**Job Title:** Custodian Service Bids

**Location:** 302 East Main Street – Elkton, KY 42220 (Current Location)

 507 South Main Street – Elkton, KY 42220 (New Facility)

**Company:** Todd County Public Library

**About Us:** The Todd County Public Library is a vibrant institution dedicated to fostering knowledge, literacy, and community engagement. We are committed to providing exceptional library services that empower individuals and enrich the cultural fabric of our community. Currently located at 302 East Main Street, the Todd County Public Library serves a community of slightly over 12,000 residents and currently has eight full and part-time staff members. What is enticing about the Todd County Public Library is that the facility located at 507 South Main Street is new construction with an anticipated transition into the new facility planned for July. Of note as well is the newly constructed facility is approximately 12,000 square feet that also includes an outside learning center.

**Project Overview:** We are currently seeking bids from qualified custodial service providers to fulfill a contract for custodial services at the Todd County Public Library. The selected vendor will be responsible for performing routine cleaning tasks to ensure the cleanliness and sanitation of the facility.

**Scope of Work:** The scope of work includes, but is not limited to,

* Sweeping, mopping, and vacuuming floors
* Dusting and wiping down surfaces
* Cleaning and sanitizing restrooms
* Emptying trash receptacles
* Refilling restroom and janitorial supplies
* Adhering to safety protocols and using appropriate cleaning chemicals
* Cleaning all glass surfaces inside and outside
* Informing Library Director or Assistant Library Director of any problems noticed within the building

**Requirements:**

* Prior experience in commercial or institutional cleaning
* Knowledge of cleaning techniques and equipment
* Ability to work independently and efficiently
* Compliance with all safety regulations and protocols
* Availability to perform cleaning services on a daily/weekly basis, as specified in the contract

**Submission Guidelines:** Interested vendors should submit their bids by June 30, 2024. Bids should include:

* Company profile and contact information
* Proposed pricing structure
* Description of services offered
* References from previous clients (if available)

**Selection Process:** Bids will be evaluated based on factors such as pricing, experience, and quality of services offered. Shortlisted vendors may be invited for further discussions or site visits before a final decision is made.

**Contact Information:** For inquiries or to submit a bid, please contact Heath Shemwell via email at [heath.shemwell@gmail.com](http://heath.shemwell@gmail.com).

**Note:** The Todd County Public Library is an equal opportunity employer and encourages bids from diverse suppliers. We value transparency, integrity, and professionalism in all our business dealings.