Cleaning contractors submitting proposals -

Please return the "REQUEST FOR PROPOSAL" page only by 10:00am Wednesday, October 9.

The AGREEMENT FOR CLEANING SERVICES is included for reference only and will be completed and signed when the contractor is chosen. Contact information for all buildings in the RFP are included on the first page of the AGREEMENT FOR CLEANING SERVICES.

REQUEST FOR PROPOSAL

The Village of Mount Horeb is requesting proposals for cleaning services for the following municipally-owned buildings. The proposal must include service to all listed buildings.

Please respond with the following:

Municipal Building, 138 E Main Street $_____/mo

Municipal Building **Optional Proposal**: To allow access to first and second floor public restrooms on weekends contractor would be responsible for opening the Municipal Building to the public on Saturday and Sunday at 10:00am and lock up the building and service the public restrooms each day no earlier than 5:00pm. During special Village events (i.e. annual Art Fair and Fall Festival) the Municipal Building shall be open at 8:00am and closed no earlier than 6:00pm.
$_____/mo

Community Center/Senior Center/Recreation Department, 105/107 N Grove St $_____/mo

Police Department, 400 Blue Mounds St $_____/mo

Mount Horeb Elec/Water Office, 301 Blue Mounds St $_____/mo

Mount Horeb Public Library, 105 Perimeter Rd $_____/mo

Bike Trail Support Building, 116 S Second St $_____/mo

1. **Total of all locations per month: $_____/mo**

2. **Rate per hour for services outside those described in the contract: $_____/hr**

The Village reserves the right to add or remove any properties during the course of a contract with 45-day notice. The Village reserves the right to reject any or all proposals.

Village of Mount Horeb
138 E Main Street, Mount Horeb WI 53572
Direct (608) 437-9408 Fax (608) 437-3190
E-mail: kathy.hagen@mounthorebwi.info

Please submit your proposal to the Village of Mount Horeb, ATTN: Kathy Hagen, Assistant Village Administrator, 138 E Main Street, Mount Horeb WI 53572 by 10:00am October 9, 2019, or email to kathy.hagen@mounthorebwi.info.

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Village of Mount Horeb

138 E Main St
Mount Horeb, WI 53572
Phone (608) 437-6884/Fax (608) 437-3190
Email: mhinfo@mounthorebwi.info Website: www.mounthorebwi.info

AGREEMENT FOR CLEANING SERVICES

This agreement is between _____ (the contractor) and the Village of Mount Horeb (Village) for cleaning services for the following properties:

- Municipal Building, 138 E Main St, first, second, and third floors (contact: lynn.kitsemble@mounthorebwi.info, 608 437-9405)
- Community Center/Senior Center/Recreation Department, 105/107 N Grove Street (contact for Community Center/Senior Center (upper level): Lynn Forshaug at swdaneoutreach@mounthorebwi.info, 608 437-6902, and contact for Recreation Department (lower level): jill.dudley@mounthorebwi.info, 608 437-9451)
- Police Department, 400 Blue Mounds Street (contact jveloff@mhpd.org, 608 437-1257)
- Bike Trail Support Building, 116 S Second Street (contact: jeff.gorman@mounthorebwi.info. 608 437-3351)
- Library, 105 Perimeter Street (contact Jessica.williams@mounthorebwi.info, 608 437-5021 ext. 108)
- Electric/Water Utility Office/Shop, 301 Blue Mounds Road (contact dave.herfel@mounthorebwi.info, 608 437-3300)

Contractor will submit monthly invoices in the following amounts:

Municipal Building, 138 E Main Street $_____/mo

Municipal Building Optional Proposal: To allow access to first and second floor public restrooms on weekends contractor would be responsible for opening the Municipal Building to the public on Saturday and Sunday at 10:00am and lock up the building and service the public restrooms at 5:00pm. During special Village events (annual Art Fair and Fall Festival) the Municipal Building shall be open at 8:00am and closed at 6:00pm. $_____/mo

Community Center/Senior Center/Recreation Department, 105/107 N Grove St	$_____/mo
Police Department, 400 Blue Mounds St	$_____/mo
Mount Horeb Elec/Water Office, 301 Blue Mounds St	$_____/mo
Mount Horeb Public Library, 105 Perimeter Rd	$_____/mo
Bike Trail Support Building, 116 S Second St	$_____/mo

1. Total of all locations per month: $_____/mo
2. Rate per hour for services outside those described in the contract: $_____/hr

Contractor will clean each of the properties on a daily schedule of Monday, Tuesday, Wednesday, Thursday, and Friday with the following exceptions:

Electric/Water Utility Office, 301 Blue Mounds Street – building is serviced once every other week.

Police Department, 400 Blue Mounds Street – building is serviced six days/week Monday-Saturday.

Library, 105 Perimeter Street – building is serviced six days/week Monday-Saturday.

