CITY OF SHELLEY
CLEANING SERVICES BID APPLICATION

Janitorial Services — City Hall • Police Department • City Shop

Please complete this application and submit it by the bid deadline listed below. Attach additional pages if needed.

1. APPLICANT INFORMATION

Individual / Business Name:	Business Type (if applicable):
Primary Contact Person:	Phone Number:
Email Address:	Mailing Address:

2. CLEANING EXPERIENCE AND REFERENCES

Describe relevant janitorial or commercial cleaning experience (include years of experience, if applicable):

Reference Name / Business	Phone or Email	Relationship / Services Provided

3. PROPOSED MONTHLY CLEANING BID

Enter a monthly fee for each building included in your proposal.

Building	Proposed Monthly Fee
Shelley City Hall	$ _____
Shelley Police Station	$ _____
Shelley City Shop	$ _____
TOTAL MONTHLY BID	$ _____

4. AVAILABILITY AND REQUIRED ACKNOWLEDGMENTS

☐ I confirm that I am available to provide cleaning services once per week during evening hours or on weekends, outside regular City business hours.

☐ I understand that all individuals performing cleaning services must successfully complete a background check before beginning work.

☐ I understand that anyone assigned to the Police Station must complete the required security class and successfully pass the applicable test before access is authorized.

☐ I agree to follow City security procedures, maintain confidentiality, and properly secure buildings after cleaning.

☐ I understand that police records, evidence, paperwork, computers, and other sensitive materials must not be disturbed.

☐ I understand that the City will provide cleaning supplies and equipment, and that I am responsible for using and storing them properly.

☐ I understand that the arrangement begins with a 30-day trial period and may be discontinued or continued according to the cleaning service agreement.

☐ I understand that industrial work areas, tools, machinery, and hazardous materials are excluded unless specifically authorized by the City.

5. BID SUBMISSION DETAILS

Bid Deadline: November 30, 2026 at 5:30 pm

Sealed Bid Submission to: City Hall, 101 S Emerson Ave, Shelley, ID 83274

City Contact: Lisa 208-357-3390

6. APPLICANT CERTIFICATION

I certify that the information provided in this application and bid is accurate to the best of my knowledge. I understand that submitting a bid does not guarantee selection and that the City of Shelley reserves the right to reject any or all bids and select a proposal in accordance with applicable purchasing requirements.

Applicant Signature:	Printed Name:
Date:	Title (if applicable):

CITY OF SHELLEY
CLEANING SERVICES — SCOPE OF WORK

Cleaning services are to be performed once per week during evening hours or on weekends, outside regular City business hours. The City of Shelley will provide necessary cleaning supplies and equipment.

POLICE DEPARTMENT/ CITY HALL (BASEMENT INCLUDED)

GENERAL CLEANING

- Empty all garbage cans and replace liners as needed.
- Dust desks, countertops, furniture, shelves, and accessible surfaces.
- Vacuum carpets, including offices, hallways, and entryways.
- Sweep and mop hard-surface floors.
- Disinfect door handles, light switches, and frequently touched surfaces.
- Remove cobwebs and dust from corners, baseboards, and window ledges.
- Spot-clean doors, walls, and other surfaces as needed.

RESTROOM CLEANING

- Clean and sanitize toilets and urinals.
- Clean sinks, faucets, and countertops; clean mirrors.
- Wipe down restroom partitions and dispensers.
- Sweep and mop restroom floors; empty garbage cans.
- Restock toilet paper, paper towels, and hand soap.

BREAKROOMS AND COMMON AREAS

- Clean and sanitize countertops, tables, and sinks.
- Wipe down the exterior of appliances.
- Sweep and mop floors; empty garbage cans.
- Dust and straighten common areas.

POLICE DEPARTMENT/ CITY HALL FRONT ENTRANCES

- Clean front entrance glass doors.
- Clean accessible front-facing windows, inside and outside.
- Remove fingerprints and smudges.
- Vacuum mats and carpet; sweep and mop the entrance.

CITY SHOP

GENERAL CLEANING

- Empty all garbage cans and replace liners as needed.
- Dust desks, countertops, furniture, shelves, and accessible surfaces.
- Vacuum carpets, including offices, hallways, and entryways.
- Sweep and mop hard-surface floors.
- Disinfect door handles, light switches, and frequently touched surfaces.
- Remove cobwebs and dust from corners, baseboards, and window ledges.
- Spot-clean doors, walls, and other surfaces as needed.

RESTROOM CLEANING

- Clean and sanitize toilets and urinals.
- Clean sinks, faucets, and countertops; clean mirrors.
- Wipe down restroom partitions and dispensers.
- Sweep and mop restroom floors; empty garbage cans.
- Restock toilet paper, paper towels, and hand soap.

BREAKROOMS AND COMMON AREAS

- Clean and sanitize countertops, tables, and sinks.
- Wipe down the exterior of appliances.
- Sweep and mop floors; empty garbage cans.
- Dust and straighten common areas.

FRONT ENTRANCE

- Clean front entrance glass doors.
- Clean accessible front-facing windows, inside and outside.
- Remove fingerprints and smudges.
- Vacuum mats and carpet; sweep and mop the entrance.

Industrial work areas, tools, machinery, and hazardous materials are excluded unless specifically authorized by the City.

SECURITY AND TRIAL PERIOD

- All individuals performing cleaning services must successfully complete a background check before beginning work.
- Individuals assigned to clean the Police Station must complete the required security class and successfully pass the applicable test before being authorized to access designated police areas.
- Follow City security procedures, maintain confidentiality, and properly secure buildings after cleaning. Police records, evidence, paperwork, computers, and other sensitive materials must not be disturbed.
- The selected contractor will begin with a 30-day trial period to evaluate cleaning quality, dependability, professionalism, and ability to meet City expectations. The City may discontinue services during or at the conclusion of the trial period, subject to the cleaning service agreement. If services meet expectations, the arrangement may continue under agreed contract terms.

Thank you for your interest in helping keep City of Shelley facilities clean, safe, and welcoming.