

**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



**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.

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Missouri Western reserves the right to accept or reject any or all items of this bid.