**CITY OF BAXTER SEEKING BIDS**

**ON-CALL CUSTODIAL WORK**

**Please submit bids to Baxter City Hall or** **city@baxter-iowa.com** **no later than Monday, March 27th at 5:00 pm.**

**The City will require a Certificate of Insurance be provided with a minimum of $1,000,000 per occurrence and a $2,000,000 aggregate.**

**COMMUNITY ROOM**

Between rentals

* + - Empty trash cans
		- Dust window sills as needed
		- Clean air return vents as needed
		- Sweep and mop community center floor
		- Sweep and mop entryway floor
		- Clean inside entryway windows
		- Vacuum entryway rugs

**COMMUNITY BUILDING KITCHEN**

Between rentals

* + - Sweep and mop floor
		- Wipe off counters
		- Clean sinks
		- Empty trash cans

 As Needed:

* + - Wipe out refrigerators and microwaves
		- Run self-clean ovens
		- Replenish paper towels, dish soap, and garbage bags as necessary

**COMMUNITY BUILDING RESTROOMS**

Between rentals

* + - Empty trash cans
		- Replenish toilet paper, paper towels and hand soap as needed
		- Sanitize and clean toilets
		- Sanitize and clean sink/countertop
		- Sweep and mop floor

**The Custodian is responsible for making sure the Community Room, kitchen and public restrooms are clean prior to rentals as scheduled on the calendar. On back-to-back rentals the room will need to be checked for cleanliness and supplies prior to the next rental. The City Clerk will provide rental reservation dates to the custodian.**

**Renters are required to clean the facility after using. A deposit is paid at the time the facility is rented to cover damages and cleaning if necessary. If a renter does not wish to clean the facility after using, they are responsible for contacting the Custodian directly to make arrangements beforehand. If renters do not clean as required in their Room Contract the Custodian is to notify City Hall who will contact the renter accordingly and give them the option to come back and clean or pay for the service. Non-profit groups are allowed to use the facility at no charge however; they are required to clean the facility as expected of any renter.**

The City will purchase all cleaning supplies and operating supplies for the facility and bathrooms. Should supplies need purchased contact City Hall accordingly.