

Williams County Agricultural Society

# Fair Custodial & Cleaning Information

Williams County Fair, 619 E. Main Street, Montpelier, Oh 43543 e-mail  
office@wcofair.com  
12/29/2017

## **CLEANING DUTIES:**

### **RESTROOMS**

Clean Partitions

Clean Waste Receptacles

Clean / Disinfect Toilets

Clean / Disinfect Urinals

Clean / Polish Sinks & Fixtures

Polish Mirrors

Clean & Refill Soap Dispensers

Clean & Refill Towel Dispensers

Replenish Toilet Paper

Spot Clean Walls as needed throughout the day

Sweep Floors as needed throughout the day

Wet Mop / Disinfect Floors as needed throughout the day

### **SHOWERS**

Clean Water Fixtures

Clean / Disinfect Shower Walls

Sweep Floors

Wet Mop / Disinfect Floors

Clean / Disinfect Partitions

## **MIDWAY AFTER CLOSING**

Pickup all Trash

Sweep the Midway (asphalt and concrete drives, all sidewalks, building entrances and exits)

## **GRANDSTAND AFTER FINAL EVENING PROGRAMS**

Use blowers to blow trash in grandstand to bottom and pickup

Sweep area by grandstand stairways and to concrete wall

When areas around track in front of grandstand is used patrol and pick up trash as needed

## **GENERAL INFORMATION**

Restrooms will be cleaned thoroughly at the end of each day.

Restrooms will be checked throughout the day for paper products and hand soap refills.

Restrooms and showers will be swept during the day as needed to stay clean.

Will be on call for restroom duty if problems arise (toilets plug, unexpected mess, etc.)

All supplies and cleaning products will be furnished.

All cleaning equipment (brooms, mops, etc.) will be furnished.

Trash bags will be provided and dumpster for their disposal.

One golf cart will be furnished for cleaning crew to move about grounds doing job and hauling supplies.

All members of the cleaning crew are expected to look appropriate and clean at all times.

## **JOB BIDDING INFORMATION**

Successful bidder will supply liability insurance for the week of fair cleaning contract.

Cleaning contract will begin at 5:00 PM on Friday September 7, 2018 thru the final grandstand cleanup at the conclusion on Saturday September 15, 2018.

Cleaning contract will be bid as an entire week one lump sum.

Cleaning services will be needed from 10:00 am until final evening cleanups of grandstand and midway areas each day. (Possible exception could be on Wed, Thru, and Fri morning's day would begin at 11:00 am this to be discussed at beginning of Fair.)

Area will be provided for cleaning crew camper or tent for the week. Camper or tent not provided. Electricity and water will be provided if needed for camper or tent. Cleaning crew may use restroom in the Maintenance Building.

Please use bid form provided for submitting your bid.

# Bid Form

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

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

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Bid Proposal: \_\_\_\_\_

The Williams County Agricultural Society reserves the right to refuse any or all bids.

## **Sealed bids due no later than May 11, 2018**

Bids are opened, read and decisions on bids will be made at the Director's Board Meeting  
May 17, 2018.

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

Date: \_\_\_\_\_

Email bids to: [office@wcofair.com](mailto:office@wcofair.com) or call 419-485-3755 for hours to drop off at office.

Mail Bids to: 619 E. Main St. Montpelier, OH 43543

Signature of exception: \_\_\_\_\_

Director of Committee

Date: \_\_\_\_\_