



**Request For Proposal
for
City Cleaning Services**

City of Volga
226 Kasan Avenue
PO Box 217
Volga, SD 57071

City of Volga
NOTICE
REQUEST FOR PROPOSAL

Notice is hereby given that the city of Volga, SD will be accepting sealed proposals for cleaning services for the City's five municipal facilities: City Hall and Fire Hall, 226 Kasan Avenue; City Auditorium, 212 Kasan Avenue; Community Center and City Shop, 109 Samara Avenue.

Sealed proposals clearly labeled Request for Proposal for Cleaning Services will be received until 2:00 PM on Monday, March 2, 2015 at Volga City Hall. Proposal Instructions and Specifications may be obtained at City Hall, 226 Kasan Avenue, PO Box 217, Volga, SD 57071. (605)-627-9113

The City of Volga reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the City of Volga.

s/Ashley Rentsch
Finance Officer

Introduction

The City of Volga is soliciting proposals for a three (3) year contract for cleaning services for five public owned buildings, including City Hall, the City Auditorium, the Community Center, the City Shop and a portion of the Fire Hall.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted via mail or in person no later than 2:00 PM on March 2, 2015, directly to the City Hall at the following address:

City of Volga
Attn: Andrew Bremseth
Re: Request for Proposal for Cleaning Services
226 Kasan Avenue
PO Box 217
Volga, SD 57071

General Instructions for Proposal

- a. **Proposal Content** – A completed proposal must contain the following:
 - **Proposal Form & Signature Page** – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
 - **References** – Proposals shall include a list of three (3) references including name, address, phone number, and contact person.
- b. **Proposal Period** – After the proposal has been submitted to the City of Volga, it may not be withdrawn for thirty (30) calendar days after the date of the opening.
- c. **Proposal Award** – It is the intent of the City to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors which the City of Volga may consider. The City reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be opened and read publicly at 2:00 PM on March 2, 2015 and will be subject to approval at the March 2, 2015 City Council meeting. If action to award the Proposal is delayed, it will be acted upon within thirty (30) days of March 2, 2015.
- d. **Term and Renewal** – The term of the Contract shall be for three (3) years unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party without cause with less than ninety (90) days notice by mutual agreement or in the event of substantial failure to perform with the terms set forth in the Contract.

- e. **Basis of Payment** – Payment will be made to the contractor within 30 days upon receiving the contractor’s monthly invoice and after approval by the City Council. The invoice shall state the date the service was performed and amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided. Special services requiring additional cost must be approved by the City Administrator prior to being performed.

Specifications

The specifications outline the requirements for cleaning services for five (5) municipal facilities owned by the City of Volga. A list of each building, the address, and approximate square footage is outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view the buildings beforehand.

Building List

<u>City Hall</u>	226 Kasan Avenue
1 floor - 2,296 sq. ft.	Includes entryway, lobby and front desk area, conference room, restrooms, sink/kitchen area, and three individual offices.
<u>City Auditorium</u>	212 Kasan Avenue
2 floors – 11,420 sq. ft.	Includes upper level entry area, upper level gym floor, lower level restrooms
<u>Community Center</u>	109 Samara Avenue
1 floor – 3,912 sq. ft.	Includes common areas, restrooms, kitchen area
<u>City Shop</u>	109 Samara Avenue
1 floor – 11,250 sq. ft.	Includes office areas, break room, restroom
<u>Fire Hall</u>	226 Kasan Avenue
1 floor – 7,552 sq.ft.	Includes only restrooms

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule.

Equipment and Cleaning Chemicals

The City of Volga will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Finance Officer. The Contractor will submit a list of supplies needed prior to services being performed, and the City will purchase all supplies.

Damage

The contractor shall report to the City Administrator any damaged facilities and/or broken items that need to be replaced on a weekly basis.

City Hall

Entrance(s), Lobby, Reception Area

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture, and all furnishings.
3. Vacuum all carpet areas and mats.
4. Spot treat soiled carpets.
5. Dust mop hard surface floors.
6. Damp-mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Spot wipe walls, light switches, and doors, removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

General office areas/Kitchen Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture and all furnishings.
3. Vacuum high-traffic carpet areas.
4. Spot treat soiled carpet areas.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Damp wipe telephones with disinfectant.

