

Janitorial Services Port of Woodland Office

The following Scope of Work provides an overall outline of the services to be performing through this contract for the Port of Woodland. The personal service contract shall be for janitorial services at the Port office located at 1608 Guild Road, Woodland, WA, 98674.

The services provided by the janitorial service company shall be:

1. Dusting of office, wiping bookcases, frames, shelves, desk tops, counter tops and other surfaces.
2. Empty office garbage and recycling.
3. Sweep front tile entryway and mop.
4. Clean three bathrooms including toilet, sink and mopping of floor.
5. Vacuum all carpeted areas.
6. Clean kitchen/break room area including microwave, refrigerator, countertops.
7. Spot clean carpet as needed or inform office of full carpet cleaning if needed.
8. Clean inside of ceiling lights and wipe outside of ceiling vents of dust.
9. Clean office window blinds, windowsills and windows.
10. Replace paper products and soap as needed.
11. Services will be completed weekly and as needed in the case of a Port event at site.

The janitorial company will provide the Port a monthly invoice for services provided and will be due five business days prior to the last day of the month. All invoices that are received after this date will be paid on the following payment cycle. The janitorial company will provide the Port a list of products or services that need to be ordered or completed. Any maintenance shall be noted and inform the Port. Any company considering working for the Port will be required to submit their small works application on the Port's website, insurance documentation listing the Port and a W-9 and complete a contract. The contract will be annually for up to five years.