

I. SUMMARY

The City of Antigo (hereafter referred to as the City), a governmental entity, is requesting proposals for janitorial maintenance services at City Hall (including limited services within the Fire Department) and at the Street Shop.

Notwithstanding any other provisions of the Request for Proposals (RFP), the City reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers.

It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document.

The City shall not be liable for any losses incurred by the proposer throughout this process. The cost of preparing a response to this RFP is not reimbursable in part or in whole to the proposer. Any proposal received will become the property of the City and become a matter of public record so any proprietary material or information should be marked as such and submitted as a supplement to the proposal allowing the City to protect such information as warranted.

II. OBJECTIVE

The City intends to secure the janitorial maintenance services from a company capable of demonstrating a track record of satisfied clients for work completed similar in nature to those items being requested by way of this RFP. Quality customer reviews for similar prior services is desired.

III. SCOPE OF SERVICES

The vendor shall provide a proposal that includes the cost of all goods, services and labor to provide the requested janitorial maintenance services to **Antigo City Hall by 10:00 a.m. Wednesday, March 31, 2021.** Any companies wishing to propose for this project are encouraged to schedule an **on-site pre-bid walk-thru** by contacting Roger Musolff at 715-623-3633 (Ext. 134). The vendor's proposal shall be good for a period of 60 days from the date of opening.

IV. SPECIFICATIONS / PROJECT CONTENT

The City is taking proposal for janitorial services at City Hall (including limited services within the Fire Department) and for the Street Shop.

- A. The vendor shall inspect the various features associated with City Hall, the Fire Department and the Street Shop to verify material types and quantities as indicated in the proposal. Quantities listed in the proposal are for reference only; vendor is responsible for verifying actual quantities.
- B. Any cleaning solutions supplied by the vendor (including any future substitutions to be considered as an “approved equal”) require Material Safety Data sheets and a statement from the vendor that the item meets or exceeds the specified item.
- C. The successful vendor shall coordinate with the CITY prior to ordering of cleaning materials to assure that the proposed products do not present any application concerns.
- D. The vendor is required to submit a complete bid package of specified services as it is not the intention of the City to award portions of the proposal to multiple vendors.
- E. The vendor will provide their prices for each component on the sheet provided in this RFP to assure uniform comparison of proposals
- F. The City reserves the right to add or delete from the total number of any particular service in order to meet the scope of the cleaning program or to maintain budget limits.
- G. The vendor is responsible for the preparation and submittal of the proposal documents for a review/recommendation of the results to the City’s FP&L Committee and Council by appropriate City staff. **Proposals must be delivered to the City Clerk’s Office no later than 10:00 a.m. on Wednesday, March 31, 2021** and will be opened and read. A recommendation will be made to the City’s FP&L Committee at 6:00 p.m. on Wednesday, April 21, 2021 for consideration by **City Council at their Wednesday, May 12, 2021 regular meeting.**
- H. The vendor will be paid monthly upon delivery and receipt of invoice for all services provided.

V. PROCESS FOR SUBMITTING PROPOSALS

A. *Preparation of Proposal*

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate and reliable presentation.

B. *Packaging of Proposal*

The proposal must be enclosed in a sealed envelope or box, plainly marked as “**Proposal for Janitorial Maintenance Services**”

C. *Number of Proposal Copies*

Please submit one (1) original and one (1) copy of proposal to the attention of Kaye Matucheski, Clerk-Treasurer/Finance Director

D. *Content of Proposal*

The proposal **should contain a cover letter** and introduction, including:

- Vendor Name
- Vendor Address
- Vendor Contact Name(s)
- Vendor Telephone & Fax Numbers
- Vendor E-mail Address

The contact name must be the person or persons authorized to represent the Vendor regarding all matters related to the proposal.

The letter must be signed by the person authorized to represent the Vendor.