Conference Room

Weekly:

1. Clean coffee area
2. Damp wipe all tables
3. Vacuum high-traffic carpet areas
4. Wipe or vacuum chairs

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Clean interior and exterior of all Conference Room windows.

Restrooms (2)

Weekly:

1. Empty all trash and, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
2. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
3. Toilet seats to be wiped clean on both sides.
4. Scour and sanitize all basins. Polish bright work.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Damp-mop floors as needed
9. Report any restroom repairs needed to the City Administrator.

Monthly:

1. Spot wipe walls, light switches and doors, removing fingerprints, smudges, and spills.

Quarterly:

1. Thoroughly scrub and rinse ceramic floors, taking care to get into corners, along edges, and beneath fixtures.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Annual Services:

1. Shampoo all carpeted areas in City hall once per year.

City Auditorium

Upper Level Entry Area/Gym Floor

Weekly:

1. Empty all trash and, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
2. Vacuum floor mats in entry area.
3. Sweep or dust mop hard surface floors.

Monthly:

1. Clean gym floor using buffing machine. (more frequently as needed)

Restrooms (2)

Weekly:

1. Empty all trash and, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
2. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
3. Toilet seats to be wiped clean on both sides.
4. Scour and sanitize all basins. Polish bright work.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces including top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Damp-mop floors as needed
9. Report any restroom repairs needed to the City Administrator.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.

Quarterly:

1. Thoroughly scrub and rinse ceramic floors, taking care to get into corners, along edges, and beneath fixtures.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Community Center

Common Areas

Weekly:

1. Thoroughly vacuum all carpeted areas and floor mats.
2. Wipe tables as needed

Monthly:

1. Dust television and other horizontal surfaces.

Kitchen

Weekly (as needed):

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Stock and wipe/polish dispensers as needed.
4. Damp wipe counters.
5. Clean and sanitize sink.
6. Spot clean cabinets and exterior of appliances to present a neat appearance.
7. Dust mop hard surface floors.
8. Damp-mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe walls, light switches and doors removing fingerprints, smudges, and spills.
2. Clean interior of microwaves removing food particles and stains.

Quarterly:

1. Complete all high dusting, including exhaust fans and air ventilators.
2. Thoroughly clean refrigerator and range.

Restrooms (3)

Weekly:

1. Empty all trash and, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
2. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
3. Toilet seats to be wiped clean on both sides.
4. Scour and sanitize all basins. Polish bright work.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Damp-mop floors as needed
9. Report any restroom repairs needed to the City Administrator.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.

Quarterly:

1. Thoroughly scrub and rinse ceramic floors, taking care to get into corners, along edges, and beneath fixtures.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Annual Services:

1. Shampoo all carpeted areas of the Community Center once per year.

City Shop

General office areas

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture and all furnishings.
3. Vacuum floor mats and sweep floors

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Damp wipe telephones with disinfectant.

Break Room

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Stock and wipe/polish dispensers as needed.
4. Damp wipe counters.
5. Clean and sanitize sink.
6. Spot clean cabinets and exterior of appliances to present at neat appearance.
7. Clean interior of microwaves removing food particles and stains.
8. Dust mop hard surface floors.
9. Damp-mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe walls, light switches and doors, removing fingerprints, smudges, and spills.

Quarterly:

1. Complete all high dusting, including exhaust fans and air ventilators.

Restroom (1)

Weekly:

1. Empty all trash and, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (The City will furnish trash receptacle liners)
2. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
3. Toilet seats to be wiped clean on both sides.
4. Scour and sanitize all basins. Polish bright work.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces including top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Damp-mop floors as needed
9. Report any restroom repairs needed to the City Administrator.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.

Quarterly:

1. Thoroughly scrub and rinse ceramic floors, taking care to get into corners, along edges, and beneath fixtures.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Fire Hall

Restrooms (2)

Weekly:

1. Empty all trash and, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
2. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
3. Toilet seats to be wiped clean on both sides.
4. Scour and sanitize all basins. Polish bright work.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames.
7. Sweep or dust mop hard surface floor.
8. Damp-mop floors as needed.
9. Report any restroom repairs needed to the City Administrator.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Clean and polish mirrors.

