

# TAMA COUNTY

104 West State St., Toledo, Iowa 52342

641-484-2740 fax 641-484-5127

## Request for Proposals-Contract Cleaning

Tama County will receive proposals for contract cleaning services for fiscal years 2026 and 2027.

Please submit mailed RFP's to:

Tama County Auditor

PO Box 61

Toledo, IA 52342

Or you may email your RFP to [krohrs@tamacounty.org](mailto:krohrs@tamacounty.org).

## TAMA COUNTY JANITORIAL POSITION

Job Description

Hours start after 4:30 pm

### CLEANING DUTIES

#### DAILY

1. Restrooms
  - a. wash walls and partitions
  - b. sweep and mop floors
  - c. clean stools, urinals and sinks
2. Hallways
  - a. sweep tile floors
  - b. empty waste baskets
  - c. mop floors
3. Entryway
  - a. sweep floors if needed
  - b. wash windows and door glass
  - c. mop floors
  - d. vacuum door mats as needed
4. Offices and Courtrooms
  - a. empty waste baskets
  - b. vacuum floors if needed

#### WEEKLY

1. Offices and Hallways
  - a. dust wood work and ledges
  - b. dust ledges in stairway
  - c. dust and clean all window shelf areas
2. Vaults
  - a. vacuum and clean as needed

#### MONTHLY

1. Offices and Hallways
  - a. Wash inside windows (including windows in stairway)

These duties are for, but not limited to the Courthouse, Sheriff's office, Administration offices, Veterans Affairs, CPC office, Nurse's office, and Engineer's office. Hours may be changed due to extenuating circumstances.

Position will be required to sign HIPAA Confidentiality Form, as well as bond for \$1,000,000 liability with Tama County stated as additional assured. A background check will be required.

All cleaning supplies and cleaning devices needed for the job must be provided by the contractor. Only paper products will be supplied by the county.