**Invitation to Bid**

**Project Title: Cimarron Administration Offices 2021-2022**

**(can be renewed through the 2023-2024 school year)**

For Contracting Agency: Cimarron Municipal Schools

Contact Person: Anita Padilla

Address: 165 N Collison Ave.

Cimarron, NM 87714

Telephone: 575-376-2445 Ext. 103

Fax: 575-376-2442

E-Mail: apadilla@cimarronschools.org

Deadline to submit sealed bid:

Date: **July 13, 2021** Time: **2:00 PM MST**

Deliver To: Anita Padilla, 165 N Collison Ave, Cimarron , NM 87714

The date and time received will be stamped on the IFB Package by the District offices. Late proposals will not be accepted. It is the responsibility of the Offeror to ensure that their proposal is delivered on time to the correct address.

**Project Title: Cimarron Administration Offices Janitorial Services 2021-2022**

**(can be renewed through the 2023-2024 school year)**

You are hereby invited to submit a sealed bid for the 2021-2022 Janitorial Services for the following school sites:

Administration Office – 2800 Nominal Square Feet

**Scope of Work**

**DAILY SERVICE**

1. Cleaning of the classroom interiors with sanitary solution to include,
   1. Door handles and edges
   2. Available counter, table, and desk tops
   3. Phones, keyboards, mice
   4. Spot clean chairs, stools, and other seating
2. Spot clean door glass and interior windows
3. Spot vacuuming or sweeping
4. Trash removal
5. Clean and sanitize any incorporated restrooms
   1. Countertops
   2. Remove trash

**AS NEEDED SERVICE**

1. Thorough vacuuming or mopping
2. Trash can liner exchange
3. Cleaning interior windows and sills
4. Spot clean available walls
5. Removal of cobwebs
6. Dust shelves

**SUMMER SERVICE**

1. Top to bottom cleaning of the office interior to include;
   1. Light fixtures
   2. Ceilings
   3. Walls
   4. Baseboard
   5. Windows
   6. Counter and Cabinet exteriors
   7. Dusting HVAC vents and registers
2. Clean and remove any furniture not weight burdened, and then re-place furniture.
3. Provide a thorough cleaning of all available floor space.
   1. Vacuum and shampoo carpets
   2. Scrub and polish or wax hard surface floors

The contractor will provide:

* all required labor
* the necessary tools and supplies to promote a safe and clean learning environment

The district will provide:

* all material support in the form of consumable supplies to include but not limited to paper towels, toilet paper, hand soaps, trash liners and any other public use items
* any specialty cleaning equipment and supplies needed for summer floor maintenance such as a carpet shampooer, shampoo, floor buffer/stripper, stripping solution and floor wax.
* provide a secure area to house the contractors’ tools and supplies.

To be considered, you must submit a final bid with any necessary supporting materials to support your proposed bid as a reasonable and accurate assessment of the project. The bid and the accompanying papers and documents must be mailed and received or sealed and delivered to Cimarron Municipal Schools, 165 N Collison Ave, Cimarron, New Mexico not later than July 13, 2021 by 2:00pm.

The owner of the above project reserves the right to reject any and all bids, to award the contract to other than the low bidder, and to waive any informality in bidding.

The successful bidder, if any, will be required to have a business license and shall provide **Cimarron Municipal Schools** with a Certificate of Insurance showing a minimum $1,000,000 combined single limits of general liability and automobile coverage’s and/or Builder’s Risk; worker’s compensation and unemployment insurance in the amounts required by New Mexico law. The insurance coverage must be in full force and in effect during the agreement term and shall name the **Cimarron Municipal School** as an additional insured.

**Cimarron Municipal Schools**

**Janitorial Services**

**Sealed Bid Form**

I would like to submit a formal bid for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(School Site)

I understand I will be required to have a business license and shall provide **Cimarron Municipal Schools** with a Certificate of Insurance showing a minimum $1,000,000 combined single limits of general liability and automobile coverage’s and/or Builder’s Risk; worker’s compensation and unemployment insurance in the amounts required by New Mexico law. The insurance coverage must be in full force and in effect during the agreement term and shall name the **Cimarron Municipal School** as an additional insured.

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidder Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The bid must be mailed and received or sealed and delivered to Cimarron Municipal Schools, 165 N Collison Ave, Cimarron, New Mexico not later than July 13, 2021 by 2:00pm. Bids will be awarded at the July 21, 2021 Regular School Board Meeting.

Please identify on your envelope the school site in which you will submit a bid.