

The Crossing at Kenberg Property Owners Association

205 Hidden Lake Drive • Boerne, Texas 78006 • Phone (830) 336-2192

Invitation to Bid

Pavilion and Playground Park Cleaning Contract

Contractor will furnish all labor and liability insurance (\$1,000,000 in coverage is required) to complete the following job for cleaning the Pavilion and Park II. During high usage period all items on contract shall be performed bi-weekly or as directed by property manager. Special attention to Pavilion Park shall be required when the pavillion is reserved and after such use. During low usage period, a full cleaning shall be performed weekly.

High Usage Months – April through October

Low Usage Months – November through March

Clean restroom fixtures (toilets and sinks) using a cleaning agent that cleans, and disinfects.

Wash down restroom walls, floors, fixtures, pavilion slab, and tables.

Replenish restrooms with ample paper and soap supplies as needed. This also must be done prior to any pavilion reservation.

Blow off/sweep all debris, dirt, leaves, and water from Tennis and Basketball Courts. After inclement weather, check courts are free of debris and water in order to keep them in working condition.

Clean mud, leaves and debris from all steps around the pavilion, pavilion slab, deck, gutters, and the steps to the river. This also must be done prior to any pavillion reservation.

Trash around pavilion, tennis courts, and lake shall be picked up. This also must be done after each time the pavilion is reserved.

All trash barrels must be emptied and trash bags replaced. This also must be done after each time the pavilion is reserved.

Trash storage container must be put outside the gated area and placed next to the road before 8:00 a.m. on every scheduled pickup day. Subsequently, the container(s) must be placed back into the secured area within 24 hours.

Replace light bulbs as needed

BBQ pits at pavilion and Park II must be emptied and ashes disposed of as required.

Once a week, check Park II trash containers, empty, and replace trash bags.

Pick up trash from Park II area, the side by the mail box shelter and the area fronting Saddle Mountain.

Cleaning supplies, paper and other consumable items will be reimbursed by the Property Owner's Association. Provide a list to the POA Business Manager at least one week in advance prior to supply running out.

When there are Park/Pavilion reservations on the calendar, and Vacation or other time off taken during those times will result in a prorated rate for time missed since those functions will need to be performed by the BOD in your absence.

Contract to start on or about December 1, 2019 and runs until November 30, 2020. Please mail your bid to: The Crossing POA, Attn. Pavilion Cleaning Bid, 205 Hidden Lake Dr., Boerne, TX 78006. All bids must be received by Monday November 19, 2019. The POA will contact the winning bidder on or before November 23, 2019. If you have any question, please telephone (830)336-2192. The POA board has the right to refuse any bids. The POA board also reserves the right to cancel the contract at any time at their sole discretion. Approved contractor must fill out a W-9 form and acquire & show proof of liability insurance before work can begin.

For the described work to be performed, my bid per month is _____ (low use) _____ (high use)

Name of Contractor: _____

Address: _____

Telephone: _____

Email: _____