SUPPLIES

Contractor will be responsible for ordering all hand soap, paper goods, garbage bags, garbage can liners, deodorizing chemicals, and other supplies as needed on behalf of the Village.

BILLING

Invoices for cleaning services shall be mailed to: ATTN: Village Clerk, 138 E Main Street, Mount Horeb, WI 53572

DESCRIPTION OF CLEANING SERVICES

1. Library to be cleaned per separate attached specifications.

   All other buildings as follows:

2. Restrooms shall be cleaned daily: Sinks, countertops, urinals, toilets, mirrors, and floors shall be cleaned on a daily basis. Walls and ceilings shall be cleaned as needed. Paper supplies, soap dispensers, and deodorizers shall be checked and replenished as necessary, and trash containers emptied and cleaned/disinfected as necessary.
3. If Optional Proposal was bid: Municipal Building first and second floor public restrooms shall be cleaned on weekends per 2) above.
4. Community Center may need special weekend cleaning due to scheduled events. Village staff shall contact contractor if required.
5. All high traffic areas shall be cleaned, vacuumed, or mopped daily.
6. Entryway floors, stairways, and building hallways shall be cleaned, vacuumed, or mopped daily.
7. Desks and files shall be dusted/cleaned when they are clear of paperwork and items other than computer components/adding machines.
8. Computer monitors shall be dusted/cleaned on a weekly basis. Keyboards/adding machines shall be dusted with pressurized air.
9. Garbage and recyclable containers shall be emptied daily.
10. Countertops shall be dusted/cleaned daily.
11. Baseboards and window ledges shall be cleaned at least twice a month.
12. Contractor shall arrange for carpeted areas to be professionally cleaned once per calendar year, with the exception of the Community Center and Library (see Library specifications) which shall be twice per calendar year.
13. Contractor shall arrange for floor waxing once per year.
14. Contractor shall arrange for inside/outside window washing once per year with the exception of the Library (see Library specifications)
15. Other special duties may be assigned by department heads from time to time after communicating with the contractor.
16. It is expected the contractor will be proactive if an area is observed which needs attention, and alert Village staff to any issues or problems.

CUSTOMER SATISFACTION

In the event a cleaning specification has not been performed in a satisfactory manner, contractor agrees to re-perform the service.

CONFIDENTIALITY

This contract exposes contactor to information of a confidential and private nature. Information acquired by work performed under this contract is confidential and any discussion of said information is prohibited. If it is

determined that confidential information was released by the contractor, this Agreement shall be immediately terminated.

DISAPPEARANCE OF ITEMS/BREAKAGE

In the event an item disappears from an area which contractor cleans, and a contractor's employee is conclusively determined to be at fault, the item shall be replaced by contractor with an item of equal value. Contractor agrees to repair or replace items damaged by contractor employees during cleaning.

TRASH/RECYCLABLES

Recyclables and/or garbage placed in a wastebasket or recycling container shall be considered discarded. Contractor will not be held liable for any discarded material.

CONTRACTOR EMPLOYEES

Contractor must provide a list of employees assigned to Village properties, and notify the Village one week in advance of any new employees, both permanent and temporary, that will be servicing Village properties. If, for any reason, the Village desires not to have a contractor employee perform services under this agreement, the contractor agrees to assign the work to another employee approved by the Village.

TIME OF SERVICE

Cleaning services must be performed in a manner not disruptive to the operations of each individual site. Hours vary by department, including 24-hours a day at the Police Department. Contractor must work with department contacts to find the best time for servicing their building.

As an example, the Municipal Building typically operates from 7:00am to 5:30pm Monday thru Thursday, and 7am-noon on Friday, with numerous evening meetings. Cleaning staff shall avoid servicing the Municipal Building during any evening meetings/municipal court due to noise disruption.

COMMUNICATION

It is important to maintain communication between the contractor and Village. Contractor will make cell and office phone numbers and email addresses available to Village department heads as needed for immediate contact. It is expected that messages, either phone or email, will be returned promptly by contractor. A progress meeting will be held with the contractor approximately one month after contract start to review/resolve any concerns brought to the Village's attention by either Village staff or the contractor.

KEYS

Contractor will be provided with keys to access all areas needed. The keys will not be marked/tagged to indicate a specific building in case they are lost or stolen. Keys cannot be duplicated. Contractor will be held responsible for rekeying costs in the event keys are lost or stolen. All keys will be turned in to the Village Administrator at the end of the contract.

INSURANCE

The Village requires the contractor to provide a certificate of insurance for $1 million liability coverage and also Worker's Compensation.

CONTRACT TERM

This contract between the Village of Mount Horeb and _____ shall be for a three-year term beginning January 1, 2020 through December 31, 2022. This contract may be terminated mutually or by either party with a sixty (60) day written notice at any time within the contractual period. Costs and rates shall be fixed for the contract period.

