

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES
 DEPARTMENT OF PROPERTY AND PROCUREMENT
PROCUREMENT DIVISION

INVITATION BID & AWARD SUPPLY CONTRACT	CONTRACT NO.	PAGE NO. 1	NO. OF PAGES
	ORDER NO.		
ISSUED BY Department of Property & Procurement	ADDRESS 3274 Esate Richmond Christiansted, VI 00820-4241		

INVITATION FOR BIDS	
DATE ISSUED August 4, 2021	INVITATION NO. IFB070GVIC21 (S)
<p>Sealed bids in (1 Original), subject to (1) The Terms and Conditions of the Invitation for Bids, (2) General Provisions which are incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference will be received at the above office until 10:00 o'clock AM, Atlantic Standard Time, not later than Tuesday, August 24, 2021 and publicly open thereafter for furnishing the supplies or services for delivery f.o.b. ST. CROIX, VIRGIN ISLANDS. Electronic Submission: ebids_proposals@dpp.vi.gov <i>General information and instructions to Bidders are contained in the terms and conditions on the reverse hereof.</i></p>	

SCHEDULE					
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY <small>(NO. OF UNITS)</small>	UNIT	UNIT PRICE	AMOUNT
	Janitorial Services at Various Departments for the GVI, St. Croix, USVI				

BID →	DATE OF BID
<p>IN COMPLIANCE WITH THE ABOVE THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID BE ACCEPTED WITHIN _____ DAYS (30 calendar days unless a different period is inserted by the Bidder) FROM THE DATE OF OPENING TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS WITHIN THE TIME SPECIFIED IN THE INVITATION. DISCOUNTS WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS:</p> <p>_____ PERCENT, 20 CALENDAR DAYS; _____ PERCENT, 30 CALENDAR DAYS</p> <p>BIDDER REPRESENTS (Check appropriate boxes)</p> <p>(1) THAT HE IS _____, IS NOT _____, A SMALL BUSINESS CONCERN. IF BIDDER IS A SMALL BUSINESS CONCERN AND IS NOT THE MANUFACTURER OF THE SUPPLIES BID UPON, HE ALSO REPRESENTS THAT ALL SUPPLIES TO BE FURNISHED HEREUNDER WILL _____, WILL NOT _____, BE MANUFACTURED OR PRODUCED BY A SMALL BUSINESS CONCERN IN THE UNITED STATES, ITS TERRITORIES, ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO.</p> <p>(2) THAT HE IS A REGULAR DEALER IN _____, MANUFACTURER OF _____, THE SUPPLIES BID UPON.</p> <p>(3) (A) THAT HE HAS _____, HAS NOT _____, EMPLOYED OR RETAINED ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) TO SOLICIT OR SECURE THIS CONTRACT, AND (B) THAT HE HAS _____, HAS NOT _____, PAID OR AGREED TO PAY ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) ANY FEE, PERCENTAGE, COMMISSION, OR BROKERAGE FEE, CONTINGENT UPON OR RESULTING FROM THE AWARD OF THE CONTRACT; AND AGREES TO FURNISH INFORMATION RELATING TO (A) AND (B) ABOVE AS REQUESTED BY THE CONTRACTING OFFICER.</p> <p>(4) HE OPERATES AS AN INDIVIDUAL _____, PARTNERSHIP _____, CORPORATION _____, INCORPORATED IN THE TERRITORY OF THE VIRGIN ISLANDS</p> <p>(5) PREFERRED BIDDER: _____ A BONA FIDE CONTINUOUS RESIDENT OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WAS BORN IN THE VIRGIN ISLANDS; _____ A FIRM, PARTNERSHIP, OR CORPORATION IN WHICH AT LEAST FIFTY-ONE PERCENT (51%) OF THE LEGAL OR EQUITABLE OWNERSHIP IS HELD BY A PERSON OR PERSONS WHO HAVE BEEN BONA FIDE CONTINUOUS RESIDENTS OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR _____ WHO WERE BORN IN THE VIRGIN ISLANDS; _____ SAID PERSON, FIRM, PARTNERSHIP, OR CORPORATION IS LICENSED IN AND MAINTAINS HIS OR ITS PRINCIPAL PLACE OF BUSINESS IN THE VIRGIN ISLANDS AND OWNS, OPERATES, OR MAINTAINS A STORE, WAREHOUSE, OR OTHER PLACE OF BUSINESS IN THE VIRGIN ISLANDS OR _____ THE DULY AUTHORIZED AGENT, DEALER, DISTRIBUTOR OR REPRESENTATIVE IN THE VIRGIN ISLANDS FOR THE MATERIALS, SUPPLIES, ARTICLES, OR EQUIPMENT OF THE GENERAL CHARACTER DESCRIBED BY THE SPECIFICATIONS AND REQUIRED UNDER THIS CONTRACT.</p>	

