



22757 Central Park Drive Lake View, AL 35111
P: (205) 477-1999

Tawana Witherspoon

City Clerk/Treasurer
City of Lake View
22757 Central Park Dr.
Lake View, AL 35111
Cityclerk@lakeviewalabama.gov
205-477-1999

October 9, 2025

To Whom It May Concern,

Subject: Invitation to Submit Bid for Cleaning Services

The City of Lake View is currently accepting bids for **professional cleaning services** for municipal properties. We invite qualified vendors to submit a bid for FY 2026.

The scope of services includes, but is not limited to:

- City Hall
- Police Department

Services will include, but are not limited to:

- Sweeping, mopping, and vacuuming floors
- Dusting and sanitizing surfaces
- Cleaning restrooms and replenishing supplies
- Window cleaning (interior and exterior as needed)
- Floor stripping and waxing once a year



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Bid Submission Requirements:

All bids must include the following:

- Company profile and relevant experience
- Proof of insurance and applicable licenses
- Detailed pricing structure (monthly or per visit)
- References from current or past clients
- Proposed cleaning schedule and staffing plan

All work must be performed in accordance with city standards and schedules. Vendors must be licensed and insured, and able to provide references upon request.

Please submit your bid no later than **November 12, 2025**, including:

Bids may be submitted via email to **Cityclerk@lakeviewalabama.gov** or delivered in person to **City Hall at 22757 Central Park Dr. Lake View, AL. 35111**.

We appreciate your interest in serving the City of Lake View and look forward to reviewing your proposal. If you have any questions or need further clarification, please feel free to contact me directly.

Sincerely,

Tawana Witherspoon

City Clerk/Treasurer
City of Lake View