

## INVITATION TO BID

April 9, 2024

Dear Vendor,

Enclosed you will find a bid package for cleaning services at some City facilities. All pertinent information is contained within.

We invite you to participate in the bid process. Please note that all bids are to be submitted in sealed envelopes and addressed to: **City of Seaford, Attn: City Manager, P.O. Box 1100, 414 High Street, Seaford, DE 19973**, and marked on the outside **“Bid Response – Cleaning Services”** by **2:15 p.m. on Wednesday, May 8, 2024**.

The bid opening will be held at City Hall, 414 High Street, Seaford, Delaware.

Should you need clarification on any item, please contact Charles Anderson, City Manager at 302-629-9173. If you would like to request a bid package, you can contact the City Clerk at 302-629-9173 or visit the Bid Notices page on the city’s website [Bid Notices - City of Seaford, DE \(seafordde.com\)](https://seafordde.com/Bid-Notices).

Thank you for reviewing this information and participating in our bidding process.

Sincerely,

City of Seaford  
Charles D. Anderson  
City Manager  
Enclosures

**CITY OF SEAFORD  
BID NOTICE  
Cleaning Services**

Sealed Bids will be received by the City Manager of the City of Seaford, 414 High Street, Seaford, DE 19973, **until 2:15 p.m., prevailing time on Wednesday, May 8th, 2024** for **“Cleaning Services.”** The bids will be opened at such time in the City Council Chambers at City Hall, 414 High Street, Seaford, DE and read aloud. They will then be evaluated by the City Manager and staff for bid compliance. Failure to bid on the total components as stated may disqualify your bid.

Mayor and Council **may award the bid at their regular meeting on May 14, 2024.** The Mayor and Council reserve the right to reject any and all bids.

Bids must be submitted in a sealed envelope, addressed ATTN: City Manager, City of Seaford, 414 High Street, P.O. Box 1100, Seaford, DE 19973. The outside of the envelope must be marked **“Attn: City Manager – Cleaning Services,”** and the bidder’s name shall be shown thereon. All proposals must be made on the bid form provided in the specifications. All proposals must conform to the bid documents. Any exceptions will be evaluated for suitability and acceptance is at the sole discretion of the owner.

Complete specifications may be picked up at City Hall, 414 High Street, Seaford, DE 19973, or by calling the City Clerk at (302) 629-9173. No bidder may withdraw their bid within sixty days after the actual date of the opening thereof.

**City of Seaford  
Charles D. Anderson  
City Manager**

## INFORMATION FOR BIDDERS

**BIDS** will be received by the City of Seaford (herein called the "Owner") at the office of the City Manager, City Hall, 414 High Street, Seaford, Delaware **until 2:15 p.m., prevailing time, on Wednesday, May 8, 2024**, and then publicly opened in the City Council Chambers and read aloud.

**BIDDERS** are advised that the bid is for all required materials and services, for Cleaning Services at selected City Facilities.

Each BID must be submitted in a **sealed envelope**, addressed to the City of Seaford, Attn: City Manager, 414 High Street, P.O. Box 1100, Seaford, DE 19973. Each sealed envelope containing a bid must be **plainly marked on the outside as "Bid Notice – Cleaning Services" and the envelope should bear on the outside the name of the BIDDER and their address**. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER. Any BID received after that time and date specified shall not be considered.

All BIDS must be made on the required BID proposal form. All blank spaces for BID prices must be filled in, in ink, or type written, and the BID form must be fully completed and executed when submitted. One copy of the BID form is required. BIDS and/or alternate bids submitted by FAX will not be accepted.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of the BIDS or authorized postponement thereof. No BIDDER may withdraw a BID within sixty (60) days after the actual date of the opening thereof.

BIDDERS must satisfy themselves of the accuracy of the required work in the BID documents by a review of the CONTRACT DOCUMENTS. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the location, use of property or conditions outlined in the CONTRACT DOCUMENTS.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve them from fulfilling any of the conditions of the contract.

The OWNER may make such investigation as they deem necessary to determine the ability of the BIDDER to provide the necessary materials and/or labor and equipment to carry out the work and the BIDDER shall furnish to the OWNER all such information for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigations of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement. A conditional or qualified BID may be reason to disqualify your bid.

