



**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

~Weekly~

- ❖ Vacuum and mop
 - ✓ Clerk's Office
 - ✓ Code Enforcement Office
 - ✓ Mapping Room
 - ✓ Bathroom
 - ✓ Hallway
- ❖ Remove trash and recycling
- ❖ Dust and remove cobwebs
- ❖ Wipe down desk surfaces
- ❖ Clean bathroom (sink, toilet, mirror, baseboards and door)
- ❖ Replenish paper products in bathroom, if needed

Clean windows semi-annually

Public Safety Building

~Bi-Weekly (every other week)~

- ❖ Vacuum and mop
 - ✓ Meeting Room
 - ✓ Hallways
 - ✓ (2) Bathrooms
- ❖ Remove trash and recycling
- ❖ Dust and remove cobwebs
- ❖ Wipe down tables
- ❖ Clean bathroom (sink, toilet, mirror, baseboards and door)
- ❖ Replenish paper products in bathroom, if needed

Clean windows semi-annually

Town Hall

~Bi-Weekly (every other week)~

- ❖ Vacuum and mop
 - ✓ Main Floor
 - ✓ Stairs to the stage
 - ✓ Stage area
 - ✓ Entry way
 - ✓ (2) Bathrooms
- ❖ Remove trash
- ❖ Dust and remove cobwebs
- ❖ Wipe down tables
- ❖ Clean bathroom (sink, toilet, mirror, baseboards and door)
- ❖ Replenish paper products in bathroom, if needed

Clean windows semi-annually

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- 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 22, 2018
 - 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, 637 Water Street, West Newfield, ME 04095