructions 5 days per week

Clinic exam rooms, Clinic Lab, and Dental exam rooms will need to be cleaned after clinic hours.

Contractor agrees to provide all labor, supervision necessary to complete the services as outlined in Cleaning Specifications stated above.

Contractor is responsible to maintain it own liability insurance, errors, and omissions insurance and or professional liability insurance; worker’s compensation insurance; and wage/salary and benefits program for the Contractors employees that is compliant with all Federal and State laws. Proof of insurance is to be provided to Health Department.

Marshall County Health Department requires a Contractor to complete the following maintenance tasks:

**Maintenance tasks:**

**Facility and Grounds**

* Ensure facilities have adequate lighting, heating, and proper ventilation
* Ensure all areas and equipment are properly cleaned and in working condition
* Inspect fire extinguishers monthly
* Test portable smoke detectors semi-annually
* Inspect and test generator and schedule maintenance and repairs as needed
* Maintain clean and clutter-free parking lot and grounds daily.
* Change HVAC filters every 90 days
* Conduct landscaping duties including trimming shrubbery, pulling weeds from rock gardens, cracks/crevices, repairing damage to lawn caused by equipment, and spray chemicals for weed and pest control.
* Pressure wash exterior of building, sign, and walkways annually

**General Minor Repairs and Contractor Coordination**

* Conduct inspections and make minor repairs to facility and equipment that may include:
* Minor paint
* Patching walls
* Hanging Shelves
* Moving and arranging furniture
* Assemble Furniture and Equipment
* Changing Light Bulbs
* Coordinate major repairs with contractors
* Coordinate and manage maintenance to agency vehicles including routine cleaning, oil changes, and tire rotation.
* Maintain detailed tracking system for all fleet maintenance

All cleaning supplies and equipment provided by the health department excluding pressure washing equipment.

Facility may be viewed by appointment. Call 270-252-2714 to schedule a time.

**Sealed bids must be delivered to the Marshall County Health Department at 267 Slickback Road, Benton, KY 42025, by 5 p.m. May 31, 2022. Please identify that it is a “sealed bid” on the exterior of the package.**

References and work history must be included along with Liability Insurance/professional liability/Workers Compensation insurance certificate.

Contract will be set up for a fiscal year July 1-June 30. Payment will be made upon receipt of monthly service at the end of the month.

**Sealed Bid: Due 5/31/22 5 p.m.**

□ Include: Liability Insurance/Errors & Omissions insurance/OR Professional Liability Ins./
Workers Compensation Certificate

□ References

Monthly Bid: $ Annual Contract $