NAME & ADDRESS OF BIDDER (Street, City, State and Zip Code) <i>(Type or Print)</i>	SIGNATURE OF PERSON AUTHORIZED TO SIGN BID →
	TYPE OR PRINT SIGNER'S NAME & TITLE

AWARD		DATE OF AWARD
ACCEPTED AS TO ITEMS NUMBERED	AMOUNT	GOVERNMENT OF THE VIRGIN ISLANDS
SUBMIT INVOICE FOR PAYMENT TO: 3274 Esate Richmond Christiansted, VI 00820-4241		BY _____ <i>Contracting Officer</i>

ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
1.	Office of Veterans Affairs 1013 Estate Richmond Christiansted St.Croix 00820	Monthly		\$ _____
	1. Sweep and Mop al tiled Floors 2.Clean and Sanitize file cabinets, desks and chairs 3.Clean and Sanitize walls, glass doors and door frames 4. Clean and Sanitize office furniture, fixtures & equipment 5.Clean and Sanitze restroom 6.Clean and door handles and light switches 7.Replenish toiletry and soap in dispensers 8.Clean and sanitize trash receptacles 9.Empty receptacles/dipose of all trash 10.Clean and sanitize exterior kitchen counters, refrigerator and microwave *Work must be performed twice (2x) per week on Tuesday and Fridays between 3:30 - 5:00pm *(Unless otherwise agreed by both parties , As in the event of Hoildays).			
2.	Department Of Labor 4401 Sion Farm Christiansted St. Croix , VI 00820-4235	Monthly		\$ _____
	<u>1. Daily Services:</u> A. Cubicals, Offices, Conference Rooms, Customer areas / 5 times a week 1. Remove trash to designated location, reline and clean receptacles as needed 2. Sweep, damp mop/ disinfect all VCT flooring B. Restrooms and Kitchen / 5 times per week 1. Remove trash to designated location, reline and clean receptacles as needed and reline with liners as supplied by Client 2. Damp wipe/ disinfect all bathroom fixtures 3. Damp wipe/disinfect exterior kitchen cabinets, sink appliances 4. Sweep, damp mop /disfect all VCT flooring 5. Replenish consumable bathroom supplies as supplied by Client			

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3.	<p><u>2. Weekly Services</u></p> <p>1. Dust/ Damp wipe all desk, chairs, cabinets and other furnishings 2. Dust all windows ledges, interior windows, glass doors, and desk partitions 3. Spot clean all doors, walls and switch plates</p> <p><u>3. Periodic Services Monthly</u></p> <p>1. Wash and polish all accessible exterior windows 2. Dust all accessible ale vents 3.High speed buff VCT flooring 4. Strip and refinish all VCT flooring**</p> <p style="text-align: center;">**Upon request and to be billed separately</p>					
	Office of the Lieutenant Governor 1131 King street Suite, 101 Christiansted , St. Croix Virgin Islands 00820					
	3A.	DIVISION OF BANKING, INSURANCE AND FINANCIAL REGULATION 7&8 KING STREET CHRISTIANSTED , VIRGIN ISLANDS		Monthly	\$ _____	
	<p>A. Number of Buildings to be serviced: One (1) B. Number of Floors to be serviced: One (1) , Third Floor C. Number of Offices /Rooms: Twelve (12)</p> <p>Nine (9) Offices One (1) Lunchroom /Printer Room One (1) Conference Room One (1) Bathroom</p> <p>D. Frequency/ Specific Day of Week Services are to be Performed:</p> <p>1. Nine (9) Offices, One (1) Lunchroom /Printer Room , One (1) Conference Room</p>					
Name of Bidder:						

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ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
	<p style="text-align: center;">Monday - Friday</p> <p>Emptying the trash; sweeping all floors; dusting/wiping desks with plexiglass, tables & all other furniture</p> <p>To include file cabinets/windows ledges; wiping & sanitizing phones, door handles, knobs & light switches; wiping/ dusting baseboards, chair rails/chair & table legs/ sides of desk & cabinets; cleaning & sanitizing lunchroom sink; and sweeping lunchroom floors and wiping counters.</p> <p style="text-align: center;">1 or 2 times per week</p> <p>* Vacuum mats/carpets (Mondays). Mopping lunchroom and all floors & Sweeping carpet (Tuesday and Thursday)</p> <p style="text-align: center;">Task As requested :</p> <p>Waxing /Polishing floors, Streams cleaning carpets , steam cleaning chairs & provide other requested regular and emergency cleaning</p> <p style="text-align: center;">Task As Needed:</p> <p>Replacing liners in trash</p> <p>2. One (1) Bathroom</p> <p style="text-align: center;">As requested ONLY: Cleaning sinks, toilets, floors , sanitizing light switches, door knobs</p>			

