



## **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, Thursday July 09, 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Submittals may be withdrawn without prejudice any time before the deadline.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 twelve (12) facilities: ten (10) Library branch locations, one (1) auditorium 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.

### **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:

- once per week between the hours of 7:00am and 10:30am

## **Weekly**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted mats as needed
- Vacuum all meeting rooms as needed
- Vacuum all carpet as needed
- Spot clean entry glass
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop hard surfaces
- 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
- Spot clean carpet
- Dust stack shelving and tops

## **Monthly**

- Completely clean all entrance glass interior and exterior
- Machine scrub or high speed burnish all hard surface floors
- Dust all objects suspended from above

## **Quarterly**

- Dust baseboards
- Clean ceiling vents
- Edge vacuum carpeting around desks, bookcases, etc.

- Clean vertical walls in bathrooms

### **Semi-Annually**

- Strip and refinish tile floors if needed
- 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 7am and 10:30am

### **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
- Sweep and damp mop hard surface floors
- Clean all entry glass

### **Monthly**

- Completely clean all entrance glass
- Machine scrub and or High-speed burnish hard surfaces
- Dust all objects suspended from above

### **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

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, as needed between the hours of 8:30pm and 6:30am. We would prefer most cleaning be done during open hours. Overnight service reserved for deep cleaning operations in most instances.
- 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 as needed
- Vacuum all meeting rooms, move chairs and tables needed as needed
- Vacuum all study rooms as needed
- Vacuum all high traffic areas as needed
- Vacuum all offices, including 2nd floor as needed
- Vacuum all carpet as needed
- Spot clean entry glass
- Thoroughly clean door glass for Meeting Rooms and Study Rooms as needed
- 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 as needed
- Sweep and damp mop the elevator floors as needed
- Spot clean the elevators walls as needed
- Clean Restrooms
  - 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 as needed
- Spot shampoo clean carpet as needed
- Dust stack shelving and tops
- Vacuum elevator tracks as needed
- Sweep hard surface stairs as needed
- Vacuum carpeted stairs as needed

### **Monthly**

- Machine scrub or burnish all hard surfaces. This includes auditorium, entryway and corridor to main restrooms in the Hatch Addition.
- Completely clean all entrance glass

- Clean vertical walls in bathrooms
- Dust all objects suspended from above

#### **Quarterly**

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

#### **Semi-annually**

- Scrub and recoat tile floors
- Clean all exterior glass.

#### **As needed**

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

### **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, as needed per week between the hours of 8:30pm and 6:30am. We would prefer most cleaning be done during open hours. Overnight service reserved for deep cleaning operations in most instances.
- Monday - Friday (5 days) daily for 4 hours during hours of operation

#### **Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting as needed
- Vacuum all meeting rooms, move chairs and tables as needed
- Vacuum all Study Rooms as needed
- Vacuum all Workrooms as needed
- Spot clean entry glass, top and bottom panels
- Thoroughly clean door glass for Meeting Rooms and Study Rooms as needed
- 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 as needed
- 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

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

**Weekly**

- Thoroughly vacuum entire library on Sunday as needed
- Spot Shampoo clean carpet
- Sweep and damp mop hard surface floors.

**Monthly**

- Completely clean all entrance glass
- Clean vertical walls in bathrooms
- Dust all objects suspended from above
- Machine scrub or high speed burnish hard surfaces

**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
- Strip/coat floors as needed- Burnish

**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, as needed per week between the hours of 8:30pm and 6:30am. We prefer most cleaning done during open hours of operation. Overnight reserved for deep cleaning operations in most instances
- Monday - Friday (5 days) daily for 4 hours during hours of operation.

**Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary
- Vacuum all carpeted matting as needed

- Vacuum all meeting rooms, move chairs and tables as needed
- Vacuum all offices as needed
- Vacuum all workrooms
- Spot clean entry glass,
- Thoroughly clean door glass for Meeting Rooms and Study Rooms as needed
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop hard surface floors.
- Machine Scrub and or Burnish hard surface floors as needed
- Clean and disinfect drinking fountains
- Clean the elevator as needed
- Vacuum the elevator floors as needed
- Spot clean the elevator walls as needed
- 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 as needed
  - Clean and disinfect inside and out of toilets and urinals as needed
  - Sweep and wet mop bathroom floors
  - Clean door handles, push plates and door frames
  - Clean wall under hand dryers as needed

### **Weekly**

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

### **Monthly**

- Completely clean all entrance glass
- Clean vertical walls in bathrooms as needed
- Machine scrub and or High-speed burnish hard surfaces
- Dust all objects suspended from above

### **Quarterly**

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

### **Semi-annually**

- Scrub and recoat tile floors

**As needed**

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

**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

**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 as needed
- 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 reserved for deep clean operations

3 days per week between the hours of 7am and 10:30am

**Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary Vacuum all carpeted matting as needed
- Vacuum all meeting rooms as needed
- Vacuum all carpet as needed
- 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 as needed
- Dust stack shelving and tops
- Machine spot shampoo carpet as needed

**Monthly**

- Completely clean all entrance glass
- Edge vacuum carpet around desks, bookcases, etc
- Machine Scrub and or Burnish VCT Floors as needed
- Dust all objects suspended from above

**Quarterly**

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

**Semi-annually**

- Clean all exterior glass

**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:

Daily Monday - Friday (5 days) for 6 hours each day between 7am and 6pm.