Quarterly:

1. Thoroughly scrub and rinse ceramic floors, taking care to get into corners, along edges, and beneath fixtures.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Proposal Instructions
Request for Proposal for cleaning Services

1. Based on the requirements and provider qualifications, please provide two (2) copies of the Proposal Form to the City of Volga
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form
6. Complete Confidentiality Statement

All proposals must be delivered via mail or in person. Vendor shall include items One (1) through Six (6) in a sealed envelope. Include two (2) copies of Item 2, the Proposal Form and Signature Page. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Cleaning Services.**

Proposals should be mailed or delivered in person to:

City of Volga
Attn: Andrew Bremseth
Re: Request for Proposal for Cleaning Services
226 Kasan Avenue
PO Box 217
Volga, SD 57071

Proposals must be received **no later than 2:00 PM on March 2, 2015.**

Proposal Form
Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the City of Volga buildings:

City Hall	\$_____
City Auditorium	\$_____
Community Center	\$_____
City Shop	\$_____
Fire Hall	\$_____
Monthly Total:	\$_____

Proposal Form Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Worker's Compensation Certification

- I hereby certify that effective the date of my Contract with the City of Volga and at all times in the performance of such Contract that:

I have and will maintain in full force and effect the Workers Compensation Insurance in compliance with the laws of the State of South Dakota, and will provide a Certificate of Insurance to the City upon request, with the following insurance company:

Company Name

Agent's Name, Address, and Telephone Number

Policy Number and Effective Date

OR

- I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of South Dakota to obtain and maintain a Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have, or will execute, with the City of Volga.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under this Contract, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under State and Federal Employment regulations on behalf of said personnel arising out of employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contactors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify, and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of which tribunal, agency, board, commission or court may have jurisdiction. Such personnel or other persons performing services for Contractor shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, and severance pay.

The Contractor shall procure and maintain, for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

A. During the term of this contract, the contractor shall provide the following types of insurance in limits no less than:

1. Commercial General Liability Insurance: The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than ~~have~~ \$1,000,000.00 each occurrence Such insurance shall add the City of Volga and its officials and employees as additional insureds.
2. Worker's Compensation: Workers' Compensation coverage with statutory limits.

B. The contractor shall furnish to the City of Volga satisfactory proof of coverage of the above requirements by a reliable company or companies prior to the implementation of the contract. Said certificates shall contain a clause to the effect that, for the duration of the contract, the insurance policy may not be cancelled or changed without thirty (30) days advance written notice to the City.

The Contractor shall indemnify and hold harmless the City of Volga and its officials and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the (i) the conduct or performance of this Contract or of any business therein, (ii) any act, omission, or negligence of the Contractor or the partners, officers, agents, employees or sub-contractors of the Contractor (iii) any accident, injury or damage whatsoever occurring as a result of Contractor's performance of this Contract. Contractor hereby expressly indemnifies City of Volga for the consequences of any negligent act or omission of the Governmental entity, its officials and employees, unless such act or omission constitutes gross negligence or intentional misconduct of the City.

City of Volga
RFP for Cleaning Services

The Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the Contractor's responsibility to indemnify, keep and save harmless and defend the City, its officials, agents and employees as herein provided.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. The City reserves the right to contact the references set forth below and references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

Confidentiality Statement

The Contractor agrees to treat as confidential all information which may be derived from or be obtained in the course of this contract or which may come into the possession of the contractor or an employee as a result or in connection with this contract. The Contractor will provide all necessary precautions to ensure that all such information is treated as confidential by the contractor and the contractor's employees. All employees of the Contractor will be required to agree to and sign a confidentiality statement when they come to any facilities owned by the City of Volga where they may see or have access to confidential, personal, and/or business information.

Confidential information includes all information related to the business of the City of Volga and its employees.

I understand that I am bound by a duty of confidentiality and agree to adhere to the conditions within the Contract.

Name of Organization _____

Print Name _____

Signature _____

Date _____