E. *Submission of Proposal*

Please submit proposals to:
The City of Antigo
700 Edison Street
Antigo, WI 54409

Inquiries

Please submit inquiries to:
Roger Musolff.
Building Inspector/Zoning
rmusolff@antigo-city.org

All proposals must be delivered to the Clerk - Treasurers office **no later than 10:00 a.m. Central Standard Time on Wednesday, March 31, 2021**. Proposals received after the above date and time may not be considered. Faxed proposals will not be accepted. Proposals will be opened at the office of Public Works following the deadline.

F. Non-Collusion Statement

We have read the City's Request for Proposals (RFP) to provide janitorial maintenance services and we certify that we have adequate personnel, equipment, facilities and stock to provide the required parameters. We understand that our ability to meet the criteria and provide the required services shall be judged by the City. In addition, we certify that:

- *Our proposal is not made in the interest or on behalf of any person not named therein;*
- *We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;*
- *We have not in any manner sought by collusion to secure an advantage over any other Vendor;*
- *We have thoroughly examined the RFP requirements, and our proposed prices cover all the services that we have indicated we can provide; and*
- *We acknowledge and accept all the terms/conditions included in the RFP.*

VII. MINIMUM QUALIFICATIONS

- Experience of the vendor with similar facilities
- Financial stability and ability of the vendor to provide services
- Ability to meet the conditions of the contract for services
- Ability to provide proof of worker's compensation and general liability insurance.
- Vendor shall provide proof satisfactory to the City that it has in effect at least the following insurance coverage. The City does not represent that these amounts are sufficient and vendor should exercise judgment about the adequacy of insurance coverage

WORKERS COMPENSATION INSURANCE: Vendor shall provide statutory workers compensation insurance coverage for its employees who will not be considered employees of the CITY in any way.

GENERAL LIABILITY INSURANCE: Minimum limit of \$1,000,000 per occurrence. This shall be broad form coverage.

VIII. EVALUATION OF CRITERIA

The factors to be used by The City in evaluating the proposals will include, but are not limited to, the following listed in no particular order:

- Knowledge of proposed services to be delivered
- References and any experience the City may have with the vendor
- City's knowledge about past services supplied by the vendor
- Proposed cost of the services provided

IX. VENDOR CERTIFICATION

Upon selection of a Vendor that Vendor will be required to submit to the City a federal W-9 Form (request for taxpayer information). Firms already established with the City as a Vendor may have this requirement waived.

CITY HALL SUMMARY OF REQUIRED SERVICES

DAILY GENERAL CLEANING & RESPONSIBILITIES

- Empty interior wastepaper baskets and trash receptacles - Replace bags as needed
 - Empty recycling totes (as needed)
 - Take collected wastes and deposit them into designated on-site dumpsters
- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring
- Vacuum all carpet runners supplied through outside vendor as needed
- Spot clean walls, doors, and switch plates as necessary
- Clean, polish & disinfect drinking fountains with non-toxic cleaners
- Keep janitor's closet in a clean, neat and orderly condition
- Turn off lights in areas as cleaning services are completed (unless security lights)
- Assure that all exterior (3 locations) and interior doors are locked each evening
 - Exceptions for scheduled meeting times
 - Lock interior doors within each Department Area as work is completed
- Clean kitchen/break-room including sink, countertop, table & microwave
 - Includes coffee station located in the Public Works office area
 - Contractor is not responsible for the cleaning of any dishes and etc.
- Clean interior/exterior glass of all entry way doors
 - Includes interior doors at each entry way
 - Interior/exterior entry way "side" glass to be cleaned weekly or as needed
- All other routine cleaning as needed

DAILY RESTROOM CLEANING (Note: Clean after 8:00 p.m. on election dates)

- Empty & clean all paper towel & sanitary disposal receptacles
 - Replace bags as necessary
 - Take collected wastes & deposit into designated on-site dumpsters
- Wash all receptacles with a germicide solution
 - Wash & polish all mirrors & shelves; spot clean walls, doors & dispensers
 - Includes all bright metal and stainless steel fixtures & handles
- Wash all basins, bowls & urinals using a germicidal solution
 - Includes both sides of toilet seats
- Damp mop hard surfaces with a germicidal solution
- Fill all toilet tissue holders, soap & towel dispensers as necessary

