

## ATOMIC TRADES & LABOR COUNCIL MEMBERS

January 5, 2009

### Re: **Janitorial Bids for the ATLC Building**

The Trustees of the Atomic Trades and Labor Council will be taking sealed bids, **from ATLC affiliated members only**, for the cleaning of the ATLC Building facility located at 109 Viking Road in Oak Ridge for the calendar year 2009. **Bids will be accepted beginning Tuesday January 6, 2009 and conclude on Thursday, February 5, 2009 at 2:00 p.m.**


Sealed bids can be submitted to ORNL Vice President Carl Wright in Building 2652B, room 002 (574-4137), Y-12 Vice President Earl Johnson in Building 9106, room 38 (241-3200) or Steve Jones in Building 9109, room 108 (241-5895). **Trustees shall have the right to select bidders based on experience and equipment and not solely on the lowest bid.**

The job requirements are as follows:

Sweeping of halls and stairs; vacuuming of all carpet area; spot cleaning of carpet as necessary; mopping of all tile floors; cleaning of conference rooms upstairs and downstairs which includes cleaning of tables, window ledges and windows as necessary, removal of cobwebs; cleaning of front double entry glass doors; cleaning of water fountain; empty garbage cans and dispose into outside receptacle; empty outside ashtrays and cleaning and restocking supplies in restrooms. All jobs to be done on a weekly basis, unless told otherwise.

**Please submit your bid on a weekly per cleaning cost.**

Fraternally,



Steve Jones  
Recording Secretary  
Atomic Trades and Labor Council

C: E.W. Seals  
James Woody  
George Potprocky  
Garry Whitley  
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