**Daily**

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

- Sweep and damp mop VCT
- Machine Scrub and or Burnish Hard Floors as needed
- 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**

- Thoroughly vacuum entire library on Sunday as needed
- Dust stack shelving and tops
- Spot shampoo carpet as needed

**Monthly**

- Completely clean all entrance glass
- Machine scrub and or High speed burnish hard surfaces as needed
- Dust all objects suspended from above

**Quarterly**

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

**Bi- annually**

- Strip and refinish tile floors as needed
- Clean all exterior glass

**As needed**

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

**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 reserved for deep clean operations.
- 6 hours per day. Daily Monday - Friday (5 days) during hours of operation

**Daily**

- Empty trash and replace soiled or torn liners, wash can if necessary • Vacuum all carpeted mats as needed
- Vacuum all meeting rooms as needed
- Vacuum all carpet as needed
- 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
- Machine scrub and/or High-speed burnish hard surfaces
- Dust all objects suspended from above

#### **Quarterly**

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

#### **Semi-annually**

- Strip and refinish tile floors- as needed
- 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: Once per week between the hours of 7am and 6:00 pm

### **Weekly**

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

### **As needed**

- 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 as needed
  - Clean and disinfect inside and out of toilets and urinals as needed
  - Sweep and damp mop bathroom floors
- Spot clean carpet
- Dust stack shelving and tops

### **Monthly**

- Completely clean all entrance glass
- Machine Scrub and or High-speed burnish hard surfaces
- Dust all objects suspended from above

### **Quarterly**

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

### **Semi-annually**

- Scrub and coat or high-speed burnish floors as needed

### **As needed**

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

## **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: Once per week between 7am and 1030 am. Overnight reserved for deep cleaning operations

### **Weekly**

- Empty trash and replace soiled or torn liners, wash can if necessary.
- Vacuum all carpeted matting as needed
- Vacuum all meeting rooms as needed
- Vacuum all carpet as needed
- Spot clean entry glass
- Sweep sidewalk and front entry, remove cigarette butts and debris
- Empty outside trash containers
- Sweep and damp mop VCT
- Scrub and recoat and or High-Speed burnish as needed
- 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  
Machine scrub and or High-speed burnish hard surfaces  
Dust all objects suspended from above

### **Quarterly**

Dust baseboards  
Clean ceiling vents  
Edge vacuum carpeting around desks, bookcases, etc.  
Clean vertical walls in bathrooms as needed

### **As needed**

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

### **5.12 Hatch Auditorium**

Adjacent to the Library Center  
4653 S Campbell Ave  
Springfield, MO 65810

Square footage: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: . During hours of operation. We will try to schedule this just before an event. • Additional hours on an as needed basis during and after events. Green Room/restroom, staff restroom and warming kitchen as needed on hourly basis.

### **Weekly**

Empty trash and replace soiled or torn liners, wash can if necessary

Spot clean entry glass  
 Sweep sidewalk and front entry, remove cigarette butts and debris  
 Empty outside trash containers at front entry  
 Sweep and damp mop hard surface floors (Tile,LVT and Concrete)  
 Clean and disinfect drinking fountains  
 Vacuum carpet at entryway  
 Clean door handles, push plates and door frames  
 Clean Entry Windows in sections

**Monthly**

Completely clean all entrance glass  
 Machine scrub and or High-speed burnish hard surfaces

**Quarterly**

Dust baseboards  
 Clean ceiling vents  
 Edge vacuum carpeting around desks, bookcases, etc.  
 Machine scrub hard surface floors and burnish  
 Clean all exterior and partition glass

**Semi-annually**

Machine scrub and recoat concrete floors

**As needed**

Strip and Seal/Wax Floors typically every two years

**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**

<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		

Branch	Monthly Cost	Consumables Included? (Y/N)
Schweitzer Brentwood		
Strafford		
Willard		
Hatch Auditorium		

## 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"/>	

<b>Consumable / Supply Item</b>	<b>Contractor-Provided</b>	<b>Library-Provided</b>	<b>Notes (if applicable)</b>
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

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		
Hatch Auditorium		

**6.2 Optional Services**

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

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