Award may be made to the lowest, responsible BIDDER. **The Mayor and Council reserve the right to reject any and all bids. The bids may be presented to the Mayor and Council at their Regular Meeting on May 14, 2024** at 7:00 p.m., at City Hall, 414 High Street, Seaford, DE.

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over the WORK shall apply to the contract throughout. Each BIDDER is responsible for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure of the BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation respective to their BID.

The successful bidder must also provide an insurance certificate prior to the commencement of work. Comprehensive Liability, Bodily Injury and Property Damage, and Worker's Compensation will be required in the amounts listed herein. The contractor shall secure and maintain at his own expense, during the contract term a commercial general liability insurance which insures against claims for bodily injury, property damage, personal injury and advertising injury arising out of or in connection with, any operations or work under this contract whether such operations are by the contractor, its employees, or subcontractors or their employees. The policy shall provide minimum limits of liability as follows:

- \$500,000.00 combined single limit – each occurrence
- \$500,000.00 combined single limit – general aggregate
- \$500,000.00 combined single limit – products/completed operations aggregate.
- \$200,000.00 Business auto liability – combined single limit
- \$500,000.00 Workers compensation – each accident, each employee

All insurance shall name the owner; it's appointed and elected officials, officers, servants, agents, and employees as insured. The contractor shall submit proposed insurance instruments to the City Manager prior to execution for approval.

**ALL REQUIREMENTS OUTLINED ARE MANDATORY FOR THIS CONTRACT AND SHOULD BE COMPLETELY UNDERSTOOD.**

**EQUIPMENT**

All equipment and materials are to be supplied by vendor unless revised in this proposal.

**BUSINESS LICENSE**

Vendor to produce proof of licensing in the State of Delaware at the time of bid submission.

**OTHER COSTS**

No cost will be reimbursed to vendor other than contract cost, unless first authorized by the City of Seaford.

**CLEANING CHEMICALS**

All chemicals must have MSDS sheets provided and available within the building in which they are stored and used. **Supplies are to be furnished by contractor.**

### **TERMS OF PAYMENT**

**Invoices with proper documentation must be submitted by the last day of each month with payment made by the 20th of the following month.**

The successful vendor, prior to commencing services for the City shall provide pricing for daily, weekly, monthly, and quarterly services at each facility as outlined in the facility check lists. The pricing for the individual services shall total the submitted bid amounts for each facility. This pricing will be utilized by the City should any service not be performed by the vendor. **The facility contact shall properly document the non-performance with the vendor and the listed amount for the service will be deducted from the payment due the vendor that month.** The City shall notify the vendor that the specified service did not occur that period and allow three business days for correction. If it is not corrected by the end of the third business day, the City will deduct the appropriate amount from the payment due that month.

### **BACKGROUND CHECK**

**Due to the sensitive nature of information at multiple facilities, a background check conducted by the Delaware State Bureau of Investigation will be required for all personnel working at any City facility. An authorization to release records will be given to successful bidder. Bid award is contingent on successful clearance from the State Bureau of Investigation. All costs associated with such shall be the sole responsibility of the successful bidder.**

### **EMPLOYEE IDENTIFICATION**

**Vendors' employees must have an identification card, provided by the City of Seaford.** A complete listing must be supplied of those employees and the facilities they will be responsible for maintaining. An employee not in possession of required identification will be denied entry to all City facilities. If any employee is denied access to a City facility due to lack of identification and the facility goes without cleaning, a per diem deduction will be made from the vendors next scheduled payment.

### **DRUG TESTING**

All employees that work in City buildings for the vendor must have a record of drug testing kept on file. The City shall have the right to review these records and deny any individual from working in a City facility. If a vendor's employee is denied access to a City facility based on the results of a drug test, the vendor shall be responsible for replacing this individual. At no time shall an employee have alcohol or drug-related substances on their person. The vendor will be responsible for all costs associated with the drug testing program.

### **DEFAULT**

In the event that vendor shall default said contract, the City will notify the vendor, in writing, of the problem. If the problem has not been remedied within fifteen (15) days, the City has the right to terminate said contract.

### **TERM**

This contract will run for a period of one year beginning, July 1, 2024 until June 30, 2025. At the end of that time, upon the City's review, it may be renewed for a period of two years in

accordance with the rules and pricing established on the bid sheet. Year two shall be from July 1, 2025 thru June 30, 2026. Year three shall be from July 1, 2026 thru June 30, 2027.

