



BID SPECIFICATIONS
TOWN BUILDINGS CLEANING
TOWN OF NEWFIELD

The Town of Newfield is accepting written proposals for a one-year contract for cleaning at the Municipal Town Office located at 637 Water Street, the Public Safety Building located at 85 Water Street, and the Town Hall located at 23 South Effingham Road.

Cleaning Specifications:

Town Office

Vacuum Clerk's office weekly
Vacuum and mop tile flooring weekly
Remove trash and recycling weekly
Dust and remove cobwebs weekly
Wipe down desk surfaces weekly
Clean windows semi-annually*
Strip and wax tile floors annually*

Public Safety Building

Vacuum and mop flooring weekly
Remove trash and recycling weekly
Dust and remove cob-webs weekly
Wipe down tables weekly
Clean windows semi-annually*
Strip and wax tile floors annually*

Town Hall

As needed basis-to be priced per cleaning
Sweep and mop upstairs floors
Clean Bathrooms
Dust and remove cob-webs
Wash windows semi-annually*

**Schedule to be approved by Board of Selectmen*

- Proof of liability insurance and three (3) references must be included in bid submission
- All bids must be received at the Newfield Town Office no later than 3:00 pm Tuesday, May 30, 2017
- The Town of Newfield reserves the exclusive right to accept or reject any or all bid proposals.
- All bids must be clearly marked: Town Buildings Cleaning Bid

Bids can be submitted by fax at 207-793-2162, email at newfieldso@metrocast.net, or by mail at Town of Newfield, Town Building Cleanings Bid, P.O. Box 62, West Newfield, ME 04095