

# LIBRARY CLEANING SERVICE BID PROPOSAL

<b>Proposal #:</b>	<b>Date:</b>
<b>Name:</b>	<b>Cedar Springs Public Library</b>
	<b>43 W. Cherry Street</b>
	<b>Cedar Springs, MI 49319</b>
<b>Phone:</b>	<b>Phone/Fax: 616-696-1910</b>
<b>Fax/Email:</b>	<b>Email:cedd@llcoop.org</b>
<b>Prepared By:</b>	<b>Contact Name: Donna Clark</b>

We hereby submit estimates for the following Cleaning Services of *the Cedar Springs Public Library* located at **107 N. Main Street, Cedar Springs, MI. The size of this office is 10,016 ft.**

*The Services we will provide are as follows:*

	<b>Service Description</b>	<b>Amount Payable (Daily/Weekly/Monthly)</b>
1	Empty all trash and put out for pick-up	Included in total
2	Vacuum all areas, spot clean carpet, as needed	Included in total
3	Maintain bathrooms by cleaning sinks, mirrors, walls and floors. Keep supplied with paper towels, toilet paper and soap.	Included in total
4	Dust all furniture and table surfaces, including computer screens. (Book shelves and under counters in circulation area on a rotating schedule)	Included in total
5	Clean Entry Windows	Included in total
6	Clean Kitchen –sinks, countertops, appliances and floors	Included in total
		<b>Weekly Total:</b>

## Terms and Conditions

1. Cleaning supplies provided to perform this service by the Cedar Springs Public Library are: Toilet bowl cleaner/brushes and carpet vacuum/bags. All other supplies are provide by the service.
2. The terms of this Agreement will take place: 2-3 times Per Week.
3. Total costs of this service will be \_\_\_\_\_ weekly/invoiced monthly.
4. In the event this proposal proves unsatisfactory by either party, it may be terminated by a 30 day written notice by either party.

Quoted By: Name \_\_\_\_\_

Signature \_\_\_\_\_

**Acceptance of Proposal:** The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as described above in a timely and professional manner. Payment will be made as described above.

\_\_\_\_\_

**Signature of Acceptance**

\_\_\_\_\_

**Date**