SHORT FORM CONTRACT – REQUEST FOR PROPOSAL

**SUMMER MAINTENANCE**

**JANITORIAL SERVICES**

ST. THOMAS DISTRICT

**SFC-DOE-STTJ-2017-025**

BID SPECIFICATIONS

Supply all labor and materials necessary to perform general cleaning, sanitary and debris removal from ground.

Sweep, machine scrub and finish floors (**apply two coats of wax**): All classrooms, hallways, conference rooms, office areas, restrooms, library, lounges, lobbies, stairs, etc

Dust all areas: chairs, desk, office equipment (including top of cabinets), picture frames, tables, counter, partitions, ceiling and corners with cobweb, etc.

Washroom Services: Clean and sanitize all sinks, toilets, urinals, mirrors, door, partitions, floors, polish accessories.

Clean chalkboards, desks, chairs, etc.

Remove smudges, chewing gums, spots or other marks from all surfaces using appropriate cleaners.

Wash and sanitize waste baskets

Vacuum, and shampoo carpets, if necessary

Clean all windows/louvers

Lights shall be turned off, as directed by the Department and doors locked upon completion of duties each day/night

Locations to be services: See Bid Sheet

Summer Maintenance 2017

Janitorial

1. Leonard Dober Elementary School $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Sibilly Elementary School and Annex School$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Edith Williams Alternative School $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Gladys Abraham Elementary School $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Ralph O. Wheatley Skill Center$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRESIDENT OF THE COMPANY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_