



Williamson Public Library
6380 Route 21, Suite 1
Williamson, NY 14589
(315) 589-2048

Janitorial Services Overview

An overview: The Williamson Public Library seeks janitorial services for a two-year contract starting on April 1, 2020 and running until March 31, 2022. The service selected will show proof of being bonded and insured, meet NYS guidelines as an independent contractor, and provide all cleaning supplies and equipment needed to clean a public municipal space.

Janitorial services are currently Tuesday and Thursday evenings after the library is closed. Services can also take place on Wednesday and Saturday mornings before the Library opens.

What is included as part of routine janitorial services:

Emptying all garbage and recycle bins two times per week and placing in dumpsters.

Emptying trash bins and general cleanup of the library entranceway, staff entranceway, and outside portico area two times per week.

Vacuuming of large meeting room, wipe down of kitchenette in this room, and dusting two times per week.

Mopping of small meeting room and wiping down surfaces and dusting two times per week.

Mopping of all tile surfaces within the library including bathrooms, entryway, entry area within the library, staff break room, staff entryway and bathroom hallway two times per week.

Wipe down of surfaces, dusting and clean up of staff breakroom including sink and restocking paper towels and soap supplied by Library two times per week.

Cleaning of two single public restrooms and single staff restroom including disinfecting and cleaning of sinks and toilets, mopping floors, wipe down of all surfaces including diaper changing stations and step stools. Restocking toilet paper, soap and paper towels supplied by Library two times per week.

Vacuuming all areas of the library that are carpeted two times per week.

Weekly wipe down and dusting of computer areas, book shelving, office desks, tables, window sills, coffee tables, café area and fireplace mantle.

Emptying garbage and wipe down of café area two times per week.

Weekly wipe down of exterior glass entrance doors and interior glass entrance doors.

Janitorial service will supply commercial grade cleaning supplies and cleaning equipment.

The Library has a commercial service that provides carpet cleaning 4X per year and a commercial service that provides indoor and outdoor window cleaning in the spring of each year.

Proposals should be submitted in writing by February 28, 2020 at 8:30 pm. Proposals should include three professional references with one being from a commercial account.

Proposals will be reviewed by the Williamson Public Library Board of Trustees on March 19, 2020.

The Williamson Public Library has the right to accept a proposal or reject all proposals.