



*Wentzville Fire Protection District
Cleaning Service
Annual Cleaning Services Quote Requests*

The Wentzville Fire Protection District will accept price quotes for a Cleaning Service agreement for the Headquarters of the Wentzville Fire Protection District Fire District for 33 months (April 1, 2025 – December 31, 2027). The quotes must be emailed back to Finance and Human Resource Manager Lisa Potts at lpotts@wentzvillefire.org before 4 p.m. on March 1, 2025. The email should be marked in the subject line “**Cleaning Services Quote.**”

Pursuant to the Missouri Revised Statute, the Wentzville Fire Protection District may award an agreement based on the quote. The quote accepted, if any, will be the quote determined to be the lowest **and best**. The Wentzville Fire Protection District reserves the right to reject any or all quotes.

Specifications can be obtained on the Fire District’s website, www.wentzvillefire.org, or by calling 636-332-9869, Monday through Friday, 7:30 a.m. to 4:00 p.m.

*Specifications
Office Cleaning Services*

(Company Name)

(Authorized Signature)

The above signed agrees to complete all parts of the “Office Cleaning” service as requested below.

If there are any questions or you wish to schedule a tour, please email Assistant Chief Mike Scott, at mscott@wentzvillefire.org

Price quote rates for April 1, 2025, through December 31, 2027

Weekly Cleaning Schedule: Once (1) per week, preferred Saturday.

Office Area, Lobby, Hallway, Executive Board Room, Training Room, Janitor Hallway

- 1) All trash and recycle cans are to be emptied, and trash removed to the outside dumpster and recycle bins. Replace trash liners. Trash liners provided by Wentzville Fire Protection District.
- 2) Vacuum all carpeting and mats, including edges, corners, and beneath open furniture.
- 3) Dust mop the hard surface floor with a treated dust mop.
- 4) Clean and polish drinking fountains.
- 5) Damp mop hard surface floors to remove any spillage or soiled areas.
- 6) Use a high co-efficient disinfectant for sanitation.
- 7) Spot clean partition glass, entrance door glass, office door glass, training door glass of fingerprints.
- 8) Damp wipe entrance metal and fingerprints on the entrance glass doors.
- 9) Thoroughly dust all horizontal surfaces, including desktops, file cabinets, windowsills, chairs, tables, pictures, and all furnishing in this area.
- 10) Wipe down the exterior of trash cans as needed.
- 11) Scour and disinfect the sink.
- 12) Polish brightwork.
- 13) Remove fingerprints and marks from around light switches and doorframes.
- 14) Position chairs in a uniform manner.
- 15) Maintain a neat and orderly janitorial closet.

Dimensions in sq/ft

Open Office, War room, Open Office Corridor: 792 sq/ft
Rear Corridor: 154 sq/ft
Private Offices: 1005sq/ft
Entrance Vestibule: 72 sq/ft
Lobby: 680sq/ft
Front Corridor and Water Fountain Corridor: 156sq/ft
Executive Board Room Square Footage: 285sq/ft
Training Room Square Footage: 1,534sq/ft
Janitor Closet Hallway: 135sq/ft
BC Office: 138sq/ft

Weekly Cleaning Schedule: Once (1) per week, preferred Saturday.

Kitchen Break Room Area

- 1) Wipe clean tables, counters, and all horizontal surfaces.
- 2) All trash and recycle cans are to be emptied, and trash removed to the outside dumpster and recycle bins. Replace trash liners. Trash liners provided by Wentzville Fire Protection District.
- 3) Scour and disinfect the sink and polish the brightwork.
- 4) Sweep all hard surface floors.
- 5) Spot clean partition glass.
- 6) Damp mop hard surface floors.
- 7) Wipe clean EXTERIOR of appliances (Fridge, stove, microwave)
- 8) Wipe down the exterior of trash cans as needed.
- 9) Vacuum mat as needed.
- 10) Remove fingerprints and marks from around light switches and doorframes.
- 11) Use a high co-efficient disinfectant for sanitation.

Dimensions in sq/ft

Kitchen: 289sq/ft

Weekly Cleaning Schedule: Three (3) per week, preferred Tuesday and Thursday evenings and Saturday.

