



## REQUEST FOR PROPOSAL

### Janitorial Services

Springfield–Greene County Library District  
4653 S Campbell Avenue  
Springfield, MO 65810

### Request for Proposal

The Springfield–Greene County Library District (“the Library”), a political subdivision of the State of Missouri, invites qualified firms to submit a proposal for janitorial services for a total of eleven (11) facilities: ten (10) Library branch locations and one (1) adjacent, non-library building that is also to be serviced under this contract.

Please submit an electronic copy of your proposal to: [proposals@thelibrary.org](mailto:proposals@thelibrary.org)

**Deadline: 3:00 PM CDT, Wednesday May 6, 2026**

**Mandatory Pre-Bid Site Walkthroughs** All proposers are required to attend **mandatory site walkthroughs** of *all* Library branch locations. Walkthroughs will be conducted on the following dates:

- **April 30, 2026**
- **May 1, 2026**

Attendance at both of the scheduled walkthrough days is **mandatory** for proposal eligibility. Proposers must participate in the full tour covering all branch locations. Failure to attend the complete walkthrough will result in disqualification from the RFP process.

Detailed schedules, including times and branch order, will be provided upon registration. To register, please contact Library staff at **(417-616-0568)** no later than **April 29, 2026**.

**All questions** concerning this RFP must be directed to:

John Bledsoe  
Director – Buildings & Grounds Department  
4653 S Campbell Avenue Springfield, MO 65810  
417-616-0568  
[johnb@thelibrary.org](mailto:johnb@thelibrary.org)

The Library reserves the right to accept or reject any or all proposals, in part or in whole, to waive minor irregularities, technicalities or informalities, and to award a contract deemed to be in the best interest of the Library. Final selection will be made by a committee of Library personnel. The Library reserves the right to re-solicit proposals at its sole discretion.

Submittals may be withdrawn without prejudice any time before the deadline. After opening, the Library may request verification of any suspected clerical error. Actual changes in pricing, terms, or conditions will **not** be permitted after the deadline.

The Library is a political subdivision of the State of Missouri. Any information submitted is subject to release under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri (RSMo). The Library will take reasonable efforts to protect information marked "Confidential," but cannot guarantee nondisclosure.

## **1. Administrative & Legal Requirements**

### **1.1 Compliance with Missouri Statutes**

The awarded contractor must comply with all applicable Missouri laws, including but not limited to:

- **RSMo 285.530 – E-Verify** Contractor must participate in the federal work authorization program and provide an affidavit of compliance.
- **RSMo 34.057 – Prompt Payment Act**
- **RSMo 292.675 – OSHA 10-Hour Training** (Not typically applicable to janitorial services; included for clarity.)
- **Missouri Prevailing Wage** (Not applicable unless work qualifies as public works.)

### **1.2 Insurance Requirements**

The contractor shall maintain, at minimum:

- **Commercial General Liability:** \$1,000,000 per occurrence / \$2,000,000 aggregate
- **Workers' Compensation:** \$1,000,000
- **Employer's Liability:** \$1,000,000
- **Automobile Liability:** \$1,000,000 combined single limit
- **Umbrella/Excess Liability:** \$1,000,000

Certificates of insurance must be provided prior to contract execution.

### **1.3 Background Checks & Security**

All contractor personnel assigned to Library facilities must:

- Pass a criminal background check
- Wear visible identification
- Follow Library access and security procedures

The Library reserves the right to reject any personnel.

## **1.4 Subcontracting**

Subcontracting is prohibited without prior written approval from the Library.

## **1.5 Contract Term & Renewal**

The contract term shall be:

- **Three (3) years**, with
- **Two (2) optional one-year renewals**, subject to annual appropriation.

## **1.6 Termination**

The Library may terminate:

- **For cause** with 30 days' notice
- **For convenience** with 60 days' notice
- **For non-appropriation** (required for Missouri political subdivisions)

## **1.7 Consumables Responsibilities**

Proposers must indicate whether the contractor or the Library will supply:

- Toilet paper
- Paper towels
- Soap
- Trash liners
- Cleaning chemicals
- Equipment (vacuums, floor machines, etc.)

