



Telecommunications

Electric

Water

Gas

2412 Southwest Ave
PO Box 71
Harlan, IA 51537-0071

Phone: (712) 755-5182

Fax: (712) 755-2320

Email:

HMU@harlannet.com



Please submit complete sealed bid packages in one of the following ways:

VIA USPS:

ATTN: Janitorial Bids
Harlan Municipal Utilities
PO Box 71
Harlan, IA 51537

Hand-delivered:

ATTN: Janitorial Bids
Harlan Municipal Utilities
2412 Southwest Ave.
Harlan, IA 51537

Please have sealed bids returned by March 20, 2020 @ 4:00 pm

Bids will be opened Monday, March 23, 2020 and accepted by the Board of Trustees at the March 26, 2020, board of trustees meeting.

No late bids will be accepted.

Any questions please contact Paul Wingert at 733.8063 | pwingert@hmunet.com.
Or Jennifer Kelly at 733.5185 | jkelly@hmunet.com.

Bid for Janitorial Services of HMU Office Building



Twice per week:

- Vacuum all carpeting
- Dust mop and damp mop tile floors
- Empty and transport trash and recycling
- Clean and stock restrooms
- Clean and stock break-rooms: floors, counters, tables and paper towels
- Clean entry door windows
- Dust window frames in and out of vestibule
- Dust desks, countertops and open ledges
- Maintain exterior windows 4 times/year

Quarterly:

- Machine scrub and recoat large breakroom/supply room floor
- Apply finish restorer and high speed burnish tile floors

Twice per year:

- Clean front lobby/offices carpet
- "Spring cleaning"
 - Dust all blinds, light fixtures, vents, etc
 - Clean inside windows (including office windows)

HMU provides toilet paper, paper towels, trash bags and hand soap

Responsibilities for Successful Bidder:

- Supplies all cleaning equipment and chemicals, confidentiality is priority
- Safeguard key and fob at all times

Please include Certificate of Liability Insurance & Bond

(if these items are not submitted with bid, the bid will be null and void)

of years

Prices good for a 2, 3 or 4 year contract? (Effective May 2020)

Either party may cancel this contract with a 30 day notice

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or Jennifer Kelly at 733.5185 | jkelly@hmunet.com

Bids Submitted by : _____

Date: _____

Phone No: _____

Accepted by: _____
Terry Arentson, Board Chairperson