

LIBRARY CLEANING SERVICE BID PROPOSAL

Proposal #:	Date:
Name:	Cedar Springs Public Library
	43 W. Cherry Street
	Cedar Springs, MI 49319
Phone:	Phone/Fax: 616-696-1910
Fax/Email:	Email:cedd@llcoop.org
Prepared By:	Contact Name: Donna Clark

We hereby submit estimates for the following Cleaning Services of ***the Cedar Springs Public Library*** located at **107 N. Main Street, Cedar Springs, MI. The size of this office is 10,016 ft.**

The Services we will provide are as follows:

	Service Description	Amount Payable (Daily/Weekly/Monthly)
1	Empty all trash and put out for pick-up	Included in total
2	Vacuum all areas, spot clean carpet, as needed	Included in total
3	Maintain bathrooms by cleaning sinks, mirrors, walls and floors. Keep supplied with paper towels, toilet paper and soap.	Included in total
4	Dust all furniture and table surfaces, including computer screens. (Book shelves and under counters in circulation area on a rotating schedule)	Included in total
5	Clean Entry Windows	Included in total
6	Clean Kitchen –sinks, countertops, appliances and floors	Included in total
		Weekly Total:

Terms and Conditions

1. Cleaning supplies provided to perform this service by the Cedar Springs Public Library are: Toilet bowl cleaner/brushes and carpet vacuum/bags. All other supplies are provide by the service.
2. The terms of this Agreement will take place: 2-3 times Per Week.
3. Total costs of this service will be_____ weekly/invoiced monthly.
4. In the event this proposal proves unsatisfactory by either party, it may be terminated by a 30 day written notice by either party.

Quoted By: Name_____

Signature_____

Acceptance of Proposal: The above prices and specifications are satisfactory and are hereby accepted. You are authorized to do the work as described above in a timely and professional manner. Payment will be made as described above.

Signature of Acceptance

Date