A pricing form is included in Section 6.

## **2. Quality Assurance & Performance Standards**

The contractor shall:

- Conduct routine inspections
- Maintain written checklists
- Respond to deficiencies within 24 hours
- Provide a local supervisor available during cleaning hours
- Maintain staffing levels sufficient to meet the scope of work

The Library reserves the right to inspect any facility, at any time, during or outside of cleaning hours, to verify that janitorial services are being performed in accordance with the requirements of this RFP and the resulting contract. The contractor shall provide full access to all areas being serviced and shall cooperate with Library staff during any inspection or review of work performed. Failure to meet performance standards may result in corrective action or fee reductions.

### 3. Proposal Submission Requirements

Proposals must include:

#### 3.1 Company Information

- Legal name and address
- Years in business
- Ownership structure
- Missouri business registration

#### 3.2 Qualifications

- Experience with similar facilities
- At least three (3) references
- Resumes of key personnel

#### 3.3 Technical Proposal

- Staffing plan
- Cleaning plan and schedule
- Quality control plan
- Transition plan

#### 3.4 Cost Proposal

- Completed pricing form (Section 6; Attachment C)
- Consumables responsibilities (Attachment B)
- Optional services pricing (Section 6 & Attachment C)

#### 3.5 Proposal Validity

Proposals must remain valid for **90 days**.

### 4. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

<b>Category</b>	<b>Weight</b>
Cost	35%
Technical Approach	25%
Experience & Qualifications	20%
Staffing & Supervision	15%
References	5%

The Library may conduct interviews or request clarifications.

### 5. Scope of Work

The Library is seeking janitorial services for a total of eleven (11) facilities: ten (10) Library branch locations and one (1) adjacent, non-library building that is also to be serviced under this contract. The locations are located throughout Greene County. Each library location, scope of work for that location, and frequency is listed below. The Library prefers to continue using existing soap and towel dispensers. Each branch has a janitorial closet and storage space. The amount of storage is dependent on location size. Frequency and timing is the Springfield Greene County Library District's preference, but alternatives and options may be considered.

### **Definitions**

Spot Vacuum- Picking up loose debris on the surface

Full Vacuum- Detail vacuuming to remove dust and dirt deep in the carpet. Clean edges along the baseboard

Damp mop – To remove dust, visible stains and scuff marks

Wet mop – To use sufficient water/cleaners to remove all dirt and germs that can cause odor. Use disinfectant cleaners as needed and rinse mop often. Mop the entire surface, including edges, corners and behind toilets.

Must be able to clear sidewalks and put down ice in the event of snow or ice

### **5.1 Ash Grove Branch Library**

101 E Main St  
Ash Grove, MO 65604

Square footage: 1400

Hours of Operation: Monday-Friday, 9:30am-6:00pm

Service frequency required:

- overnight once per week between the hours of 5:30pm and 8:30am

### **Weekly**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted mats
- Vacuum all meeting rooms
- Vacuum all carpet
- Spot clean entry glass
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop VCT
- Clean and disinfect drinking fountains
- Clean bathrooms
  - Restock soap, towels and toilet paper
  - Clean mirrors
  - Clean and disinfect sinks, polish bright work
  - Spot clean wall and partitions
  - Clean and disinfect inside and out of toilets and urinals
  - Sweep and damp mop bathroom floors
- Spot clean carpet
- Dust stack shelving and tops

### **Monthly**

- Completely clean all entrance glass interior and exterior
- High speed burnish VCT

### **Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Clean vertical wall in bathrooms

### **Semi-annually**

- Strip and refinish tile floors
- Clean all exterior glass

### **As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frames

## **5.2 Fair Grove Branch Library**

81 S Orchard Blvd  
Fair Grove, MO 65648

Square footage: 1445

Hours of Operation: Monday-Friday, 9:30am-6:00pm; Saturday 9:30am-3:00pm

Service frequency required:

- once per week between the hours of 5:30pm and 8:30am

### **Weekly**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted mats
- Vacuum all carpet
- Spot clean entry glass
- Spot clean carpet
- Spot clean walls, doors and frames as needed
- Dust stack shelving and tops
  
