

GENERAL OFFICES / PARK DEPT.
616/684-0870 FAX 616/684-1996

DEPARTMENT of PUBLIC WORKS
616/684-5647 FAX 616/684-5979

FIRE DEPARTMENT
SOUTH 616/683-3311
FAX 616/683-1633
NORTH 616/683-9440

NILES TOWNSHIP

320 BELL ROAD, NILES, MICHIGAN 49120



OFFICIAL NILES TOWNSHIP TREE - ASHWOOD BURR OAK

BUILDING DEPARTMENT
616/687-2741 FAX 616/684-1996

CODE ENFORCEMENT
616/687-2741 FAX 616/684-1996

POLICE DEPARTMENT
616/683-1780 FAX 616/683-3315

ASSESSOR
616/684-0870 FAX 616/684-1996

It is recommended that you visit the Niles Township Hall for an overview of what needs to be cleaned. Ask for Jim Stover, Jim Ringler, Terry Eull or Becky Hulett for assistance so you can accurately calculate costs. The Township requests these costs be broken out by task. It may be the Township will have to do a Task with Township staff due to 'higher than expected' cost.

The following is a list of tasks that are desired to be accomplished by a Cleaning Service:

TASK	Offices	Front and Back entries	Board Room	Restrooms	Break Room	Bid Amount For each task
Weekly:						
Vacuum the carpet	X		X			
Empty Waste Baskets	X		X	X	X	
Clean counter tops	X		X			
Clean desk tops	X					
Mop Floors				X	X	
Semi-Annual:						
Wash windows	X		X			
Clean blinds	X		X			
Clean office chairs	X		X			
Strip & Wax floor				X	X	
Shampoo and vacuum carpet	X		X			
Clean baseboards in exposed areas	X	X	X	X	X	
Clean front doors and frames		X	X			
Dust cob webs	X	X	X	X	X	

DATE RECEIVED _____

When cleaning the desk top, do NOT move anything. It will be left to the employee to expose the area desired to be cleaned.

If blinds are not dirty enough to be cleaned, skip to the next scheduled date to be cleaned.

Shampooing the carpeting in the Board room, should not occur at the same time as shampooing the carpeting in the Offices because the chairs will be placed in the Board room or hall way to make it easier to shampoo. It is suggested that the shampooing be done on weekends to allow drying time.

Contractor must furnish own cleaning supplies and equipment. The Township will furnish replacement supplies like trash bags, toilet paper, etc.

BID TALLY PAGE

	Cost per Occurrence	Cost per year
Vacuum carpeting		
Empty waste paper baskets		
Clean counter tops		
Clean desk tops		
Mop Floors		
Wash windows		
Clean blinds		
Clean office chairs		
Strip & Wax floors		
Shampoo carpeting		
Clean base boards		
Clean doors and frames		
Dust cob webs		
TOTAL		

Company	
Address	
Phone	
Authorized Agent	
Signature	