WEEKLY GENERAL CLEANING & RESPONSIBILITIES

- Thoroughly clean bathroom walls, stalls & frames using a germicidal solution
- Dust all horizontal surfaces including desks, book cases, countertops, chairs, window sills, baseboard heaters, cabinets, pictures computer screens & keyboards
 - Desktop areas with papers upon them do not need to be completed weekly
- Vacuum all carpeted areas including the moving of light furniture as needed
 - Spot clean any areas impacted by spills or mud/debris being "tracked" in
- Clean all interior "sight" glass on office doors and etc.
- Clean all interior glass walls leading into Clerk's & Public Work's offices including all interior partition glass within the Clerk's office
- Brush, vacuum and/or clean all chairs & furniture in all Department office areas

MONTHLY GENERAL CLEANING & RESPONSIBILITIES

- Brush, vacuum and/or clean all chairs & furniture in Council Chambers and conference rooms
- Dust all horizontal surfaces & fixtures located over 6' in height
 - Dust/clean all baseboard trim & dust window blinds
- Flush/fill all floor drains to assure trap remains effective (includes janitor's room)
- Thoroughly clean/wash exterior trash receptacles with a germicidal solution

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Clean air diffusers and return air grills
- Strip/wax vinyl tile floors in hallways
- Wash all exterior windows and doorways
 - Includes "high-bay" windows at main entrance (interior & exterior)
- Clean/shampoo all carpets
- Apply Murphy's oil soap or other authorized rejuvenating product to all natural wood surfaces including wainscot, trim and doors
- Dust/clean light diffuser assemblies

ITEMS TO BE SUPPLIED by the VENDOR and PAID for by the CITY

- Garbage Bags/Trash Can Liners
- Paper Towels
- Toilet Tissue
- Feminine hygiene supplies
- Soap w/Dispensers
- Kleenex
- Deodorizing supplies

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools
- Cleaning carts and tools

Note: A janitor's closet for storing vendor's equipment & supplies is available

SUMMARY OF FEES for SERVICES for CITY HALL

General City Hall Cleaning Intervals

Daily Cleaning (5 days/week excluding Holidays) \$_____/month x 12 = \$_____

Weekly Cleaning (once per week) \$_____/month x 12 = \$_____

Monthly Cleaning (once per month) \$_____/month x 12 = \$_____

Total for General Cleaning = \$_____/month x 12 = \$_____

Semi-Annual Specialty Cleaning @ City Hall

• Strip/wax VCT tile floors in hallways \$_____/each x 2 = \$_____

• Wash all exterior windows and doorways \$_____/each x 2 = \$_____

• Clean/shampoo all carpets \$_____/each x 2 = \$_____

• Apply Murphy's oil soap to wood surfaces \$_____/each x 2 = \$_____

Total for Specialty Cleaning = \$_____/each x 2 = \$_____

SUMMARY OF FEES for SERVICES for FIRE DEPT.