- Clean all entry glass

### **Quarterly**

- Dust base boards
- Clean ceiling vents
- Edge vacuum carpeting around desk, bookcases, etc
- Clean all glass interior and exterior

### **Semi-Annually**

- Clean exterior glass

**5.3 Library Center**  
4653 S Campbell Ave  
Springfield, MO 65810

Square footage: 83,000, plus a 10,500 auditorium

Hours of Operation: Monday-Thursday, 7:30am-9:00pm; Friday, 7:30am-8:00pm; Saturday, 8:30am-7:00pm; Sunday, 10:00am-6:00pm

Service frequency required:

- overnight, 6 nights a week between the hours of 8:30pm and 6:30am.
- daily Monday - Saturday (6 days) for 8 hours during hours of operation.

**Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting
- Vacuum all meeting rooms, move chairs and tables as needed
- Vacuum all study rooms
- Vacuum all high traffic areas
- Vacuum all offices, including 2<sup>nd</sup> floor
- Vacuum all carpet
- Spot clean entry glass
- Thoroughly clean door glass for Meeting Rooms and Study Rooms
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers at front entry and on patio
- Sweep and damp mop hard surface floors ( Tile, VCT and LVT)
- Clean and disinfect drinking fountains
- Clean the elevator
- Sweep and damp mop the elevator floors
- Spot clean the elevators walls
- Clean bathrooms
- Restock soap, towels and toilet paper
- Clean mirrors
- Clean and disinfect sinks, polish bright work
- Remove hard water spots from counter tops. Be sure that they are dry
- Spot clean wall and partitions around toilets and urinals
- Clean and disinfect inside and out of toilets and urinals
- Sweep and damp mop bathroom floors
- Clean door handles, push plates and door frames
- Clean wall under hand dryers

**Weekly**

- Thoroughly vacuum entire library on Sunday
- Spot clean carpet
- Dust stack shelving and tops
- Vacuum elevator tracks
- Sweep hard surface stairs
- Vacuum carpeted stairs

**Monthly**

- Completely clean all entrance glass
- Clean vertical walls in bathrooms
- High speed burnish VCT

### **Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Machine scrub tile entry floors
- Clean all exterior and partition glass

### **Semi-annually**

- Scrub and recoat tile floors
- Strip and wax VCT floors

### **As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frames

## **5.4 Library Station**

2535 N Kansas Expressway  
Springfield, MO 65803

Square Footage: 33,000

Hours of Operation: Monday-Thursday: 7:30am-9:00pm; Friday: 7:30am-8:00pm; Saturday: 8:30am-7:00pm; Sunday: 10:00am-6:00pm

Service Frequency required:

- overnight, 6 nights a week between the hours of 8:30pm and 6:30am
- daily Monday - Saturday (6 days) for 4 hours during the hours of operation.

### **Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting
- Vacuum all meeting rooms, move chairs and tables as needed
- Vacuum all Study Rooms
- Vacuum all Workrooms
- Spot clean entry glass, top and bottom panels
- Thoroughly clean door glass for Meeting Rooms and Study Rooms
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop hard surface floors. Lobby sheet & "Route 66" flooring requires wet mopping( must rinse mop often)
- Clean and disinfect drinking fountains
- Clean bathrooms
  - Restock soap, towels and toilet paper
  - Clean mirrors
  - Clean and disinfect sinks, polish bright work
  - Remove hard water spots from counter tops. Be sure that they are dry

- Spot clean wall and partitions around toilets and urinals
- Clean and disinfect inside and out of toilets and urinals
- Sweep and damp mop bathroom floors
- Clean door handle, push plate and door frame
- Clean wall under hand dryers

**Weekly**

- Thoroughly vacuum entire library on Sunday
- Spot clean carpet
- Dust stack shelving and tops

**Monthly**

- Completely clean all entrance glass
- Clean vertical walls in bathrooms
- High speed burnish VCT

**Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Machine scrub tile bathroom floors
- Clean all exterior and partition glass

**Semi-annually**

- Scrub and recoat tile floors

**As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frames

**5.5 Midtown Carnegie Branch Library**

397 E Central St  
Springfield, MO 65802

Square Footage: 33,000

Hours of Operation: Monday-Thursday: 7:30am-9:00pm; Friday: 7:30am-8:00pm; Saturday: 8:30am-7:00pm; Sunday: 10:00am-6:00pm

Service Frequency required:

- overnight, 6 nights a week between the hours of 8:30pm and 6:30am
- daily Monday - Saturday (6 days) for 4 hours during hours of operation.

**Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting
- Vacuum all meeting rooms, move chairs and tables as needed
- Vacuum all offices
- Vacuum all Workrooms

- Spot clean entry glass,
- Thoroughly clean door glass for Meeting Rooms and Study Rooms
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop hard surface floors.
- Clean and disinfect drinking fountains
- Clean the elevator
- Vacuum the elevator floors
- Spot clean the elevators walls
- Clean bathrooms
  - Restock soap, towels and toilet paper
  - Clean mirrors
  - Clean and disinfect sinks, polish bright work
  - Remove hard water spots from counter tops. Be sure that they are dry
  - Spot clean wall and partitions around toilets and urinals
  - Clean and disinfect inside and out of toilets and urinals
  - Sweep and wet mop bathroom floors
  - Clean door handles, push plates and door frames
  - Clean wall under hand dryers

### **Weekly**

- Thoroughly vacuum entire library on Sunday
- Spot clean carpet
- Dust stack shelving and tops
- Vacuum elevator tracks
- Sweep and wet mop hard surfaces, including stairs
- Vacuum carpeted stairs

### **Monthly**

- Completely clean all entrance glass
- Clean vertical walls in bathrooms
- High speed burnish VCT

### **Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Machine scrub tile entry and restroom floors
- Clean all exterior and partition glass

### **Semi-annually**

- Scrub and recoat tile floors

### **As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frames

## **5.6 Friends of the Library Building**

## **Adjacent to the Midtown Carnegie Branch**

Square footage; 3,000

Hours of Operation: Variable

Service frequency needed: Every other Friday

Frequency – Every other Friday

- Empty all trash. Change liners
- Clean entry doors
- Clean and disinfect restrooms
  - Empty trash, change liners
  - Clean mirrors
  - Clean and disinfect sinks and toilets
  - Stock toilet paper, paper towels and soap
  - Dust mop and damp mop floors
  - Spot clean walls
  - Clean, disinfect and polish sink
  - Clean and disinfect counters
  - Dust mop and wet mop tile floors
  - Sweep warehouse
  - Vacuum entry mats

Twice a year during book sales perform a detailed clean

### **5.7 Park Central Branch Library**

128 Park Central Square

Springfield, MO 65802

Square footage: 3100

Hours of Operation: Monday-Saturday, 9:30am-6:00pm

Service frequency needed:

- overnight, 6 nights a week between the hours of 5:30pm and 8:30am

#### **Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting
- Vacuum all meeting rooms
- Vacuum all carpet
- Spot clean entry glass
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop VCT
- Clean and disinfect drinking fountains
- Clean bathrooms
  - Restock soap, towels and toilet paper
  - Clean mirrors
  - Clean and disinfect sinks, polish bright work
  - Spot clean wall and partitions

- Clean and disinfect inside and out of toilets and urinals
- Sweep and damp mop bathroom floors

### **Weekly**

- Spot clean carpet
- Dust stack shelving and tops
- Machine spot clean carpet

### **Monthly**

- Completely clean all entrance glass
- Edge vacuum carpet around desks, bookcases, etc

### **Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Clean vertical wall in bathrooms

### **Semi-annually**

- Clean vertical walls in bathrooms
- Clean light fixtures and hanging accents

### **As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frames

## **5.8 Republic Branch Library**

921 N Lindsey Ave  
Republic, MO 65738

Square footage: 22,000

Hours of Operation: Monday-Friday: 7:30am-7:00pm; Saturday: 9:30a.m.-6:00p.m.