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ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
3B.	(TAX ASSESSOR INCLUDING CADASTRAL & APPRAISAL) INTERSECTION OF 7&8 KING STREET & 30 KING CROSS STREET CHRISTIANSTED , VIRGIN ISLANDS	Monthly		\$ _____
	<p>A. Number of Buildings to be serviced: One (1) B. Number of Floors to be serviced: One (1) (First Floor) C. Number of Offices/Rooms: Seventeen (17)</p> <p>Six (6) Offices with 15 cubicles/desk areas One (1) Cashier booth One (1) Lunchroom One (1) Washroom area Two (2) Storage areas Four (4) Bathrooms</p> <p>D. Frequency / Specific Day of Week Services are to be performed: Monday - Friday</p> <p>Emptying the trash; sweeping all floors; dusting/wiping desks with plexiglass, tables & all other furniture to include file cabinets/windows ledges; wiping /dusting baseboards, chair rails/ chair & table legs /sides of desks & cabinets; cleaning & sanitizing kitchen sink; and wiping counters.</p> <p>2 times per week: * mopping all floors (Tues & Fri)</p> <p>Task As Requested: Waxing /polishing floors, Steam cleaning chairs & providing other requested regular and emergency cleaning.</p> <p>Task As Needed: Replacing liners in trash Cleaning washroom sink as needed after use.</p>			

Name of Bidder:

ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
3C.	LAGOON STREET FREDERIKSTED, VIRGIN ISLANDS	Monthly		\$ _____
	<p>A. Number of Buildings to be serviced: One (1)</p> <p>B. Number of Floors to be serviced: One (1) Second</p> <p>C. Number of Offices/ Rooms: Six (6)</p> <p>Two (2) Offices with 6 cubicles One (1) Conference Room / Lunchroom One (1) Cashier Booth One (1) Sever Room One (1) Wash Room</p> <p>D. Specific Day of Week Services are to be Performed: Monday - Friday</p> <p>Emptying the trash, sweeping all floors, dusting/wiping desks with plexiglass & all other furniture include: file cabinets/ window ledges;wiping sanitizing phones, door handles/knobs, light switches; wiping /dusting baseboards, chair rails/ chair & table legs/sides of desks & cabinets; cleaning & sanitizing kitchen sink; and wiping counters.</p> <p style="text-align: center;">1 or 2 times per week: Mopping all floors (Tuesday & Fridays)</p> <p style="text-align: center;">Task As Requested: Waxing /Polishing floors, Steam cleaning chairs & providing other requested regular and emergency cleaning.</p> <p style="text-align: center;">Task As Needed: Replacing liners in trash Cleaning Wash Room Sink as needed after use</p>			
3D.	OFFICE OF THE TAX COLLECTOR / REVENUE COLLECTIONS 4008 ESTATE DIAMOND, SUNNY ISLE CHRISTIANSTED , VIRGIN ISLANDS	Monthly		\$ _____
	<p>A. Number of Building to be serviced: One (1)</p> <p>B. Number of floors to be serviced: One (1) , First Floor</p> <p>C. Number of Offices/Rooms: Two (2)</p> <p>One (1) Office with 5 cubicles Teller Area with 1 desk , teller stations</p> <p>D. Specific Day of Week Services are to be Performed: Monday - Friday</p>			

Name of Bidder:

ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
3E.	2 times per week: * Mopping all floors (Tuesday & Friday)			
	Task As Requested: *Specialized cleaning as requested including the sanitization of all offices spaces (deep cleaning with appropriate disinfectants).			
	ADMINISTRATIVE OFFICES 315 PRINCE STREET FREDERIKSTED, VIRGIN ISLANDS	Monthly		\$ _____
	SERVICES TO BE PROVIDED "UPON REQUEST" ONLY A. Number of Building to be serviced: One (1) B. Number of floors to be serviced: Two (2) (First and Second Floor of a 2 story building) C. Number of Offices/Rooms: Nineteen (19) <div style="text-align: center;"><u>First Floor</u></div> Six (6) Offices One (1) Lunchroom /Kitchen One (1) Conference Room Three (3) Bathrooms One (1) Lobby area <div style="text-align: center;"><u>Second Floor</u></div> Two (2) Offices Two (2) Lunchrooms/ Kitchen Three (3) Bathrooms D. Specific Day of Week Services are to be Performed: Monday -Friday 2 times per week (Tuesdays and Thursdays) Mopping all floors, Sweeping all Porches, Sweeping all floors			