_____ Dated:_____

Contractor

_____ Dated: _____

Nicholas Owen, Village Administrator

Daily Custodial Duties of the Mount Horeb Public Library
Monday-Saturday

Date: _____

FOYER

√ = done	Task	Notes by library staff
	Wash glass doors and adjacent window – especially note and remove fingerprints	
	Wipe down front and back of metal push bars on exterior glass doors and interior glass doors	
	Sweep floor	
	Mop tile (frequently change mop head)	
	Vacuum metal floor grid	
	Clean water fountains	
	Empty trash can	

RESTROOMS

√ = done	Task	Notes by library staff
	Clean sinks and surrounding surfaces	
	Check towel, paper and soap supplies and refill as needed	
	Clean toilets – inside and outside the bowl; top and underside of the seat; the pedestal and area around pedestal	
	Clean mirrors	
	Mop tile with frequently changed/clean mop head	
	Wipe down metal dividers	
	Empty wastebaskets adjacent toilets and large metal receptacle	
	Wash wastebaskets next to toilets as needed	
	Clean back splash area behind men's toilet	

MEETING ROOM

√ = done	Task	Notes by library staff
	Empty trash, reline cans	
	Wipe down tables as needed	
	Vacuum as needed	
	Wipe down chairs as needed	
	Mop kitchen floor	
	Wipe down the front of kitchen cupboards	
	Wipe down the sink	

MAIN AREA & HEAVY TRAFFIC AREAS

√ = done	Task	Notes by library staff
	Vacuum the following areas:	
	Entrance	
	In front of circulation desk	
	Pathway to receiving and delivery area	
	Long hallway down to children's area	
	Children's storytime area	
	Pathway in front of reference desk to the computer lab	
	Computer lab	

STAFF BREAK ROOM AND WORKROOM

√ = done	Task	Notes by library staff
	Empty trash cans	
	Wipe down the front of kitchen cupboards	
	Vacuum carpet – even under the table	

Weekly Custodial Duties of the Mount Horeb Public Library

Date: _____

TRASH CAN OUTSIDE AND CIGARETTE URN

√ = done	Task	Notes by library staff
	Empty trash can, reline with bag	
	Scoop out cigarette urn & replace with sand as needed	

MAIN AREA

√ = done	Task	Notes by library staff
	Vacuum quadrants of the building so by the end of the week all areas have been cleaned	
	Wipe down tops of all tables – utilize a gentle cleaner	
	Wipe off desk surfaces in computer lab – utilize a gentle cleaner	

MEETING ROOM

√ = done	Task	Notes by library staff
	Wash linoleum as needed	
	Vacuum	

STAFF BREAK ROOM

√ = done	Task	Notes by library staff
	Wash linoleum	
	Vacuum carpet	

Monthly Custodial Duties of the Mount Horeb Public Library

Month: _____

FOYER

√ = done	Task	Notes by library staff
	Wash linoleum	
	Vacuum carpet	

MAIN AREAS

√ = done	Task	Notes by library staff
	Dust all blinds	
	Dust tops of all flat surfaces on top of book shelves	
	Vacuum under all chairs including those in the reading room	
	Vacuum underneath the public access terminal units; edge underneath	
	Dust around the computers on the main floor	
	Dust around the computers in the computer lab	
	Dust all windowsills	

MEETING ROOM

√ = done	Task	Notes by library staff
	Dust blinds	

RESTROOMS

√ = done	Task	Notes by library staff
	Remove lime from fixtures	

STAFF BREAK ROOM AND WORKROOM

√ = done	Task	Notes by library staff
	Clean sinks	

Quarterly Custodial Duties of the Mount Horeb Public Library

Quarter: _____

1ST QTR: JANUARY – MARCH
2ND QTR: APRIL – JUNE
3RD QTR: JULY – SEPTEMBER
4TH QTR: OCTOBER – DECEMBER

√ = done	Task	Notes by library staff
	Vacuum all upholstery	
	Vacuum edges of the entire building with edging tool on vacuum	
	Oil woodwork	
	Oil wooden chairs	
	Dust picture frames and clean glass	
	Check behind chairs located against walls for pieces of paper, dust, etc.	
	Vacuum and edge all staff offices and work spaces (including reference desk) as per established schedule: February, May, August, and November (staff will remove items from floors and clear off desk surfaces for cleaning).	

Yearly Custodial Duties of the Mount Horeb Public Library

√ = done	Task	Notes by library staff
	Clean (remove, wash, dry, and reinstall) all grills:	
	Children's room	
	Hallway to Children's room	
	Adjacent the circulation desk	
	Above water fountain in the foyer	
	In ceiling of the staff workroom	
	In ceiling of the computer lab	
	Below 6 light fixtures in main area of the library	

Date	Services to Contract Out to Subcontractors	Notes by library staff
Spring	Windows inside and out	
Spring	All Carpet	
Fall	Windows inside and out	
Fall	All Carpet	
Fall	All Upholstery	
Once/yr	Wax all vinyl floors	