

**Custodial Services
Frontier District, Ottawa Office
1418 South Main, Suite 2**

The Frontier Extension District Governing Body is seeking bids for custodial services for the Ottawa Office at 1418 South Main, Suite 2. Bids should be submitted to Rebecca McFarland, District Director, at rmcfarla@ksu.edu. **For best consideration, email bids by Wednesday, August 6, 2025.**

General Guidelines:

- Must be at least eighteen (18) years of age.
- Preference will be given to independent contractors who are insured or bonded.
- Work should be done after 5:00 pm or before 8:00 am.
- Services may not be subcontracted.
- Cleaning of desktops, computers, and personal items will be the responsibility of district staff.
- Services will be paid once a month. A check will be mailed on the day following the Frontier District Governing Body meeting, which takes place on the second Tuesday of each month.
- This bid is for an independent contractor with no benefits, withholding taxes/FICA, or workers' compensation. The district will provide a 1099 for income tax purposes.
- In case of illness or vacation of an independent contractor, contact Rebecca McFarland, District Director, so arrangements can be made for an alternate cleaning schedule.
- One month's notice is required for termination of this contract by either the contractor or the Frontier Extension District.
- For safety/security purposes, the front door should be locked while work is being done. Minors (under 18 years of age) may not accompany the cleaning crew while cleaning.

Weekly

- Clean the bathroom
 - Sweep and mop the floor
 - Clean the sink and wipe down the countertop
 - Clean the toilet and wipe it down
 - Clean the mirror
- Vacuum the carpet in the entire office
- Wipe down the countertops and tops of filing cabinets in the front office area
- Wipe down countertops in the workroom
- Empty trash cans and take trash to the dumpster
- Wipe down the tables in the conference room

- Sweep and mop the floor in the back room (break room)
- Clean the sink in the back room (break room)

Monthly

- Clean windows and windowsills

Every two to three months

- Wipe baseboards

For questions or more information, contact:

Rebecca McFarland
Frontier District Director
785-229-3520
rmcfarla@ksu.edu

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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