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ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
3F.	Election System of the Virgin Islands Sunny Isles Shopping Center 26 Unit 1st Floor Plot # 2-C Est. Sion Farm, Christiansted VI 00821	Monthly		\$ _____
	<u>Specifications:</u> Three Times Weekly : Monday, Wednesday & Friday A. Clean entry glass doors and frames B. Wipe /Sanitize chairs in looby C. Wipe/Sanitize office desk , chairs , and cubicles D. Sweep and mop all Floors E. Empty and reline trash F. Clean and sanitize restrooms			
4.	Office of Collective Bargaining 5001 Chandler's Wharf Suite #10	Monthly		\$ _____
	General Cleaning: 2 times per week / 6am to 8am General Cleaning for Office Furniture, Bathroom, Kitchen , Balcony Wip/dust office furniture, including conference room ; trash removal Clean fridge , sweep/mop floors , vacuum carpets and rugs, wipe doors and windows, sweep balcony			

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ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
5.	Department of Property and Procurement 3274 Estate Richmond Christiansted VI, 00820 Main Building and Central Stores		Monthly	\$ _____
	Service Frequency: Twice Weekly: Tuesday and Friday Semi- Annual Cleaning: March and October A. Sweep and mop all floors B. Wipe and disinfect all doorknobs, telephones, copiers and light switches. C. Window and glass cleaning D. Clean and dust all furniture in offices or cubicles, conference rooms , and lobby areas. E. Steam clean and dust office partitions /dividers. F. Clean and dust file cabinets and drawers. G. Clean and disinfect receptionist area. H. Clean break room to include table, toaster , refrigerator, microwave and counter tops. I. Clean and disinfect all bathroom fixtures and walls (including sinks, toilets, mirrors, floors, ect.) J. Clean and disinfect all kitchen fixtures, walls, countertops, (including sinks, mircowaves, refrigerators, cabinets, floors ect.) K. Clean and disinfect all water cooler unit and hand sanitizer stations. L. Clean and disinfect all trash receptacles. M. Dust and Clean blinds, wooden doors, and rugs twice monthly. N. Spot clean walls, base boards, and partitions to remove stain and marks as necessary. O. Clean and sweep exterior tiled areas of the buildings and all steps. P. Pick up trash found within the property's landscaped boundaries and paved asphalt areas as needed Q. Provide a continuous supply of cleaning and disinfecting products including but not limited to, toilet paper, hand/paper towel and liquid hand soap for kitchens, bathrooms, employee lounge, and trash bags for areas with a trash receptacle.			

Name of Bidder: _____

ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
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6.	The Virgin Islands Fire Services NO. 3019 ORNAGE GROVE ST. CROIX, VI 00820		Monthly	\$ _____						
	1. Sweep entire building 2. Mop entire building 3. Clean all bathrooms- to include toliets, urinals and sinks, mirrors 4. Empty all garbage cans (Replacement bags to be provided by approved janitorial provider) 5. Dust /wipe all office furniture. 6. Clean office appliances - to include, but not limited to, microwaves, fridge, ect. 7. Clean all interior glass/ doors 8. Deodorize the building									
7.	DEPARTMENT OF AGRICULTURE #1 ESTATE LOWER LOVE KINGHILL, VI 00850		Monthly	\$ _____						
	<table style="width:100%; border: none;"> <tr> <td style="width:50%; vertical-align: top;"> Administration Building 5 Offices 1 Restroom </td> <td style="width:50%; vertical-align: top;"> Horticulture Building 3 Offices 2 Restrooms </td> </tr> <tr> <td style="vertical-align: top;"> Marketing Building 2 Offices 2 Restrooms </td> <td style="vertical-align: top;"> Abattoir 2 Offices 2 Restrooms </td> </tr> <tr> <td style="vertical-align: top;"> AG Development/ Vet 6 Offices 4 Restrooms </td> <td style="vertical-align: top;"> Garage 1 Restrooms </td> </tr> </table> <p>Public Restrooms- 2</p> 1. Sweep and Mop 2. Dust file cabinet , and other equipment 3. Clean chairs and polish tables 4. Clean doors and windows. 5. Empty all trash receptacles , replace with new bags , and dispose of all trash. 6. Disinfect door handles and light switches. 7. Clean water dispensers. 8. Clean inside and outside of microwave ovens and refrigerators. 9. Spot clean walls and partitions to remove stains and marks. 10. Clean all toilets and face basins. 11. Replace toliet paper.	Administration Building 5 Offices 1 Restroom	Horticulture Building 3 Offices 2 Restrooms	Marketing Building 2 Offices 2 Restrooms	Abattoir 2 Offices 2 Restrooms	AG Development/ Vet 6 Offices 4 Restrooms	Garage 1 Restrooms			
Administration Building 5 Offices 1 Restroom	Horticulture Building 3 Offices 2 Restrooms									
Marketing Building 2 Offices 2 Restrooms	Abattoir 2 Offices 2 Restrooms									
AG Development/ Vet 6 Offices 4 Restrooms	Garage 1 Restrooms									

