



The City of Montrose Facilities Department is requesting bids for routine cleaning of public restrooms within City Parks. The following locations, descriptions, and specifications are provided for bidders:

Public restrooms are to be cleaned and stocked daily. Eight (8) City Park restrooms are affected by winter closures from approximately November 15th to April 15. Opening and closing dates can vary slightly given weather conditions. Five (5) restrooms will remain open all year. The following is a list of restrooms.

OPEN ALL YEAR:

1. **Buckley Park** – 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet of floor.
2. **LaRaza Park**– 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet of floor.
3. **Centennial Plaza** – 1 urinal, 3 toilets, 2 wash basins, 1 drinking fountain. 209 square feet.
4. **Rotary Park** - 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet.
5. **Riverbottom Park** – 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet.

OPEN SEASONALLY:

6. **West Main trail Head** – 1 toilet, 1 wash basin, 1 hand dryer, 1 drinking fountain. 90 square feet.
7. **Altrusa Park** – 2 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 160 square feet.
8. **Cerise Park** – 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 1 drinking fountain. 260 square feet.
9. **Sunset Mesa** – 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet.
10. **Sunset Mesa Baseball** – 4 toilets, 2 basins, 312 square feet.
11. **Cedar View Park**– 2 toilets, 2 basins, 1 drinking fountain. 144 square feet.
12. **Lions Park**– 2 toilets, 2 wash basins, 240 square feet.
13. **Fox Park**- 2 toilets, 2 sinks 160 square feet

FREQUENCY AND SCOPE:

Each restroom is to undergo a detailed cleaning and restocking of paper goods, soap, etc. EVERY DAY, including weekends and holidays. Riverbottom Park restroom requires a morning and late afternoon cleaning (twice per day).

Maintenance issues should be reported to the Facilities Department. Snow and trash should be removed from sidewalks adjacent to the building within 8 feet of the restrooms while on site for cleaning. Sidewalks immediately adjacent to the restrooms should be kept cleaned and washed off with a garden hose once per week during summer months.

Daily attendance logs or mobile phone app usage will be required to document each facility's cleaning time (time in / time out) per day. Any cleaning visit log entries missed or left blank will be considered as not performed and deducted from the contractor's monthly invoice. Failing to fulfill the scope of work will result in contract termination.

Detailed Cleaning Specifications:

Clean, sanitize, and wipe dry inside, outside and underneath all urinals, commodes, wash basins, bright work, toilet seats on both sides and by hinges, partitions and partition leg supports, plumbing fixtures, dispensers, doors, mirrors and walls with disinfecting cleaner, and if applicable, stainless steel cleaner. Floor surfaces are to be swept with a broom or dust mop for the removal of debris, dirt and other foreign matter then mopped with a

non-residue leaving cleanser. Pour a recommended amount of the disinfectant deodorant solution mix into each toilet bowl/urinal and scrub clean with a bowl brush to remove stains and odors.

Re-supply or fill all soap, towels, toilet paper and toilet seat dispensers with appropriate commercial grade products provided by the City and ensure all products are of correct size to fit dispensers and all units operate properly. Receptacle liners shall be changed and proper sized liners refurbished to reduce odors and germ build-up. All floor drains shall be flushed with hot water weekly and maintained free of obstructions and offensive odors at all times.

Walls, door knobs and switch plate covers in these areas shall be wiped thoroughly with disinfectant cleaner.

STANDARDS:

Properly cleaned rest rooms shall be free of all odors, stains, discoloration and deposits. High sanitary conditions shall be maintained and quality grade paper products installed in appropriate dispensers. Replacement liners shall be of sufficient strength, quality and of the correct size to fit the receptacles in which they are to be inserted and no offensive odors shall be detected from showers or rest room floor drains. Any maintenance problems shall be reported to the Facilities Department as soon as possible.

GLASS SURFACES:

Specifications: As needed, wash clean all glass surfaces on both sides with provided glass cleaner Wipe dry with clean, lint free cloth or squeegee dry. Clean mirrors with a quality grade glass cleaner and wipe or polish clean with a clean, lint free cloth or squeegee dry.

Standards: Properly cleaned glass surfaces and adjacent surfaces are free of all blemishes, streaks, marks, film and other visible, unsightly appearances as needed.

SUPPLIES:

Cleaning supplies and paper goods will be supplied by the City and stored in bulk at a central location determined by the City. Supplies are to be delivered to and stationed at each restroom facility. It is the contractor's responsibility to notify the Facilities Manager when supply quantities require re-ordering. All utility rooms utilized by the contractor should be kept in an orderly manner.

MAINTENANCE PROBLEMS:

It is the contractor's responsibility to remove foreign objects from fixtures and plunge any clogs before reporting these types of maintenance problems to the Facilities Department. All other maintenance issues should be reported to the Facilities Department as soon as they are found.

SAFETY:

Warn users of any temporary conditions with "out of order signs".
Display "Caution Wet Floor" signs when mopping and leave until dry.

SPECIAL EVENTS:

The contractor will be required to assist with special events coverage including additional cleanings and re-stocking of specific restrooms during high usage events. The City will provide as much notice as possible to properly schedule for these changes in frequency.

SEASONAL CHANGES:

During the winter months (once only those restrooms open all year are being cleaned) the contractor will be required to perform janitorial services after 6:00PM and confirm the restrooms are unoccupied and locked when exiting the facility.

Summer months: Daily cleaning can be performed during normal business hours.

OPTIONAL:

If interested, the contractor may submit a daily rate to perform restroom occupancy and lock checks between 9:00PM and 10:30PM every day during the summer season to ensure each restroom is unoccupied and locked for the night. *See bid submittal form

SERVICES START DATE:

The contractor should be prepared to begin providing janitorial services on October 1st, 2021.