Office Area Restrooms

- 1) Clean and polish mirrors.
- 2) Toilets and urinals to be cleaned inside and out, including brightwork polishing.
- 3) Stock towels, tissue paper, and hand soap. Items to be provided by Wentzville Fire Protection District.
- 4) Scour and disinfect all basins, including polishing of brightwork.
- 5) Remove splash marks around the walls of basins.
- 6) Wipe clean towel cabinet cover brightwork.
- 7) Empty sanitary napkin receptacle, wipe clean with disinfectant, and polish brightwork.
- 8) Wet mop and rinse clean floors with disinfectant.

- 9) Toilet seats wiped clean with disinfectant on both sides.
- 10) Dust partitions, door frames, and tops of mirrors.
- 11) Empty trash receptacles and remove them to the outside dumpster. Wipe clean receptacles as needed.
- 12) Change urinal screens and blocks as needed. Items to be provided by Wentzville Fire Protection District.
- 13) Remove fingerprints and marks from around light switches and doorframes.
- 14) Wipe clean showers (3) and polish brightwork.
- 15) Use a high co-efficient disinfectant for sanitation.

Dimensions in sq/ft

BC Bathroom with shower: 90 sq/ft

Public Men's Bathroom: 180sq/ft

Public Women's Bathroom: 126sq/ft

Rear Bathroom with shower (RM109): 74sq/ft

Rear Bathroom with shower (RM110): 74sq/ft

Monthly Cleaning Schedule: Once (1) per month, preferred Saturday.

For all areas listed above:

- 1) **Office Area, Lobby, Hallway, Executive Board Room, Training Room**
- 2) **Kitchen Break Room Area**
- 3) **Office area Restrooms**

- 1) Wipe clean all chair and table legs.
- 2) All high dusting and vertical surfaces not reached in the previously mentioned cleaning.
- 3) Wipe clean interior windowsills.
- 4) Dust all blinds.
- 5) Wipe clean baseboards.
- 6) Use a high co-efficient disinfectant for sanitation.
- 7) Clean the glass of Display Cases

Training building restrooms

- 1) Clean and polish mirrors.
- 2) Toilets and urinals to be cleaned inside and out, including brightwork polishing.
- 3) Stock towels, tissue paper, and hand soap. Items to be provided by Wentzville Fire Protection District.
- 4) Scour and disinfect all basins, including polishing of brightwork.
- 5) Remove splash marks around the walls of basins.
- 6) Wipe clean towel cabinet cover brightwork.
- 7) Empty sanitary napkin receptacle, wipe clean with disinfectant, and polish brightwork.
- 8) Wet mop and rinse clean floors with disinfectant.

- 9) Toilet seats wiped clean with disinfectant on both sides.
- 10) Dust partitions, door frames, and tops of mirrors.
- 11) Empty trash receptacles and remove to the outside dumpster. Wipe clean receptacles as needed.
- 12) Change urinal screens and blocks as needed. Items to be provided by Wentzville Fire Protection District.
- 13) Remove fingerprints and marks from around light switches and doorframes.
- 14) Use a high co-efficient disinfectant for sanitation.

As requested per the cleaning

The District, from time to time (0-2 times a year), will do a deep cleaning of all locations listed below. Pricing and services will be agreed upon before work is to be done. Items could be services such as:

- Heavy glass cleaning inside and outside
- Steam carpet cleaning
- Steam hard surface floors
- Steam/sanitize bathrooms
- Gym heavy wipe down and floors

Location 1 – Fire House 1 & HQ – 502 Luetkenhaus Blvd, Wentzville

Location 2 – Fire House 2 – 1855 Peine Road, Wentzville

Location 3 – Fire House 3 – 1146 Clinton Prinster Memorial Drive, Foristell

Location 4 – Fire House 4 – 8210 Orf Road, Lake Saint Louis

Location 5 – Fire House 5 – 99 Whisper Creek Drive, Wentzville

- ***To be accepted, the quote must include proof of proper insurance for all personnel working on the fire district property.***