



City of Bath Custodial Services Request Scope of Services

April 11, 2022

Overview

The City of Bath is seeking to contract with a qualified cleaning company to provide weekday cleaning services for Bath City Hall. Cleaning Service must be able to provide reliable workers who can clean effectively, safely, and are cleared to work in areas that may have financial or confidential information. Cleaners will bring their own equipment and cleaning supplies to complete the job. They will be employees of the contracted company and paid by that company. The contract period will be for a minimum of one year.

Location

Services will take place inside Bath City Hall, 55 Front Street, Bath Maine. Services include cleaning and sanitization of public areas and general office space.

Bath City Hall has is three floors and basement: approximately 13,120 square feet total, with 3560 square feet of public area, 3720 square feet of meeting rooms, and 5840 square feet of office space. There are 4 conference rooms, 11 office areas, 3 public restrooms, and 5 office restrooms.

Time and Days

Bath City hall is open Monday through Friday from 8:30am until 4:30pm. There are frequent evening meetings between 5:00pm and 8:00pm. The building is closed on state and federal holidays. Cleaning will ideally take place daily on weekdays (Monday through Friday) outside of the normal open hours but can coincide with evening meetings.

Tasks Required

Cleaning service will include daily cleaning of public areas such as service counters, hallways, stairs, and both public and office bathrooms, as well as sanitizing "high touch" places such as door handles or touch points, stair rails, and light switches. Weekly cleaning is required for conference rooms, offices, and office kitchens.

Daily Tasks

- Public and Office Bathrooms: Clean toilets inside and out; clean sinks, mirrors, and wash floors; take out trash; check paper supplies; sanitize switches, all handles, faucets, and flusher
- Trash and Recycling: Remove trash from office buckets into basement trash cans. Remove recycling from office buckets into basement recycling
- Sanitize “high touch” points: Service counters, stair railings, light switches, door handles, elevator buttons and railing
- Sweep and Mop: Hallways, stairs, bathrooms, elevator
- Vacuum: Entry way and first floor hallway runners and stair landing carpets

Weekly Tasks

- Conference Rooms: vacuum, clean and sanitize tables
- Offices: Vacuum, clean and sanitize inner door handles, switches, high touch points

Monthly or Irregular Tasks

- Dusting/Wiping down surfaces of public areas (such as windows, window sills, glass doors, baseboards and display cabinets) in hallways, stairs, conference rooms
- Clean elevator walls and doors
- Office Kitchenettes: clean counter surfaces, sinks and handles, mop floor, check paper products
- Clean/sanitize public bathroom walls, stalls, and areas that don't get daily cleaning

Response and Questions

To submit a quote, please send business name, contact information, price quoted, three business references, and an acknowledgement of ability to meet the above requirements to Erika Helgerson at ehelgerson@cityofbath.com. For more information or questions about this request, please contact Erika Helgerson at 207-443-8330 or the email above.