

# ELIZABETH JONES LIBRARY

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1050 Fairfield Avenue. Grenada, MS 38901

[www.elizabeth.lib.ms.us](http://www.elizabeth.lib.ms.us)

Director: Crystal M Osborne



## Seeking Commercial Cleaning Proposal/Bid

Sealed proposals will be received at this office until 5:00 p.m. Wednesday, December 21st, 2022 local time for the acquisition of the services described below for the Elizabeth Jones Library System.

## Cleaning Description

Interior cleaning of Elizabeth Jones Library located at 1050 Fairfield Avenue, Grenada, MS 38901 includes:

AREAS	DESCRIPTIONS	FREQUENCY
<b>RESTROOMS</b>	<b>2 Public and 2 Private</b>	
Toilets	Clean – Sanitize	Weekly
Sinks	Clean - Sanitize	Weekly
Floors	Sweep – Mop - Clean	Weekly
Walls – Partitions - Doors	Clean - Sanitize	1 <sup>st</sup> of Month
Trash	Empty – Clean - Line	Weekly
<b>MAIN FLOORS</b>	<b>Book Stacks / Computer Area / Entrances</b>	
Floors / Mats	Sweep – Mop – Vacuum	Weekly
Doors Interior and Exterior Glass	Clean	Weekly
Desks	Clean – Sanitize	Weekly
Computer Desks	Clean – Sanitize	Weekly
Trash	Empty – Clean – Line	Weekly
TV / Book Shelve Tops	Dust	1 <sup>st</sup> of Month
<b>STAFF DESK/OFFICES</b>	<b>3 Areas</b>	
Floors	Sweep – Mop – Vacuum	Weekly
Desks	Clean – Dust – Sanitize	Weekly
Glass Partition	Clean	Weekly
Trash	Empty – Clean – Line	Weekly
Fans	Clean – Dust	1 <sup>st</sup> of Month
<b>KITCHEN</b>		
Floors	Sweep – Mop	Weekly
Sink	Clean – Wash Dishes	Weekly
Trash	Empty – Clean - Line	
<b>MEETING ROOM CONFERENCE ROOM</b>		
Floors	Clean – Vacuum	Weekly
Tables / Desks	Clean – Wipe Down	Weekly
Ledges / Window Sills / Blinds	Clean – Dust	1 <sup>st</sup> of Month

### Terms of Services

\_\_\_\_\_ agrees to supply all materials needed to complete above services.  
Printed Name

### Acceptance of Proposal

\_\_\_\_\_ agrees to perform the work specified for a sum of \$\_\_\_\_\_ dollars per month. Services will begin first week of January 2023 at one day per week for 12 months.

Signature

\*By signing you are agreeing to the entire contents of this proposal. If you decide to terminate this agreement you must give a 30 day notice.