**CONFLICT OF INTEREST**

At no time shall the vendor employ City of Seaford personnel for the main purpose of performing work at a City facility.

**DAILY AUDIT SYSTEM**

Check sheets with scope of work for each building will be followed and signed by employee performing work. This sheet will be left with the Supervisor of each facility daily to verify work. A copy of each facility's checklist is attached hereto.

**SUPERVISOR**

Once a month a member of the contracted organization shall make contact with each building's contact person to audit and discuss any problems or changes that might need to be addressed. If the primary person responsible to clean the Building does not show up for work, a replacement should be contacted. If the primary person is not working on a specific day, the Department contact should be notified.

## CITY HALL

Frequency of Service: Five (5) days a week, Monday through Friday, after 4:00 P.M.

Contact: Buddy Lynch @ (302) 629-9173

All trash cans to be emptied each cleaning. City provide dumpster, located in the GMB parking lot can be used to for trash disposal.

- All desks, cabinets, tables, chairs, phones, calculators, printers, windowsills, window blinds and ledges to be dusted each cleaning. **Do not move papers on surfaces.**
- Dust all windowsills and ledges, HVAC vents, weekly.
- Bathrooms to be cleaned daily as follows:
  - All fixtures cleaned with disinfectant.
  - Paper towels, toilet paper and soaps to be replenished as needed.
  - Trash to be emptied.
  - Mirrors cleaned with glass cleaner.
  - All tile floors mopped weekly.
  - Clean all walls, fixtures, etc. of dust and cobwebs once a month.
  - Provide urinal cakes for men's restrooms as needed.
- Non-carpet areas to be dust mopped and swept nightly and wet mopped as needed to maintain a dust free appearance (at least once a week)
- All carpet areas to be vacuumed and spot cleaned three (3) times a week.
- Glass – front, rear and handicapped entrance door glass, City Clerk and Code sliding windows to be spot cleaned daily and thoroughly cleaned weekly.
- Tile walls (front and rear breezeway and bathrooms) to be spot cleaned weekly with special attention to areas around doors.
- Drive thru window cleaned weekly.
- Front counter spot cleaned daily and thoroughly cleaned weekly.
- Spray buff tile floors monthly.
- Wood molding and door frames to be wiped down monthly, including automatic sliding door frame, located in the rear breezeway.
- Desk surfaces (top, front and sides) cleaned monthly.
- Picture frames cleaned monthly.
- Chandelier cleaned quarterly.
- Dust all window treatments quarterly.
- Wash windows inside and out every six months. **Windows require vinegar-based cleaning solution. No ammonia products are to be used on windows.**
- Basement, basement stairwell, and rear and front breezeways to be swept every six (6) months to limit dust collection.





## POLICE STATION

Frequency of Service: Six (6) days a week, Sunday through Friday

Contact: Anita Bowers @ (302) 629-9836

- All trashcans to be emptied each day of cleaning.
- Bathrooms
  - Sanitize all fixtures daily.
  - Sweep and wet mop floor daily.
  - Clean mirrors daily.
  - Replenish paper goods and soap as needed daily.
- Dusting
  - All picture frames weekly.
  - Desks weekly. **Do not move anything on desks.**
  - Telephones, calculators - clean smudges and fingerprints weekly.
  - Chairs, ledges, cabinets weekly.
- Call Specialist window, front and rear door glass to be cleaned daily.
- Extra care should be considered in the Communications room to reduce dust in order to protect the electronic equipment housed therein and should be done daily.
- Floors:
  - Sweep and spot mop daily (All non -carpet areas to include Kitchen & Prisoner Cells) kitchen areas and prisoners' cells.
  - All carpet areas to be vacuumed and spot cleaned two times a week.
  - Wet mop once a week (All non -carpet areas to include Kitchen & Prisoner Cells) kitchen areas and prisoners' cells.
  - External ashtrays emptied and cleaned daily.
  - Exterior stair wells swept weekly.
  - Fitness center floor swept twice weekly and scrubbed once a month.
  - Kitchen counter, tables, and chairs to be cleaned daily.
  - Water fountains (3) cleaned and sanitized daily.
  - Wash windows inside and out every six months. **Windows require vinegar-based cleaning solution. No ammonia products are to be used on windows.**

**City of Seaford  
Janitorial Services Checklist**

*NOTE: Services provided shall be governed by "Cleaning Services" bid approved*  
Week of \_\_\_\_\_ thru \_\_\_\_\_