Semi-Annual Specialty Services for Fire Department

• Strip/wax vinyl tile floors in hallways \$_____/each x 2 = \$_____

• Wash all exterior windows and doorways \$_____/each x 2 = \$_____

• Clean/shampoo all carpets \$_____/each x 2 = \$_____

COMPANY NAME

TELEPHONE #

E-MAIL ADDRESS

OWNERS NAME

SIGNATURE

DATE

STREET SHOP SUMMARY OF REQUIRED SERVICES

WEEKLY GENERAL CLEANING & RESPONSIBILITIES

- Empty interior wastepaper baskets and trash receptacles - Replace bags as needed
 - Empty recycling totes (as needed)
 - Take collected wastes and deposit them into designated on-site dumpsters
- Sweep and/or dust followed by a damp mopping of all hard-surfaced flooring
- Vacuum all carpet runners supplied through outside vendor as needed
- Spot clean walls, doors, and switch plates as necessary
- Clean, polish & disinfect drinking fountains with non-toxic cleaners
- Keep janitor's closet in a clean, neat and orderly condition
- Turn off lights in areas as cleaning services are completed (unless security lights)
- Assure that all exterior and interior doors are locked each evening
- Clean training/break-room including sink, countertop, microwave & tables
 - Includes exterior of refrigerator
 - Contractor is not responsible for the cleaning of any dishes and etc.
- Clean interior/exterior glass of all entry way doors
- All other routine cleaning as needed

WEEKLY RESTROOM CLEANING

- Empty & clean all paper towel & sanitary disposal receptacles
 - Replace bags as necessary
 - Take collected wastes & deposit into designated on-site dumpsters
- Wash all receptacles with a germicide solution
 - Wash & polish all mirrors & shelves; spot clean walls, doors & dispensers
 - Includes all bright metal and stainless steel fixtures & handles
- Thoroughly clean bathroom walls, stalls & frames using a germicidal solution
- Wash all basins, bowls & urinals using a germicidal solution
 - Includes both sides of toilet seats
- Damp mop hard surfaces with a germicidal solution
- Fill all toilet tissue holders, soap & towel dispensers as necessary

MONTHLY GENERAL CLEANING & RESPONSIBILITIES

- Dust all horizontal surfaces including desks, book cases, countertops, chairs, window sills, baseboard heaters, cabinets, pictures computer screens & keyboards
 - Desktop areas with papers upon them do not need to be completed
- Brush, vacuum and/or clean all chairs & furniture in all Department office areas

QUARTERLY GENERAL CLEANING & RESPONSIBILITIES

- Clean air diffusers and return air grills
- Dust all horizontal surfaces & fixtures located over 6' in height
 - Dust/clean all baseboard trim & dust window blinds
- Flush/fill all floor drains to assure trap remains effective
- Deep clean floors in breakroom, hallways, offices and bathrooms

SEMI-ANNUAL CLEANING & RESPONSIBILITIES

- Wash all exterior windows and doorways
- Dust/clean light diffuser assemblies
- Clean ceilings and walls

ITEMS TO BE SUPPLIED by the VENDOR and PAID for by the CITY

- Garbage Bags/Trash Can Liners
- Paper Towels
- Toilet Tissue
- Feminine hygiene supplies
- Soap w/Dispensers
- Kleenex
- Deodorizing supplies

ITEMS TO BE SUPPLIED and PAID for by the VENDOR

- Insurance as required
- Cleaning supplies and equipment
- Bonded employee list and contact information
- Ladders and step stools
- Cleaning carts and tools

Note: A janitor's closet/storage area for vendor's equipment & supplies is available

SUMMARY OF FEES for SERVICES for STREET SHOP

General Street Shop Cleaning Intervals

Weekly Cleaning (once per week) \$_____ x 12 = \$_____

Monthly Cleaning (once per month) \$_____ x 12 = \$_____

Annual Total = \$_____

Quarterly & Semi-Annual Specialty Cleaning @ Street Shop

Quarterly Cleaning (4x per year) \$_____ x 4 = \$_____

Semi-Annual Cleaning (Spring & Fall) \$_____ x 2 = \$_____

Annual Total = \$_____

COMPANY NAME

TELEPHONE #

E-MAIL ADDRESS

OWNERS NAME

SIGNATURE

DATE

PROPOSED CONTRACT FOR CLEANING SERVICES

THIS CONTRACT FOR SERVICES (hereinafter referred to as “Contract”) is made by and between **CITY OF ANTIGO** (hereinafter referred to as “City”, with primary offices located at 700 Edison Street, Antigo, Wisconsin, and _____ (hereinafter referred to as “Contractor”), with principal offices located at _____, Wisconsin.

