

South River Public Library
55 Appleby Ave
South River, NJ 08882

2016 Janitorial services bid specs. Contract period is January 1, 2016 to December 31, 2016.

Bids are due in writing at the close of business on December 15, 2015.

Cleaning will be performed on Monday, Tuesday, Thursday, Friday and Sunday after the Library closes as follows:

Floors:

- All floors will be cleaned, with heavier traffic areas given extra attention.
- All carpeted areas shall be vacuumed.
- All hard floor surfaces shall be mopped.
- It is the responsibility of the cleaning staff to identify areas which require special cleaning, such as spots on the carpet and debris tracked in at the entrance area, and treat as needed.

Trash:

- Empty all trash receptacles in all areas and at the front entrance. Replace bags as needed.
- Empty all recycle bins. Keep recycle items separate from trash.
- Place trash and recyclables in the designated pick up area on scheduled collection dates.

Restrooms:

- Clean all bathroom surfaces; sinks, soap dispensers, hand dryers, diaper changing stations and toilets, to ensure sanitary conditions. Walls and the floor around toilets and sinks should be given extra attention.
- Fill all restroom dispensers with products and restock paper products as needed.

General:

- Remove scuffs, handprints, spots, and stains as needed from walls, doors, windows, etc.
- Dust and clean as appropriate all surfaces, including; tables, desks, chairs, cabinets, shelves, ledges, window sills, etc. in all areas of the library.
- Wipe down all telephone receivers, light switches, elevator buttons, stair banisters, etc.
- Check all corners and window areas for cobwebs, remove as needed.

All of the above tasks shall be performed in all areas on all 4 levels. Keys and access codes will be provided to areas not open to the public.

The library will supply the following: Toilet paper, soap for dispensers, trash bags and liners.

Vendor supplies all other cleaning supplies and equipment.

Vendor is required to meet with the library director once a month to review any concerns.