ELIZABETH JONES LIBRARY

Ph 662.226.2072 / Fax 662.226.8747

1050 Fairfield Avenue. Grenada, MS 38901

www.elizabeth.lib.ms.us

Director: Crystal M Osborne

Seeking Commercial Cleaning Proposal/Bid

- Sealed proposals will be received at this office until 5:00 p.m. Wednesday, December 2, 2026, local time for the acquisition of the services described below for the Elizabeth Jones Library System.
- A physical visit to Elizabeth Jones Library by business/person seeking the bid is required.

Cleaning Description

Interior cleaning of Elizabeth Jones Library located at 1050 Fairfield Avenue, Grenada, MS 38901 includes:

AREAS	DESCRIPTIONS	FREQUENCY
RESTROOMS	**2 Public and 2 Private**	
Toilets	Clean – Sanitize	Weekly
Sinks	Clean - Sanitize	Weekly
Floors	Sweep – Mop - Clean	Weekly
Walls – Partitions - Doors	Clean - Sanitize	1st of Month
Trash	Empty – Clean - Line	Weekly
MAIN FLOORS	**Book Stacks / Computer Area / Entrances**	
Floors / Mats	Sweep – Mop – Vacuum	Weekly
Doors Interior and Exterior Glass	Clean	Weekly
Desks	Clean – Sanitize	Weekly
Computer Desks	Clean – Sanitize	Weekly
Trash	Empty – Clean – Line	Weekly
TV / Book Shelve Tops	Dust	1st of Month
STAFF DESK/OFFICES	**3 Areas**	
Floors	Sweep – Mop – Vacuum	Weekly
Desks	Clean – Dust – Sanitize	Weekly
Glass Partition	Clean	Weekly
Trash	Empty – Clean – Line	Weekly
Fans	Clean – Dust	1st of Month
KITCHEN		
Floors	Sweep – Mop	Weekly
Sink	Clean – Wash Dishes	Weekly
Trash	Empty – Clean - Line	
MEETING ROOM CONFERENCE ROOM		
Floors	Clean – Vacuum	Weekly
Tables / Desks	Clean – Wipe Down	Weekly
Ledges / Windowsills / Blinds	Clean – Dust	1st of Month

Terms of Services

_____ agrees to supply all materials needed to complete above services.

Printed Name

Acceptance of Proposal

_____ agrees to perform the work specified for a sum of $_____ dollars per month. Services will begin first week of January 2026 at one day per week for 12 months.

Signature _____ Cell number _____

*By signing you are agreeing to the entire contents of this proposal. If you decide to terminate this agreement, you must give a 30 day notice.