Location: <b>Seaford Police</b> <b>300 Virginia Ave.</b>	Day	S	M	T	W	R	F	Sa
	Date							
	Time In							
	Time Out							
	Initials							

<b>Daily Cleaning:</b>								
Empty All Trash Cans. (The City will provide dumpster)								
Bath rooms to be cleaned daily as follows:								
Sanitize all fixtures								
Sweep and mop floor daily - including kitchen & Prisoner								
Clean mirrors daily								
Replenish paper goods and soap as needed daily								
External ashtrays emptied and cleaned								
Exterior								
stair wells								
sweep								
Sweep and spot mop <b>ALL</b> floors (Including Prisoner Cells)								
Clean kitchen counters, table and chairs								
Clean and sanitize water fountains								

<b>Two Times Per Week Cleaning:</b>								
All carpet areas to be vacuumed and spot cleaned								

<b>Weekly Cleaning:</b>								
Dusting to be done weekly as follows:								
All picture frames								
Desks - <u>Do not move anything on desks</u>								
Telephones, calculators - clean smudges & fingerprints								
Chairs, ledges, cabinets								
Call Specialist window, front and rear door glass cleaned								
Fitness center floor cleaned								
Wet mop all floors once a week								

<b>Monthly Cleaning:</b>								
Scrub Mats								

<b>Six Month Cleaning:</b>								
Wash windows inside and out. <b>**Windows require a vinegar based cleaning solution. NO AMMONIA PRODUCTS ARE TO BE USED ON WINDOWS.</b>								

**Comment from cleaning service providers:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments from facility contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Approved by** (For Office Use Only) **Date:** \_\_\_\_\_

## UTILITY BUILDING

Frequency of Service: Tuesday and Thursday each week

Contact: Bill Bennett @ (302) 629-9841

- All desks, cabinets, tables, chairs, phones, calculators, printers, windowsills, window blinds and ledges to be dusted each cleaning. **Do not move papers on surfaces.**
- Tile floors to be dust mopped and wet mopped each cleaning.
- Areas that have epoxy flooring should be swept as necessary every cleaning and wet mopped with a mild biodegradable household cleaner (no citrus or ammonia-based detergent) weekly. Epoxy floors are currently installed at the Utility Building and Police Department.
- Carpet to be vacuumed and spot cleaned each cleaning.
- Trash to be emptied each cleaning.
- Bathrooms and locker rooms each cleaning.
  - Clean and sanitize all fixtures each cleaning.
  - Replenish paper products and soap as needed each cleaning.
  - Clean mirrors each cleaning.
  - Spot clean walls weekly.
  - Wipe down lockers weekly.
  - Remove trash each cleaning.
  - Wet mop floors, paying special attention to keeping grout clean each cleaning.
- Tile floors to be spray buffed weekly on Tuesday.
- Receptionist window and front doors to be cleaned weekly.
- Wax tile floors monthly, removing build-up in corners and around edges.
- Wash windows inside and out every April and October. **Windows require vinegar-based cleaning solution. No ammonia products are to be used on windows.**
- Strip and wax tile floors every August.

# City of Seaford Janitorial Services Checklist

*NOTE: Services provided shall be governed by "Cleaning Services" bid approved*

Week of \_\_\_\_\_ thru \_\_\_\_\_

Location: **Utility Building**  
**8000 Herring Run Rd.**

**Day**  
**Date**  
**Time In**  
**Time Out**  
**Initials**

S	M	T	W	R	F	Sa

**Daily Cleaning:**

Tile floors to be dust mopped and spot cleaned							
Carpet to be vacuumed and spot cleaned							
Empty All Trash Cans. <i>(The City will provide dumpster)</i>							
Bathrooms and Locker Rooms as follows:							
Clean and sanitize all fixtures							
Replenish paper products and soap as needed							
Clean mirrors							
Spot clean walls							
Wipe down lockers							
Remove trash							
Wet mop floors, keeping grout clean							
All desks, cabinets, tables, conference room chairs, phones, calculators, fax machines, computers, etc.) windowsills and ledges to be dusted. Do Not Move Papers on Surfaces.							

