

SCOPE OF WORK

PART I – COVERED FACILITIES

A. Library – 115 Columbia Street

- Empty garbage containers; dust shelves, wipe off desk(s) and large table(s); dust cobwebs from ceilings and corners, or wherever found; vacuum, sweep and mop floor. (estimated 2 hours)

B. Community Center – 100 Main Street

- Empty garbage containers; dust shelves, wipe off table(s); dust cobwebs from ceilings and corners, or wherever found; vacuum floor, sweep and mop floor. (estimated ½ hour)

C. Public Restrooms/Hallway – 100 Main Street

- Sweep and mop floors, empty wastebaskets, clean sinks, clean and disinfect door handles; wash walls as needed. (estimated ½ hour)

D. Erickson Park Restrooms – 605 Columbia Street

- Sweep and mop floors, empty wastebaskets, clean sinks, clean and disinfect door handles; wash walls as needed. (estimated ½ hour)

E. Fire Hall – 255 2nd Street

- *Weekly Cleaning (estimated 2 hours):*

a. Down Stairs:

➤ DeBriac Training Room:

1. Sweep and mop all floors
2. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment
3. Clean and disinfect all countertops and tables
4. Clean inside and outside of all windows
5. Remove trash from all trash receptacles
6. Wipe down walls and clean baseboards as needed
7. Disinfect all light switches and doorknobs

➤ Public Restrooms (2):

1. Sweep and mop all floors
2. Clean and disinfect toilets, sinks and countertops
3. Wipe down walls and clean baseboards as needed
4. Disinfect doorknobs and light switches
5. Remove trash from all trash receptacles and replace all liners
6. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment.
7. Restock all supplies to include toilet paper, paper towels, seat covers, soap, facial tissue, and deodorant spray

➤ Lobby:

1. Sweep and mop all floors
2. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment
3. Vacuum all rugs
4. Wipe down walls and clean baseboards as needed
5. Clean inside and outside of all windows

- Outside:
 1. Remove debris from front entrance area
 2. Dust and remove all cobwebs to include all light fixtures and entrance area (under the overhand)

b. Up Stairs:

- Staff restrooms (2 with showers):
 1. Sweep and mop all floors
 2. Clean and disinfect toilets, sinks, shower and countertops
 3. Wipe down walls and clean baseboards as needed
 4. Disinfect doorknobs and light switches
 5. Remove trash from all trash receptacles and replace all liners
 6. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment
 7. Restock all supplies to include toilet paper, paper towels, seat covers, soap, facial tissue, and deodorant spray

- *Monthly Cleaning (including all services in the weekly cleaning list outlined above, (estimated 3 hours):*

a. Up Stairs:

- Decontamination Room:
 1. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment
 2. Clean and disinfect sinks, shower and countertop
 3. Sweep and mop floor
 4. Disinfect doorknobs and light switches
 5. Restock all supplies to include paper towels, soap and facial tissue
- Dorm Rooms (5):
 1. Vacuum all floors
 2. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment
 3. Clean inside and outside of all windows
 4. Remove trash from all trash receptacles and replace all liners
- Kitchen:
 1. Sweep and mop floor
 2. Clean refrigerator outside and discard anything that is outdated from within the refrigerator
 3. Clean and disinfect sinks and countertop
 4. Clean and disinfect all tables and chairs
 5. Vacuum all rugs
 6. Remove trash from all trash receptacles and replace all liners
 7. Wash inside of windows as needed
 8. Wipe down walls and clean baseboards as needed
 9. Clean the oven and microwave as needed
 10. Disinfect all light fixtures and doorknobs
 11. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment
- Laundry Room:
 1. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment
 2. Sweep and mop floor
 3. Wipe down appliances
 4. Clean and disinfect all doorknobs and light switches
- Truck Bay:
 1. Remove trash and recycling from all trash receptacles and replace all liners
 2. Remove cardboard

- Stairwell:
 1. Sweep and mop all floors
 2. Clean and disinfect handrail
 3. Washi inside of windows as needed
 4. Wipe down walls and clean baseboards as needed
 5. Disinfect doorknobs and light switches
 6. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment

- Exercise Room:
 1. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment
 2. Disinfect equipment
 3. Sweep and mop all floors
 4. Clean inside and outside of all windows
 5. Wipe down walls and clean baseboards as needed
 6. Disinfect all doorknobs and light switches

- Hallway:
 1. Sweep and mop all floors
 2. Wipe down walls and clean baseboards as needed
 3. Dust and remove all cobwebs to include all HVAC vents, light fixtures, and equipment

* All cleaning chemicals and equipment will be provided by Cathlamet Fire Department

Attachment I
COST PROPOSAL & SIGNATURE SHEET

**Contractors must have a valid Washington State Business License
at the time of Proposal submittal as required by State Law.**

Proposal of: _____

Address: _____

Date: _____

TO: Town of Cathlamet

Proposer offers to provide the following services according to the scope of work contained herein:

DESCRIPTION				
The Town of Cathlamet is soliciting sealed proposals from qualified contractors for janitorial services to clean and maintain Town facilities as outlined in the Scope of Work.				
The successful firm shall furnish all labor, materials (except cleaning supplies, which will be provided by the Town), tools, and equipment needed to complete the work. Quote Proposal shall be based on work frequency established in the Scope of Work. Proposer may make quote based upon per job, lump sum, per hour or other unit specified by proposer.				
PART I – COVERED FACILITIES				
ITEM	QTY	UNIT		PRICE
A			Library	
B			Community Center	
C			Public Restrooms/Hallway	
D			Erickson Park Restrooms	
E			Fire Hall	

Payment terms will be net 30 days from receipt of completed invoice.

This proposal shall remain valid for at least forty-five (45) days from the latest published RFP closing date.

The Town of Cathlamet intends to award this contract within 30 to 45 days, pending approval of the Town Council.

_____ has received, reviewed, and agrees to

Addendum (addenda's) _____, _____, and _____.

The Proposer is hereby advised that by signing this signature sheet he/she is deemed to have acknowledged all requirements contained herein.

The terms and conditions of this proposal are agreed to on this _____ day of _____, 2025.

BY:

Signature

Print Name/Title

Phone Number

Email Address