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ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
8.	* Work must be performed twice a week , preferably Wednesday and Friday or Tuesday and Thursday between 2-5 ,unless otherwise indicated.			
	Department of Human Services Head Start Program			
8A.	Fredericksted Head Start #71-75 Mars Hill, Frederiksted, VI 00840		Monthly	\$ _____
	1. Cleaning of all classrooms,offices, bathrooms.			
8B.	Administrative and Nutrition Buildings 6179 Anna's Hope, Christiansted, VI 00820		Monthly	\$ _____
	1. Cleaning of office space, bathrooms, lounge, mopping sweeping etc			
8C.	Christiansted Head Start- 1-6 (Herbert Grigg) #24AA Kingshill, Kingshill, VI 00850		Bi- Annually	\$ _____
	1. Bi-annually cleaning of the following sites: Includes buffing of floors, cleaning of classroom and equipment, shampooing of carpet, window and screen cleaning			
8D.	Richmond Head Start Center (I-II) #17 Estate Richmond, Christiansted, VI 00820		Bi- Annually	\$ _____
	1. Bi-annually cleaning of the following sites: Includes buffing of floors, cleaning of classroom and equipment, shampooing of carpet, window and screen cleaning			
8E	Anna's Hope Head Start Complex I & II #179-181 Anna's Hope, Christiansted, VI 00820		Bi- Annually	\$ _____
	1. Bi-annually cleaning of the following sites: Includes buffing of floors, cleaning of classroom and equipment, shampooing of carpet, window and screen cleaning			
8F.	Concordia Head Start Center #73 Concordia, Frederiksted, VI 00840		Bi- Annually	\$ _____
	1. Bi-annually cleaning of the following sites: Includes buffing of floors, cleaning of classroom and equipment, shampooing of carpet, window and screen cleaning			

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ITEM NO.	Government of the Virgin Islands Janitorial Services St. Croix Locations			AMOUNT
8G.	Division of Family Assistance & Medical Assistance Program 4102 Mars Hill Frederiksted, VI	Monthly \$ _____		
	Daily Task Assignments by Sections:			
	Bathrooms			
	Sanitize and disinfect toilets and urinals, mirrors, sinks and other fixtures Sanitize and disinfect all doorknobs and stall handles Empty and dispose of all trash in bathrooms			
	Lobbies (General Areas)			
	Sweep and Mop all floors Sanitize and disinfect all chairs, furniture, water dispensers, and counters Sanitize and disinfect all counters and glass surfaces to include doors, handles and knobs Empty and dispose of all trash in lobby areas			
	Offices and Cubicles (open work floor)			
	Sweep and Mop all floors Clean the top of hutches in each cubicle Sanitize and disinfect water dispensers Dispose of all trash in offices, cubicles (open work floor)			
Lounge & Kitchenettes				
Sweep and Mop all floors Sanitize and Disinfect Chairs and Tables Sanitize and disinfect water dispensers Dispose of all trash				

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	<p>Vacuum Carpet 2-3 times per week</p> <p>Shampoo Carpet every 3 months</p> <p>Sanitize and disinfect glass door and handle</p> <p>Sanitize and disinfect water dispensers</p> <p>Dispose of all trash</p> <p>Cleaning of Windows</p> <p>All windows and ledges on the front-face of the building and surrounding the Employees Lounge should be cleaned daily.</p> <p>Cleaning of Elevator</p> <p>Elevator should be cleaned and mopped daily. This includes scrubbing and buffing the flooring every three months.</p> <p>STAFFING & HOURS: <input type="checkbox"/></p> <p>1. 2- Persons Monday through Friday 7:00 am to 4:00 pm</p> <p>2. 2- Persons Monday through Friday 6:00 pm to 9:00 pm</p> <p>SUPPLIES: The Division will supply toiletries such as: toilet paper, paper towels, hand soap, and hand sanitizers. The cleaning company is expected to provide all other cleaning supplies and equipment necessary to complete tasks.</p>			

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