**Weekly Cleaning:**

Tile floors to be spray buffed							
Receptionist window and front doors cleaned							

**Monthly Cleaning:**

Wax tile floors removing build-up in corners and around edges							
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Checklist Continued →

**Six Month Cleaning:**

Wash windows inside and out. <b>**Windows require a vinegar based cleaning solution. NO AMMONIA PRODUCTS ARE TO BE USED ON WINDOWS.</b>							
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**Annual Cleaning:**

Strip floor wax							
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**Comment from cleaning service providers:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments from facility contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Approved by** (For Office Use Only) **Date:** \_\_\_\_\_

## RECREATION DEPARTMENT

Frequency of Service: Once a week on Monday

Contact: Katie Hickey @ (302) 629-6809

- All desks, cabinets, tables, chairs, phones, calculators, printers, windowsills, window blinds and ledges to be dusted each cleaning. **Do not move papers on surfaces.**
- Tile floors to be dust mopped and wet mopped each cleaning.
- Areas that have epoxy flooring should be swept as necessary every cleaning and wet mopped with a mild biodegradable household cleaner (no citrus or ammonia-based detergent) weekly. Epoxy floors are currently installed at the at the Utility Building and Police Department.
- Carpet to be vacuumed and spot cleaned each cleaning.
- Trash to be emptied each cleaning.
- Bathrooms each cleaning.
  - Clean and sanitize all fixtures each cleaning.
  - Replenish paper products and soap as needed each cleaning.
  - Clean mirrors each cleaning.
  - Spot clean walls weekly.
  - Wipe down lockers weekly.
  - Remove trash each cleaning.
  - Wet mop floors, paying special attention to keeping grout clean each cleaning.
- Tile floors to be spray buffed weekly on Tuesday.
- Wax tile floors monthly, removing build-up in corners and around edges.
- Wash windows inside and out every six (6) months. **Windows require vinegar-based cleaning solution. No ammonia products are to be used on windows.**
- Strip and wax tile floors every six (6) months.

**City of Seaford  
Janitorial Services Checklist**

*NOTE: Services provided shall be governed by "Cleaning Services" bid approved*

Week of \_\_\_\_\_ thru \_\_\_\_\_

Location: **Parks & Rec. Office**  
**320 Virginia Ave.**

**Day**  
**Date**  
**Time In**  
**Time Out**  
**Initials**

S	M	T	W	R	F	Sa

**Daily Routine General Cleaning:**

Empty All Trash Cans. *(The City will provide dumpster)*  
 All desks, file cabinets, tables, chairs, phones, calculators, printes, windowsills, windowblinds, book shelves and ledges to be dusted. **Do Not Move Anything On Surfaces.**  
 Vacuum and spot clean carpet  
 Wet mop all bathrooms  
 Bathroom cleaned as follows:  
     Clean and sanitize all fixtures  
     Replenish paper goods and soap as needed  
     Remove trash


**Monthly Cleaning:**

Wet mop meeting room

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**Quarterly Cleaning:**

Spray buff non-carpet floors

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**Six Month Cleaning:**

Wash windows inside and out. **\*\*Windows require a vinegar based cleaning solution. NO AMMONIA PRODUCTS ARE TO BE USED ON WINDOWS.**  
 Floors stripped and waxed


**Comment from cleaning service providers:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Comments from facility contact:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**Approved by** (For Office Use Only) **Date:** \_\_\_\_\_

## WASTEWATER TREATMENT FACILITY

Frequency of Service: Once a week - Thursday

Contact: Bryant Tift @ (302) 629-8340

### Administration Building - WWTF

- Trash to be emptied each cleaning.
- Carpets to be vacuumed and spot cleaned each cleaning.
- All desks, cabinets, tables, chairs, phones, calculators, printers, windowsills, window blinds and ledges to be dusted and cleaned of cobwebs each cleaning.
- Sweep and wet mop all tile floors weekly.
- Main door glass to be cleaned inside and outside weekly.
- Kitchenette: Clean all fixtures and wipe down counter area weekly. Fill soap dispenser as needed.
- Bathrooms and locker rooms each cleaning:
  - Clean and sanitize all fixtures including stainless towel dispenser and trash receptacles.
  - Replenish paper products goods and soap as needed.
  - Clean mirrors.
  - Spot clean walls.
  - Wipe down lockers.
  - Remove trash.
- Spray buff tile floors monthly.
- Strip and wax tile floors every twelve months.
- Wash windows inside and out every six months.

