



CLAYTON COUNTY CONSERVATION

Promote the health and general welfare of the people; to model and encourage preservation, conservation, education and recreation through responsible use and appreciation of our natural resources and cultural heritage.

July 28, 2023

Accepting Cleaning Service Quotes

The Clayton County Conservation Board is accepting quotes for cleaning services at the Inn at Motor Mill Historic Site. Interested parties shall submit a list of services with corresponding dollar per hour costs for those services to the Clayton County Conservation Board office by 4pm on Monday, September 11, 2023.

Quotes may be emailed to jpollock@claytoncountya.gov or faxed 563-245-2222
Or mailed to Osborne Conservation Center, 29862 Osborne Road, Elkader, Iowa 52043

Location to be cleaned: Inn at Motor Mill, 28518 Galaxy Road, Elkader, Iowa 52043

The Clayton County Conservation Board will be renting the Inn at Motor Mill for overnight accommodations beginning September 1, 2023.

The space includes a keyless entry onto the second level. A kitchen, dining room, bedroom, full-bath are located on the second level. A half-bath, and two additional bedrooms are located on the third level. Approx. 2000 square feet would need to be cleaned each time. There's a steep sidewalk grade to the second level and a stairway to the third floor. No elevator. Cleaning of wood floors, wiping down hard surfaces, washing/drying linens, and the potential for additional services would be anticipated. Washer and dryer onsite. Conservation to provide cleaning products and replacement paper products for stocking.

The Cleaning Service will follow a cleaning schedule set forth by the Board each time the Inn is cleaned. The required duties include, but are not limited to:

INSIDE

- Conduct inventory of Inn furnishings
- Note any damages, burned out light bulbs, items that need repair and report to park staff
- Wash and dry linens (seven beds, including wash towels, kitchen towels, etc)
- Clean/scrub and disinfect bathroom: shower/tub, lavatory, and stool
- Wipe disinfectant on mattress covers and countertops
- Check/clean and wipe out refrigerator, microwave, and stove
- Remove previous renter leftovers
- Empty garbage if needed
- Wipe and disinfect table
- Replace paper towels and toilet tissue as needed
- Sweep and damp mop floors
- Set thermostat to desired temperature
- Shake and replace all rugs

OUTSIDE

- Check patio furnishings and wipe off or sweep as needed

- General trash pickup as needed

ONCE PER MONTH, THE FOLLOWING ADDITIONAL CLEANING SERVICES WILL BE REQUIRED:

- Clean all windows inside
- Dust woodwork, casements, and window sills
- Dust furniture
- Clean oven (if needed)

As reservations are made, the conservation department would pass along the cleaning schedule, at least one week in advance of a reservation. Typically, there's a four-hour window between checkout and check-in (11am-3pm). If that window needs to be expanded, the Conservation Director will work directly with the cleaner to workout a better schedule.

The Conservation Board will review cleaning quotes at their August 8, 2023 board meeting which begins at 6pm in the Osborne Auditorium. The Director will make a recommendation to the Board based on the quotes received and the board will offer a cleaning contract for services. The Board reserves the right to reject any and all quotes.

Interested parties shall provide an estimate for an anticipated weekly cleaning service and contact information:

NAME: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____

REFERENCE NAME & CONTACT: _____

Cost estimate for 3 hours to clean the Inn (anticipated once per week): _____