

Harlan "Mark" Guidry, MD, MPH
Chief Executive Officer

Thomas E. Roque, Sr.
President, Board of Directors



1640 Breazeale Springs, Suite A
Natchitoches, LA 71457
info@outpatientmedical.org
Ph: (318) 357-2071
Fax: (318) 352-0203

Outpatient Medical Center, Inc.

"Caring For You Is What We Do"

Seeking Bids for Janitorial Services

Outpatient Medical Center is seeking Janitorial Services to clean and sanitize our Tallulah Clinic located at 804 N. Beech Street Tallulah, La 71282 with a frequency of two (2) nights per week, preferably on Tuesday and Thursday's starting at 6:00pm until 9:00pm.

The cleaning services that we are seeking are by contract only.

The initial contract duration is one year, with an option if the contract is breached by not providing the cleaning services requested, the contract can be voided immediately.

Quality control measures to ensure cleaning services are provided according to the contract are signed and a dated checklist of all areas cleaned must be left at the Tallulah clinic for compliance and random inspections conducted by Outpatient Medical Center staff.

Your point of contact will be Outpatient Medical Centers Chief Operating Officer.

Your Bid for the Janitorial Services must be emailed to info@outpatientmedical.org within 2 weeks (July 14-July 25).

Your Bid must include cleaning services Scope of Work from below, proposed dates and times of cleaning services and total monthly cost of your cleaning services.

If you require a property tour before providing a Bid, you must email info@outpatientmedical.org to schedule a date and time to tour the Tallulah Clinic.

Outlined below is the cleaning services Scope of Work requested.

Common Areas and Offices

Empty and damp wipe trash receptacles.

Replace trash liners.

Put trash in dumpster provided by Owner.

Dust all horizontal surfaces such as furniture, televisions, fixtures, ledges, and file cabinets.

Dust desktops and office counters. Do not move papers on desks or counters.

Clean entrance glass door, handles, and metal trim.

Spot clean wall switches.

Vacuum carpet in traffic areas. Vacuum carpet runners or mats.

Sweep hard surface floors with microfiber dust mop.

Damp mop and disinfect hard surface floors.

Restrooms

Scour and disinfect all toilets, urinals, and basins.

Wash and wipe dry both sides of toilet seats, hinges, and entire bowl.

Clean shelves, exposed plumbing, dispensers, and disposal container exteriors using detergent disinfectants and water.

Wash and dry polish mirrors and all bright-metal work and remove all build-ups.

Damp wipe low ledges, sills, and rails.

Spot clean to remove smudges, marks and fingerprints from walls, doors, and light switches within reach.

Spot clean kick plate on doors.

Sweep and disinfect hard surface floors.

Empty and damp wipe trash receptacles.

Replace trash liners.

Put trash in dumpster provided by Owner.

Break Room/Kitchen

Clean and disinfect tables.

Scour and disinfect sinks.

Clean and dry polish bright metal work.

Clean microwave oven interior and exterior.

Damp wipe exterior of refrigerator and vending machines.

Sweep hard surface floors with microfiber dust mop.

Damp mop hard surface floors as required.

Empty and damp wipe trash receptacles. Replace trash liners.

Clean, polish and disinfect water fountains and coolers.

WORK TO BE PERFORMED ONE (1) NIGHT PER WEEK:

Damp clean and dry polish desktops and office counters that have been cleared.

Do not move papers on desks or counters.

Remove hand marks from around wall switches.

Remove smudges and fingerprints from interior glass.

Detail vacuum all carpets completely. Including corners, edges, and under desks.

Pour two gallons of water down restroom floor drains.

Remove any cobwebs from corners & edges.

WORK TO BE PERFORMED ONE (1) NIGHT PER MONTH:

Dust ledges that are higher than six feet from the floor.

Dust window frames and ledges.

Dust molding, high and low.

Dust or vacuum ceiling and wall air supply vents, exhaust diffusers or grills within reach.

Dust or vacuum window blinds.

Dust baseboards.

EXTRA WORK TO BE PERFORMED EACH VISIT:

Sweep within 10ft outside main building entrance.

Return equipment to the janitor closet and maintain janitor closet.

Turn out lights per customer specifications.

Lock doors per customer specifications.