

# **CLEANING SERVICES BID PACKAGE**

## **Request for Proposals: Janitorial Services**

### **SECTION I: Requirements**

The Town of Lake Placid ("City") is pleased to re-issue this Request for Proposals ("RFP") for a one (1) year contract for janitorial and cleaning services.

#### **1. INTRODUCTION**

The Town of Lake Placid is accepting proposals for janitorial services, two (2) days per month, at Town Hall (1069 US Hwy 27 N, Lake Placid FL 33852). Proposals must be clearly labeled **Proposal for Janitorial Services** will be received until July 30, 2021 at Town Hall. Proposal instructions and service specifications are below.

#### **2. PROJECT OVERVIEW**

##### **A. Location:**

- i. Entire building: Lake Placid Government Center / Town Hall at 1069 US Hwy 27 N, Lake Placid FL 33852

##### **B. General Requirements:**

- i. Hours of operation: Access for cleaning the building will be Monday through Friday 4:00 p.m. until 8:00 p.m. (Weekends are negotiable). Schedule is subject to change month-to-month due to public meetings and workshops. Will need to call each month for schedule or regularly check Town public calendar on website at lakeplacidfl.net to schedule cleanings.
- ii. Business License: Individuals and businesses must submit proof or obtain a current Business License (if applicable).
- iii. In the event the bidder is "doing business as" (a business name), the business must be registered with Sunbiz Florida.
- iv. Cleaning Products: Individuals and businesses proposing to perform work must list all cleaning products and equipment that will be used on site. Only one price proposal is need, but bidders can submit proposals with cleaning and equipment costs included with service and a proposal without cleaning supplies and equipment costs included (optional). If selected for contract, the agreed cost must be honored the entire contract term.
  - (1) Cleaning supplies can be provided by the Town (if preferred), but will be taken into consideration to the proposed cleaning costs and the Town cost to provide cleaning supplies. **Must be specified on the proposal form in the explanation.**
  - (2) Cleaning equipment can be provided by the Town (if preferred), but will be taken into consideration to the proposed cleaning costs and the Town cost to provide cleaning equipment. **Must be specified on the proposal form in the explanation.**

# Sample Bid For Janitorial Services

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## **Table of Contents Sample Bid For Janitorial Services**

1. Understanding the eBook Sample Bid For Janitorial Services
  - The Rise of Digital Reading Sample Bid For Janitorial Services
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Bid For Janitorial Services
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in a Sample Bid For Janitorial Services
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Bid For Janitorial Services
  - Personalized Recommendations
  - Sample Bid For Janitorial Services User Reviews and Ratings

- Sample Bid For Janitorial Services and Bestseller Lists
- 5. Accessing Sample Bid For Janitorial Services Free and Paid eBooks
  - Sample Bid For Janitorial Services Public Domain eBooks
  - Sample Bid For Janitorial Services eBook Subscription Services
  - Sample Bid For Janitorial Services Budget-Friendly Options
- 6. Navigating Sample Bid For Janitorial Services eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Bid For Janitorial Services Compatibility with Devices
  - Sample Bid For Janitorial Services Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Bid For Janitorial Services
  - Highlighting and Note-Taking Sample Bid For Janitorial Services
  - Interactive Elements Sample Bid For Janitorial Services
- 8. Staying Engaged with Sample Bid For Janitorial Services
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Bid For Janitorial Services
- 9. Balancing eBooks and Physical Books Sample Bid For Janitorial Services
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Bid For Janitorial Services
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Bid For Janitorial Services
  - Setting Reading Goals Sample Bid For Janitorial Services
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Bid For Janitorial Services
  - Fact-Checking eBook Content of Sample Bid For Janitorial Services
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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