

**DATE: November 8, 2019**

**To:** Cleaning Companies

**From:** North Pocono Public Library

**RE:** Request for Proposal for Cleaning Services for North Pocono Public Library

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The North Pocono Public Library is seeking proposals for contract services for cleaning services for the property at 1315 Church Street, Moscow, PA 18444.

**Interested parties:**

1. Interested parties are required to examine the site prior to submitting a bid. It is recommended that interested parties arrange a time to walk through the site with a library staff person. Bidders are expected to examine specifications and all instructions.
2. Must be able to produce a certificate of insurance prior to acceptance of any proposal.
3. Must submit proposals in writing.
4. **Must hand deliver proposal or mail in time to meet deadline to: North Pocono Public Library, ATTN: Justine Yeager, 1315 Church Street, Moscow, PA 18444**

Please submit proposals based on the following parameters **by 5 pm, Friday, December 6, 2019**

**Scope: The Library is open Monday-Saturday. Staff arrives at 8:30 a.m. All cleaning services must be provided before the staff arrives or after closing, which is 7 p.m. Monday-Thursday and 5 p.m. Friday-Saturday.**

- Daily: Clean bathrooms Monday-Saturday.
- Twice a week: Vacuum library; may on occasion need an additional vacuum if circumstances warrant in consultation with staff. Also, clean glass of front and vestibule doors.
- Once a week: Wipe down tables, circulation desk, kitchen countertops and floor with cleaning solution.
- Once a year: Shampoo carpets.
- Other cleaning as requested.

**Cleaning services:**

- Provide total weekly cost. Provide per instance for services not provided weekly (such as shampooing and any other services you may suggest).

Additional services may be provided and priced as agreed upon by both parties.