

INVITATION FOR BID
FOR
JANITORIAL SERVICES – SOCORRO PUBLIC LIBRARY
BID NUMBER 063022
FOR
CITY OF SOCORRO, NEW MEXICO



City of Socorro
111 School of Mines Rd.
Socorro, New Mexico 87801

ISSUE DATE: June 14, 2022

DUE DATE: June 30, 2022

Overview

The City of Socorro hereby invites competitive sealed bids for Janitorial Services for the Socorro Public Library

Procurement

Sealed bids will be accepted until bid opening at 3:00 p.m., June 30, 2022, in the City Hall Council Chambers 111 School of Mines Rd., Socorro, New Mexico 87801. At that time bids will be opened publicly and recorded. The City of Socorro reserves the right to reject any or all bids, to waive technical irregularities, and to award the bid to the bidder whose bid it deems to be in the best interest of the City of Socorro.

Any bid received after the above date and or time will be returned unopened. All bids must be clearly marked "IFB063022" in the lower left corner of the envelope. The bidder shall assume full responsibility for the timely delivery of bid.

Please submit two (2) original copies of bid.

The envelope shall be addressed to:

**City of Socorro
Leopoldo (Polo) Pineda, Jr.
City Clerk/Chief Procurement Officer
Post Office Drawer K
Socorro, New Mexico 87801**

Specifications can be obtained from Leopoldo (Polo) Pineda, Jr. at 575-835-0240 or email ppineda@socorronm.gov.

If you have any questions regarding the bid please contact Chelsea Jones at 575-835-1114.

Specifications

The following duties will be performed daily/5 times per week:

Offices

Empty all trash cans and dispose of in dumpster

Empty and change trash liners

Vacuum all carpeted areas

Clean drinking machines

Sweep tile floor

Damp mop tile floor

Spray areas down with disinfectant

Dust all office furniture, fixtures and equipment

Restrooms

Sanitizing of all restrooms and fixtures
Clean and disinfect toilet and urinals
Clean and disinfect sink and counter tops
Empty trash
Refilling all restroom dispensers and disposals
Sweep and damp mop of restrooms
Polish mirrors
Spot clean walls and partition and partitions

Common Areas

Polish chrome in elevator
Check all lights
All interior resilient floor surfaces swept and dust mopped
All carpeted areas vacuumed
All glass surfaces, doors, partitions, furniture tops and mirrors cleaned
All water basins, sinks and drinking fountains
All composition desk and counter tops cleaned
Sweep Brick surfaces
Spray areas down with disinfectant
Kitchen appliances

The following duties will be performed as needed/once a month:

Sweep front sidewalk area
Sweep steps of both staircases
High dusting (draperies, valances, blinds and fans)
Replace all light bulbs

The following duties are Semi/Annual Duties:

All windows frames, glass, interior (all 3 Floors)
Polish brass plates – all furniture