

Janitorial Services
FIRST CHRISTIAN CHURCH OF CHICKASHA, OKLAHOMA
202 South Sixth
Chickasha, Oklahoma
Contact: Rev. Michael Oberlender (405) 224-6372

The First Christian Church of Chickasha, Oklahoma (“Church”) is soliciting bids for a janitorial services contract for its buildings in Chickasha, Oklahoma.

Bids must be delivered to the above address no later than January 29, 2010 at 4:00 p.m. or will remain open until the position is filled. The Church reserves the right to reject any and all bids.

The Church and successful bidder will agree upon the beginning date. The successful bidder (“Janitorial Service”) must furnish proof of workers compensation for all employees utilized by the Janitorial Service in relation to the premises of Church and must furnish proof of liability insurance on or before that date and continue to maintain those coverage’s throughout the term that the services are provided.

The Janitorial Service will obtain Church’s approval of all persons who may be working on site and Church shall have the right to withdraw approval of any of Janitorial Service’s employees at any time during the term that services are provided.

Janitorial Services shall be no less than eight hours of work a week at days and times approved by the Church. The Janitorial Service shall provide all labor, insurance, equipment and supplies, excluding paper and soap products.

Janitorial Service shall provide the following services:

GENERAL CLEANING

Offices and Common Areas

- Empty all wastebaskets and trash receptacles and take to dumpster in alley.
- Vacuum all carpeted areas.
- Spot clean glass doors, partitions, and mirrors and other bright work.
- Remove cobwebs.
- Clean entry thresholds and interior glass.
- Sweep all non-carpeted floors.
- Spot clean any soiled areas on floors.
- Dust all window ledges, sills, frames and window treatments.
- Dust and clean all furniture, filing cabinets, pictures, and other vertical surfaces within a height of eight (8) feet.
- Detail dusting all horizontal surfaces.
- Perform “high-low” dusting of pictures frames, file cabinets, doorframes, and other surfaces where dust and cobwebs may gather.
- Clean all walls of dirt, spots, stains, and streaks
- Polish all “bright” metal work

- Clean and sanitize all phones.
- Mop all non-carpeted floors.

Kitchen

- Sweep and Mop floor.
- Empty all trash receptacles.
- Clean table, counters and chairs.
- Refill paper and soap dispensers.
- Spot clean any soiled areas on floor.

Restroom(s)

- Empty, disinfect, and wipe out all waste containers.
- Clean & disinfect all plumbing fixtures, including outside of toilets & urinals.
- Clean mirrors and polish all metal and “bright” work.
- Refill paper and soap dispensers.
- Sweep and/or vacuum floors and spot clean any soiled areas on floors.

Outside

- Remove any trash or debris that has collected at the entrances in front of the building on 6th Street and Kansas Avenue.

ONCE EVERY FOUR WEEKS

- Clean & polish all light switches and other “bright” work.
- Dust all window covering and blinds.
- Clean all ceiling and wall vents, including air supply, return vents and exhaust fan vents.
- Dust walls and partitions. Spot clean as needed.

ADDITIONAL SERVICES (Additional compensation may apply)

- Set up table and chairs in the Fellowship Hall for Church events including, but not limited to, fellowship dinners, bereavement dinners, wedding receptions, and the like.
- Additional cleaning following wedding services.
- Miscellaneous duties as needed and discussed with the minister.

DATE _____ **SIGNED BY:** _____
Custodial Service

DATE _____ _____
Church Representative