NOTICE: As of February 17, 2022, Cass County Extension Office is currently accepting bids for weekly cleaning services. Bids are due to the Cass County Extension Office, 805 West 10th Street in Atlantic, by 4:30 PM on Friday, March 4, for services to begin on April 1, 2022. Description of duties and conditions is outlined below. Interested bidders are welcome to contact the Extension Office for a tour to view the office space during normal business hours.

Cass County Extension Office Custodial Duties

- Duties to be completed once a week, unless otherwise specified
  - Vacuum all carpeted areas- entrance, main office area, conference room, storage room, offices and kitchen area
  - Clean and sanitize toilets, sinks, floors, mirrors, safety rails, and other hard surfaces in men’s & women’s restrooms. Clean and dust fan, vents and light fixtures as needed; at least monthly.
  - Fill bathroom supplies (paper towels, toilet paper, Kleenex, soap) in men’s & women’s restrooms. Contractor will monitor levels of routine use items and notify staff when supplies are running low. Staff will purchase supplies as needed.
  - Empty all trash cans and replace liners/clean exterior as necessary. Remove all trash to dumpsters located in rear of Community Center.
  - Sweep and vacuum entry way, clean and sanitize all doors and windows in entry area.
  - Clean and sanitize hard surfaces in conference room and main office area - conference room table, front reception area, door handles, etc.
  - Clean and sanitize mats at workstations at least every other week or more often if needed
  - Monthly interior cleaning of windows and windowsills.

NOTES:

- Office employees are responsible for their immediate workspaces- desktops, shelves, etc. and kitchen counter/storage/sink areas.
- Additional cleaning may be requested during the week of fair (usually late July/early August).
- Cleaning should be completed during normal office hours, Monday-Friday from 8 AM to 4:30 PM, at a regular time that is mutually agreed upon by the staff and contractor
- Vacuum, mop, and broom, along with basic consumable cleaning supplies, are available at the Extension Office. Contractor is welcome to use supplies provided or bring their own supplies. Please indicate in the bid the proposed use of Extension cleaning materials and/or the use of service provider cleaning materials.
- Extension will assume no liability for contractor. If bidder carries general liability coverage for services provided, please indicate in bid and attach copy of policy certificate.

The above listed services should be bid at either a weekly or monthly rate (please indicate in bid). Cleaning services will be invoiced and payable monthly, paid by the 10th of the month following services rendered. If contractor has a standard service contract, please include in the bid.

All bids must be received in the office (not postmarked) by Friday, March 4th at 4:30 PM. Bids should include proposed rate (weekly or monthly) for providing services outlined above, materials to be provided by Extension and/or by bidder for cleaning activities, certificate of liability insurance (if applicable) and proposed contract for service (if applicable). All bids, as well as questions or requests to tour space, should be directed to Kate Olson, Cass County Extension Director at 712-243-1132 or keolson@iastate.edu; mailing address 805 West 10th Street, Atlantic IA 50022.