



Information for Cleaning Services Contract Labor Bid

Woodford County Cooperative Extension Service
184 Beasley Rd.
Versailles, KY 40383
859-873-4601
Woodford.ext@uky.edu

When submitting your bid, please include:

- Your name
- Mailing Address
- Telephone Number
- Email address
- Proof of insurance or certification
- Bid (per cleaning & monthly amount)
- References (3)

Deadline for bid to be turned in to the Woodford County Extension Office,
184 Beasley Rd, Versailles by **noon on April 8, 2024.**

Cleaning requirements for the Janitorial Services of the approximately 5,000-square-foot facility:

- Empty all trash cans twice a week and place trash in outside dumpster.
- Empty all recycling once a week and place recycling in the outside recycling receptacle.
- Vacuum carpeted areas twice a week.
- Sweep all hard surface floors twice a week and clean/mop with cleaner at least once a week, more often if needed based on usage.
*Use proper cleaning products for the floors.
- Clean glass doors in the entryway twice a week.
- Clean windows in entryways once a week.
- Clean restrooms twice a week. i.e... sinks, commodes, replace toilet tissue & paper towels (toilet tissue, paper towels, and hand soap provided by Woodford County Extension Office)
- Clean break room kitchen twice a week: wipe down countertops, sink, and microwave.
- Clean Commercial Kitchen thoroughly twice a week: wipe down countertops, sinks, stove tops, tabletops, sweep and mop floors, etc.
- Clean meeting room tables twice a week with a cleaning product.
- Dust once a week: all office furniture, countertops, desks, computers, cabinets, and machines in the workroom/offices with a dusting product.

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Cooperative Extension Service

Agriculture and Natural Resources
Family and Consumer Sciences
4-H Youth Development
Community and Economic Development

MARTIN-GATTON COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT

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Disabilities
accommodated
with prior notification.

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- Clean interior doors and facings once a month.

Twice a Year

- Clean other office windows inside and out (spring and fall).
- Clean all trim, baseboard, kitchen cabinet exteriors, and other surfaces (spring and fall)

Other Details

- Clean after business hours and/or after all evening meetings on Wednesdays and anytime on Sundays (Sunday cleaning could be negotiable). Check with Extension Staff to adjust the cleaning schedule as needed (you will have access to an online meeting room calendar).
- Items we will furnish trash bags, restroom tissue, paper towels, and hand soap.
- Let Extension Staff know in advance when provided cleaning supplies need to be ordered.
- You will receive a Misc. 1099 at the end of the tax year.

This is for a 3-month trial contract to be reviewed at the end of the three months, renewable for an annual contract. Performance is to be evaluated continuously by Extension Staff and at least 2 meetings per year to discuss performance.

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