

Jersey County is seeking bids from interested parties for the purpose of providing cleaning services at the County Government Administration Building located at 200 North Lafayette Street in Jerseyville Illinois. Copies of the list of duties can be obtained from the County Board office on the 2nd floor of the Administration Building. Tours of the work area can be arranged by calling the County Board Secretary at (618) 498-5571 ext. 5 or press zero for the operator and ask for the County Board. Written sealed bids should be submitted to the Jersey County Board Office, 200 North Lafayette Street, 2nd floor, Jerseyville, Illinois 62052 no later than Wednesday, June 30, 2021 at 3:00pm.

Contract for Janitorial Services at County Administration Building

Services to be Provided By:

Description of Duties: See attached three pages

Fee for Services: Jersey County agrees to pay contractor for services the sum of \$_____ per **week** for 10 hours per week, or \$_____ per **month** for 10 hours per week. Exact hours to be determined by the Building and Grounds Committee with written instructions to be given to the contractor via the Chairman of the County Board. Payments to be made monthly.

Work to be performed at: Jersey County Government Building
200 North Lafayette Street
Jerseyville, IL 62052

Independent Contractor: _____ be deemed at all times to be an independent contractor. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Assignment: This contract may not be assigned without the written agreement of both parties.

Termination of Contract: Jersey County may terminate this contract at any time because of contractor's dissipation, violation of instructions or rules of Jersey County or if the services rendered are not satisfactory to Jersey County, and Jersey County shall be the sole judge of satisfaction. Jersey County may terminate the contract for any reason during the first 90 days. After that period of time, the county must give a notice of 15 days prior to termination. _____ will also give a notice 15 days prior to termination.

Date

Contractor

Donald R. Little, Chairman, County Board

Specific Duties:

The following duties should be performed daily after the close of business by Jersey County offices:

1. Empty all trash from offices, restrooms, o/s cigarette holders, vending machine area and other.
2. Clean drinking fountains.
3. Clean all restrooms.
4. Sweep entry walks including steps down to SW entry.
5. All lights turned off each day unless told otherwise or area is in use.
6. Alarm set at end of each day.

The following duties should be performed at least weekly or more often if needed:

Vacuum all offices, hallways, elevator floor, and South stairways to Auditorium

Sweep and vacuum all tile floors; wet mop as needed

Thorough and complete cleaning of each restroom

The following duties should be performed at least every other week or as needed:

Clean glass of office doors.

Clean glass at entry areas. (Both sides as weather permits)

The following duties should be performed at least monthly or more often if needed:

The Day before the Board meetings vacuum the auditorium, clean off tables, and if needed, dust off chairs.

Vacuum stairway to auditorium from doorway just inside of Lafayette St. main entrance.

Elevator-Clean 1/S stainless steel parts monthly or often as needed. Sensors in doorways need occasional cleaning with glass cleaner for proper door functioning.

Dust/clean window sills, tables, countertops, baseboards, stair rails, hallways and offices. This includes the auditorium.

Sweep or vacuum floors in mechanical rooms (2-lower level, 3-2nd floor)

Keep bottom containers of o/s cigarette holders emptied.

The following duties should be performed about **3 times per year** or as needed:

Vacuum, dust 3rd floor.

Sweep/dust auditorium seats.

Exhaust vents in restrooms swept.

The following should be performed in **an ongoing regular basis:**

Keep janitor closet orderly and sink cleaned.

Minor repairs, carpet stain cleaning if needed, spots on walls, etc.

Leave note in janitor closet or phone message on extension 133 for courthouse janitor for problems, repairs unable to perform, or needed items.

Note: Do not clean work cubicle areas or desks in offices. Clean only the ledges around the cubicles.

The following office will arrange for cleaning separately: The Job Center. No smoking is allowed anywhere in the building.

Job Title: Custodian Government Building

Job Description: The person(s) serving as custodian will be responsible for the cleanliness and upkeep of the Government Building and the area in front of the entrances. All three floors of the building including the auditorium are part of the duties. Specific duties will be listed on a separate page but in addition to these duties the person(s) needs to be willing and able to do what is needed to maintain the appearance and order of the building.

Job Requirements: The person(s) serving as custodian needs to be able to keep the building clean by using proper cleaning products, the vacuum, and be able to perform minor repairs. The preferred time for cleaning is the two-hour time period from 4:00pm to 6:00pm., Monday thru Friday. They need to be able to organize their tasks and schedule duties so that all are completed on a regular and timely basis. They should be self-motivated to go beyond this list to keep the appearance of the government building in top condition at all times.

Supervisor: In the event that the custodian is unable to report to work they must call the County Board office and report it. If there are questions related to this position the County Board Chairman serves as the representative of the County Board and should be contacted. 618-498-5571 x5, or ask for the County Board office.