Service frequency needed:

- overnight, 6 nights a week between the hours of 6:30pm and 6:30am
- daily Monday - Saturday (6 days) for 4 hours each day during hours of operation

### **Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting
- Vacuum all meeting rooms
- Vacuum all carpet
- Spot clean entry glass
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop VCT
- Clean and disinfect drinking fountains
- Clean bathrooms

- Restock soap, towels and toilet paper
- Clean mirrors
- Clean and disinfect sinks, polish bright work
- Spot clean wall and partitions
- Clean and disinfect inside and out of toilets and urinals
- Sweep and damp mop bathroom floors

### **Weekly**

- Spot clean carpet
- Dust stack shelving and tops

### **Monthly**

- Completely clean all entrance glass
- High speed burnish VCT

### **Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Clean vertical wall in bathrooms

### **Semi-annually**

- Strip and refinish tile floors

### **As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frames
- Must be able to clear sidewalks and put down salt in the event of snow or ice

## **5.9 Schweitzer Brentwood Branch Library**

2214 Brentwood Blvd  
Springfield, MO 65804

Square footage: 17,000

Hours of Operation: Monday-Thursday 7:30am-9:00pm: Friday: 7:30am-8:00pm: Saturday: 8:30 am-7:00pm: Sunday: 10:00am-6:00pm

Service frequency needed:

- overnight, 6 nights per week between the hours of 7:30pm and 6:30am
- daily Monday - Saturday (6 days) for 4 hours each day during hours of operation

### **Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted mats
- Vacuum all meeting rooms
- Vacuum all carpet
- Spot clean entry glass
- Sweep sidewalk and front entry, remove cigarette butts and debris

- Empty outside trash containers
- Sweep and damp mop VCT
- Clean and disinfect drinking fountains
- Clean bathrooms
  - Restock soap, towels and toilet paper
  - Clean mirrors
  - Clean and disinfect sinks, polish bright work
  - Spot clean wall and partitions
  - Clean and disinfect inside and out of toilets and urinals
  - Sweep and damp mop bathroom floors

**Weekly**

- Spot clean carpet
- Dust stack shelving and tops

**Monthly**

- Completely clean all entrance glass interior and exterior
- High speed burnish VCT

**Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Clean vertical wall in bathrooms

**Semi-annually**

- Strip and refinish tile floors
- Clean all exterior glass

**As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frames

**5.10 Strafford Branch Library**

101 S State Highway 125  
Strafford, MO 6575

Square Footage: 3,750

Hours of Operation: Monday-Friday, 9:30am-6:00pm; Saturday: 9:30am-3:00pm

Service frequency required:

- overnight once per week between the hours of 5:30pm and 6:30am

**Weekly**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting
- Vacuum all meeting rooms
- Vacuum all carpet

- Spot clean entry glass
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop VCT
- Clean and disinfect drinking fountains
- Clean bathrooms
  - Restock soap, towels and toilet paper
  - Clean mirrors
  - Clean and disinfect sinks, polish bright work
  - Spot clean wall and partitions
  - Clean and disinfect inside and out of toilets and urinals
  - Sweep and damp mop bathroom floors
- Spot clean carpet
- Dust stack shelving and tops

**Monthly**

- Completely clean all entrance glass
- High speed burnish VCT

**Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Clean vertical wall in bathrooms

**Semi-annually**

- Strip and refinish tile floors

**As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frames

**5.11 Willard Branch Library**

304 E Jackson  
Willard, MO 65781

Square footage: 5,000

Hours of Operation: Monday-Saturday, 7:30am-6:00pm

Service frequency required:

- overnight once per week between the hours of 5:30pm and 6:30am

**Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting
- Vacuum all meeting rooms
- Vacuum all carpet
- Spot clean entry glass

- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop VCT
- Clean and disinfect drinking fountains
- Clean bathrooms
  - Restock soap, towels and toilet paper
  - Clean mirrors
  - Clean and disinfect sinks, polish bright work
  - Spot clean wall and partitions
  - Clean and disinfect inside and out of toilets and urinals
  - Sweep and damp mop bathroom floors

**Weekly**

- Spot clean carpet
- Dust stack shelving and tops

**Monthly**

- Completely clean all entrance glass
- High speed burnish VCT

**Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.
- Clean vertical wall in bathrooms

**Semi-annually**

- Strip and refinish tile floors

**As needed**

- Spot clean carpet in meeting rooms
- Spot clean walls, doors and door frame

**6. Pricing Form**

Proposers shall submit all pricing using **Attachment C – Pricing Form**. Section 6 provides an overview of the required pricing information; however, **only Attachment C must be completed, signed, and returned** as part of the proposal package.