I. SERVICES TO BE PROVIDED BY CONTRACTOR.

Contractor shall provide the cleaning services in City Hall, Street Shop & Fire Department located in Antigo, WI. Cleaning services include by definition:

Daily General Cleaning (see attached list) - 252 days

Daily Restroom Cleaning (see attached list) - 252 days

Weekly General Cleaning (see attached list) - 52 times

Monthly General Cleaning (see attached list) - 12 times

Quarterly General Cleaning (see attached list) – 4 times

Semi-Annual General Cleaning (see attached list) – 2 times

II. CITY HOLIDAYS

Contractor shall not be responsible to clean any City buildings that are closed in observance of City holidays. The City is closed on the following holidays: New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, the last work day immediately preceding Christmas holiday and Christmas Day.

III. CLEANING SUPPLIES AND EQUIPMENT.

Contractor shall utilize their own vacuum cleaners and vacuum cleaner bags. The Contractor shall supply all cleaning supplies. Other supplies such as bags, paper towels, bathroom supplies and feminine supplies will be ordered by the Contractor and paid for by the City.

IV. SERVICE FEES.

The City shall pay the following fees to Contractor for the aforementioned services:

- Contractor will be paid on a monthly basis upon submittal of an invoice and on a periodic basis for specialty cleanings as completed

V. TERM OF CONTRACT.

This Contract shall commence on June 1, 2021 and terminate on September 30, 2022.

The Contractor may request a 1-year extension of the current contract but must do so at least ninety (90) days in advance of the termination date. The City and the Contractor will negotiate and must mutually agree upon any changes to the stated cleaning intervals and fees for services.

VI. TERMINATION.

This Contract may be terminated by either party without cause after ninety (90) days' written notice.

VII. STATUS AS INDEPENDENT CONTRACTOR.

During all material times while performing the services under this Contract, Contractor is an "Independent Contractor" and is not an agent or employee of the City. Contractor shall be responsible for any injury or harm to persons or property while performing services under this Contract. The Vendor agrees to be responsible for, to protect, to save harmless and indemnify the City, and its elected officials and employees from and against all loss, damage, cost and expense (including attorney fees) suffered or sustained by the City or for which the City may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor under this agreement.

VIII. CONTRACTOR SERVICES ARE NOT ASSIGNABLE.

Services to be provided by Contractor under this Contract are to be performed fully and completely by _____. Contractor may not assign or otherwise transfer the responsibility to perform any of the services covered by this Contract to any other person or entity.

IX. INSURANCE.

Contractor shall maintain a general liability insurance policy in the amount of \$1,000,000 covering any injury or harm to persons or property while performing services under this contract. The City of Antigo shall be named as Additional Insured on the Commercial General Liability insurance. A copy of the Certificate of Insurance shall be filed with the City Clerk within ten (10) days of the commencement of this Contract. The Contractor shall also carry and maintain all other insurance necessary to operate a cleaning service in the State of Wisconsin, including but not limited to, worker's compensation insurance.

X. CONFIDENTIALITY CLAUSE.

Contractor understands that its employees or agents may come into contact with sensitive and/or confidential information while providing cleaning services under this Contract. By entering into this Contract, Contractor agrees not to disclose any information that its employees or agents may come into contact with or are privy to as a result of providing cleaning services under this Contract. Any breach in confidentiality by the Contractor effectively terminates this Contract and obligates the Contractor to return any funds paid to Contractor after the breach of confidentiality occurs.

Contractor is required to provide the City with a list of employees/agents who will be engaged in providing the services listed under Article I. The City shall have the right to conduct background checks on the list of employees/agents and reserves the right to deny access to the City facilities for the purposes of providing services under this Contract.

THIS CONTRACT contains all the promises and agreements between the aforementioned parties.

Dated this _____ day of _____, 2021.

CITY OF ANTIGO

BY: _____
Bill Brandt, Mayor

Kaye M. Matucheski, Clerk-Treasurer

Dated this _____ day of _____, 2021.

BY: _____
, Owner