

**BID SPECIFICATION SHEET FOR FB19-117**

DEEP CLEANING SCANLON HALL

**Scope:**

MWSU is seeking a professional cleaning service to provide a Deep Clean/Turnover Clean of the entire Scanlon Hall Dormitory Building. Cleaning includes all common areas, stairwells, Residential Rooms and Restrooms.

**Timeline of Project:**

* Sealed bids need to be submitted by May 21, 2019 2:00pm in Popplewell Hall room 221, 4525 Downs Drive, St. Joseph, MO 64507
* Cleaning can begin on June 24, 2019
* Cleaning must be complete no later than 5 p.m. July 8, 2019
* No pre-bid meeting

**Bid Specification:**

Cleaning Tasks to include but not limited to the following:

* Hot water extraction of all carpets
* Carpets to be pre-treated with Bio-Enzymes
* Deep clean and disinfect bathrooms, remove soap scum, hard water deposits from all fixtures
* Clean and disinfect all walls, doors, door handles and hard surfaces
* Disinfect mattresses and furniture with germicidal cleaner
* Clean insects and debris from light fixture lenses
* Clean inside and outside of windows and sills in each room
* Clean mirrors
* Showers could use some extra care
* Wipe down and clean elevators - including floors
* Wipe down all window sills in hallways
* Vacuum the entire Res Hall
* Cleaning Contractor to provide all necessary labor, tools, equipment, materials and supplies to complete cleaning duties
* MWSU will provide trash can liners, toilet tissue, paper towels and hand soap for dispensers
* Scanlon Hall has a total of 95,000 square feet. Building can be accessed during normal working hours
* If you would like to schedule a site visit please contact Physical Plant Director, Brian Harrah 816-271-4417

**Bid Information:**

**Sealed bids** must be submitted to the Purchasing Office by 2:00 p.m. Central Time by May 21, 2019 to:

Missouri Western State University

Purchasing Department

4525 Downs Drive

St. Joseph, MO 64507

Include with your bid:

* Current signed W-9
* Return pricing sheet located on page 3
* Include any addendum(s) with your initials

Please be sure to mark the envelope with FB19-117. **Electronic or faxed bids will not be accepted.**

Missouri Western State University will award to a single bidder. Missouri Western reserves the right to accept or reject any or all items of this bid.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)



**PRICING SHEET FOR FB19-117**

DEEP CLEANING SCANLON HALL

Bid Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We agree to the deep cleaning timeline of 6/24/19 to 5 p.m. 7/8/19

(check box to acknowledge)

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor will provide a certificate of insurance once the bid is awarded.

Return this pricing sheet with your bid. Include any addendum(s) with your initials.

All questions should be directed to Purchasing Manager, Kelly Sloan, (816) 271-4465, [purchase@missouriwestern.edu](mailto:purchase@missouriwestern.edu)

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