Central New Mexico Electric Cooperative, Inc.
A Touchstone Energy® Cooperative

P.O. Box 669 • Moriarty, NM 87035 P.O. Box 157 • Mountainair, NM 87036
Phone (505) 832-4483 • Fax (505) 847-1087

Janitorial Bid Form

Central New Mexico Electric Cooperative, Inc.
PO Box 157
Mountainair, NM 87036
Attention: Alena Brandenberger
505-832-4483

For: Janitorial Cleaning Contract

Location: Mountainair Electric Cooperative Facility

Deadline: February 24, 2012 at 3:00 PM.

Other Information Available: Please see Janitorial Duties

Bid:$_____ Date_____

Full Name: _____
Please Print Full Legal Name

Signature _____

Mountainair Cleaning Information for Bid Submissions

Approximate Square Footage of Mountainair Facility for cleaning area is 8,772 Square Feet.
Includes seven offices with an open area filled by four other office staff,
Two bathrooms
One boardroom
A small break room
A lobby
Archive Room
Interviews will be performed. Bonding Preferred.
Proof of insurance must be provided prior to start date showing CNMEC as an additional insured on the janitorial company's policy.
Please duties below. Duties may change from time-to-time depending on company needs.

Daily Cleaning (Monday-Thursday)
(All disinfecting will be done with Bleach)
Vacuuming/Sweeping and Mopping Lobby area and Front
Sweeping Back Area-(Mopping maybe needed more than once a week)
Bathrooms-Floors, and disinfect, Clean toilets, Also clean door latches and handles
Trash
Doorknobs and light plate disinfect
Counters – Clean and disinfect (Including under coffee maker)
Replenish toiletries and soap in bathrooms
Clean Break Room Area-disinfect
Clean and disinfect drinking fountain
Clean out the micro-wave in the break-room

Weekly Cleaning (Saturday)
In addition to daily cleaning:
Dusting all allowed surfaces (not desks)
Shine appliances
Front Doors Windows (all others every six months)
Pour Bleach down the Pee Trap in Restrooms
Lobby Plexy-Glass (special cleaning solution)

Monthly Cleaning (Once a Month)
Vacuum/Mop under easily moveable furniture
Clean Window Seals/Ledges
Clean the refrigerator in Board Room
Hard Floors Waxed (Buffer available)

Quarterly (Once every three months)
Dust Picture Frames,
Spider webs off of walls, corners, etc…

Dust Baseboards
Deep clean bathrooms.... includes stall walls, tops of stalls, mirror frames, tile on wall, etc...
Dust Wooden Doors and Cabinets

Semi-Annual Cleaning
Windows-inside and out
Clean ledges in Lobby and Board Room (Ladder will be provided).

CNMEC provides cleaning equipment and supplies

Bids are to be mailed to:
CNMEC
Attention: Alena Brandenberger
PO Box 157
Mountainair, NM 87036

Or alena.brandenberger@cnmec.coop
(Make sure and reference the Janitorial Contract in the subject line)

Bids must be in no later than February 24th.