No pricing should be inserted directly into the body of the RFP. All pricing must appear exclusively on Attachment C.

**Contractor Name:** \_\_\_\_\_

**6.1 Monthly Cost Per Location**

Branch	Monthly Cost	Consumables Included? (Y/N)
Ash Grove		
Fair Grove		
Library Center		
Library Station		
Midtown Carnegie		
Friends of the Library		
Park Central		
Republic		
Schweitzer Brentwood		
Strafford		
Willard		

## 6.2 Optional Services

Service	Unit Cost
Carpet extraction	
Strip & wax floors	
Emergency cleanup	
Additional staffing	

Proposing Firm Authorized Signature: \_\_\_\_\_

## 7. Attachments

The proposing firm shall provide and attach **all** of the following required items as part of a complete proposal package. Failure to include any required attachment may result in the proposal being deemed non-responsive.

- **Attachment A:** Insurance Requirements – Certificate of Insurance meeting minimum coverage levels
- **Attachment B:** Consumables Responsibility Matrix – Completed by proposer
- **Attachment C:** Pricing Form – Fully completed and signed
- **Attachment D:** Any additional documentation required under Section 3 (Proposal Submission Requirements), including staffing plans, quality assurance procedures, and references

### Attachment B - Consumables Responsibility Matrix

The proposing firm shall indicate responsibility for providing each consumable item listed below. All items must be marked as either **Contractor-Provided** or **Library-Provided**. If an item is contractor-provided, the cost must be reflected in the pricing form in Attachment C.

Consumable / Supply Item	Contractor-Provided	Library-Provided	Notes (if applicable)
Toilet Paper	<input type="checkbox"/>	<input type="checkbox"/>	
Paper Towels	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Soap	<input type="checkbox"/>	<input type="checkbox"/>	
Trash Can Liners (all sizes)	<input type="checkbox"/>	<input type="checkbox"/>	
Feminine Hygiene Receptacle Liners	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning Chemicals (general)	<input type="checkbox"/>	<input type="checkbox"/>	Must meet Library safety standards
Disinfectants / Sanitizers	<input type="checkbox"/>	<input type="checkbox"/>	
Glass Cleaner	<input type="checkbox"/>	<input type="checkbox"/>	
Floor Cleaning Chemicals (VCT, LVT, tile)	<input type="checkbox"/>	<input type="checkbox"/>	
Carpet Cleaning Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	
Mop Heads / Mop Buckets	<input type="checkbox"/>	<input type="checkbox"/>	
Vacuum Bags / Filters	<input type="checkbox"/>	<input type="checkbox"/>	
HEPA Filters (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
Floor Machine Pads (scrub, burnish, strip)	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment (vacuums, scrubbers, buffers)	<input type="checkbox"/>	<input type="checkbox"/>	Contractor must maintain equipment
PPE for Contractor Staff	<input type="checkbox"/>	<input type="checkbox"/>	Required for OSHA compliance
Ice Melt / Sidewalk Treatment	<input type="checkbox"/>	<input type="checkbox"/>	Required for snow/ice response

The proposing firm must complete and return this matrix with its proposal. Failure to do so may result in the proposal being deemed non-responsive.

**Attachment C – Pricing Form**

**Contractor Name:** \_\_\_\_\_

**6.1 Monthly Cost Per Location**

<b>Branch</b>	<b>Monthly Cost</b>	<b>Consumables Included? (Y/N)</b>
Ash Grove		
Fair Grove		
Library Center		
Library Station		
Midtown Carnegie		
Friends of the Library		
Park Central		
Republic		
Schweitzer Brentwood		
Strafford		
Willard		

**6.2 Optional Services**

<b>Service</b>	<b>Unit Cost</b>
Carpet extraction	
Strip & wax floors	
Emergency cleanup	
Additional staffing	

**Proposing Firm Authorized Signature:** \_\_\_\_\_