### Lab Building - WWTF

- Trash to be emptied each cleaning.
- All desks, cabinets, tables, chairs, phones, calculators, printers, windowsills, window blinds and ledges to be dusted and cleared of cobwebs.
- Door windows to be cleaned inside and outside weekly.
- Sweep and wet mop all tile floors weekly.
- Spray buff tile floors and locker rooms each cleaning

- Clean and sanitize all fixtures including stainless towel dispenser and trash receptacles.
- Replenish paper products goods and soap as needed.
- Clean mirrors.
- Spot clean walls.
- Wipe down lockers.
- Wax tile floors quarterly.
- Wash windows inside and out every six months.
- Strip and wax tile floors every twelve months.
- Clean windows inside and outside every 6 months.



**City of Seaford  
Janitorial Services Checklist**

*NOTE: Services provided shall be governed by "Cleaning Services" bid approved*

Week of \_\_\_\_\_ thru \_\_\_\_\_

Location: **WWTF**  
**403 Nanticoke Ave.**

Day \_\_\_\_\_  
Date \_\_\_\_\_  
Time In \_\_\_\_\_  
Time Out \_\_\_\_\_  
Initials \_\_\_\_\_

S	M	T	W	R	F	Sa

<b>Daily Cleaning - Administration Bldg.</b>						
Empty Trash						
Vacuum and spot clean carpet						
All desks, cabinets, tables, conference room chairs, office equipment (i.e. phones, calculators, fax machines, computers, etc.) windowsills and ledges to be dusted. <b>Do Not Move anything on Surfaces.</b>						
Bath rooms and locker lockers to be cleaned daily as follows:						
Clean and sanitize fixtures						
Main Entrance Door						
Kitchenette - Clean fixtures and wipe down counter area						
Clean Mirrors						
Wipe Down Lockers						
Spot Clean Walls						
Replenish paper goods and soap as needed						
Remove trash						
Sweep and mop tile floors						
<b>Daily Cleaning - Lab Bldg.</b>						
Empty Trash						
All desks, cabinets, tables, conference room chairs, office equipment (i.e. phones, calculators, fax machines, computers, etc.) windowsills and ledges to be dusted.						
Bath rooms to be cleaned daily as follows:						
Clean and sanitize fixtures						
Clean Mirrors						
Spot Clean Walls						
Replenish paper goods and soap as needed						
Remove trash						
Sweep and mop tile floors						

Checklist Continued →

<b>Quarterly Cleaning - Administration Bldg.</b>						
Spray buff non-carpet floors						
<b>Quarterly Cleaning - Lab Bldg.</b>						
Spray buff non-carpet floors						
<b>Six Month Cleaning - Administration Bldg.</b>						
Strip and wax tile floors						
Wash windows inside and out. <b>**Windows require a vinegar based cleaning solution. NO AMMONIA PRODUCTS ARE TO BE USED ON WINDOWS.</b>						
<b>Six Month Cleaning - Lab Bldg.</b>						
Strip and wax tile floors						
Wash windows inside and out. <b>**Windows require a vinegar based cleaning solution. NO AMMONIA PRODUCTS ARE TO BE USED ON WINDOWS.</b>						

Date: \_\_\_\_\_

Comment from cleaning service providers:  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Comments from facility contact:  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Approved by \_\_\_\_\_ (For Office Use Only)

## BID WORKSHEET

	Price Per	
	Week for Cleaning:	Annual Price:
1. City Hall	\$ _____	\$ _____
2. Utility Building	\$ _____	\$ _____
3. Police Station	\$ _____	\$ _____
4. Recreation Department	\$ _____	\$ _____
5. Wastewater Treatment	\$ _____	\$ _____
<b>Total for FY2025</b>	<b>\$ _____</b>	<b>\$ _____</b>
Price for year 2 (FY2026)	\$ _____	\$ _____
Price for year 3 (FY2027)	\$ _____	\$ _____

Company \_\_\_\_\_

Telephone Number \_\_\_\_\_

Owner or Authorized Signor (Print or Type) \_\_\_\_\_

Fax Number \_\_\_\_\_

E-mail Address (If Available) \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF SEAFORD**  
**CLEANING SERVICES BID**

Company Name: \_\_\_\_\_

How long has your business been licensed in the State of Delaware? \_\_\_\_\_

How many employees do you have on staff? \_\_\_\_\_ Full time \_\_\_\_\_ Part time

List four (4) business that currently use your service.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_