

**CITY OF GREENWOOD
REQUEST FOR PROPOSAL (RFP)
CLEANING SERVICES FOR CITY HALL AND POLICE DEPARTMENT**

Project Manager: Dot Watkins, City Clerk

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**CITY OF GREENWOOD, MISSOURI
REQUEST FOR PROPOSAL (RFP)
CLEANING SERVICES FOR CITY HALL & POLICE DEPARTMENT**

I. INTRODUCTION

The City of Greenwood is soliciting proposals for cleaning services for the City Hall and Police Facility two (2) days per month located at 709 W. Main Street.

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.

The proposal must be submitted no later than 2:00 p.m. Monday, September 25, 2017 to the Office of the City Clerk, City of Greenwood, 709 W. Main Street, Greenwood, MO 64034.

The City of Greenwood 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.

II. PROJECT OVERVIEW

A. Square footage:

Greenwood City Hall- Upper floor Approximately 1803 sq. ft.
Lower floor approximately 1281 sq. ft.

B. General Requirements:

1. Cleaning Time: Access for cleaning the building will be Monday through Friday 8:00 a.m. to 5:00 p.m.
2. Business License: Companies must submit or obtain a current Greenwood Business License. (\$50.00 yearly fee)
3. Cleaning Products: Companies proposing to do this work must provide all cleaning products to be used on site in the cleaning process. City will provide the vacuum cleaner, mop and broom, toilet paper, paper towels, hand soap, trash can liners.
4. All cleaning personnel will be supervised by city staff while on site in the police department and court offices.
5. Security Clearance (For Police Department Only): All cleaning personnel must have a background clear of any theft, fraud, drug abuse, and felonies.
 - a. The City reserves the right to prohibit any employee from providing services on site.

III. BUILDING WALKTHROUGH

- A. An optional building walk through will be held at any time with an appointment with the City Clerk for interested companies. (Contact Dot Watkins @ 816.537.6969 Ext. 101 or dwatkins@greenwoodmo.com)

IV. SCOPE OF SERVICES

A. General Cleaning Two Times a Month-Includes both floors

1. Empty trash receptacles, replace liners, take trash to dumpster
2. City Hall front glass doors- clean with glass cleaner
3. Vacuum all carpet areas
4. Sweep & mop all hard surface floors
5. Dust window sills, blinds, court room dais, office desks (only if requested), file cabinets, pictures, baseboards.
6. Disinfect all restrooms-All sinks, commodes, urinals, cleaned inside and out. Wet mop all floor surfaces. Clean mirrors with glass cleaner. Replenish paper towels, toilet paper, and soap dispenser as needed.
7. Sweep stairs to police department

B. Areas to be Cleaned

1. City Hall front lobby area
2. Hallways
3. City Council Chambers/Court room
4. Finance Office
5. Court Office
6. City Clerk Office
7. Break room/copy area
8. Restrooms (5)
9. Police Department
 - a) Lobby area
 - b) Hallways
 - c) Squad room
 - d) Restrooms
 - e) Offices (as requested by staff)

V. PROPOSAL INSTRUCTIONS

A. Examination of Proposal Documents

By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the City's objectives.

B. Submission of Proposals

1. Proposals should be delivered to:

City of Greenwood
Office of City Clerk
709 W. Main Street
Greenwood, MO 64034

2. Proposals must be received no later than 2:00 p.m. Monday, September 25, 2017 at which time they will be opened and read aloud publically.
3. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
4. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any company submitting a proposal.
5. The city shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
6. Proposals submitted in response to this request become the property of the City and are subject to the provisions of the Missouri Sunshine Law after the announcement of award is made.
7. Federal Work Authorization Affidavit
8. Proposers are informed that pursuant to Section 285.530, RSMo, each proposer shall, by sworn affidavit and provisions of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Each proposer shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection to the work on the projects. The affidavit contained herein shall be submitted along with the bid.

C. Rights of the City

The City may investigate the qualifications of any proposer under consideration, require confirmation of information furnished by the proposer and require additional evidence or qualifications to perform the services described in this RFP. Contract award will be made, at the sole discretion of the City, based on the evaluation of all responses, applying all criteria, and is determined to be the best qualified to perform the scope of services.

D. Contract Type

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a firm, fixed, not to exceed contract. The successful proposer will be presented with a contract which will need to be approved by the Board of Aldermen. The initial term of this engagement shall be through June 30, 2018, with the option to renew for up to three (3) additional (1) year terms, each beginning July 1st and expiring June 30th.

E. Collusion

By submitting a proposal, each proposer represents and warrants that its proposal is genuine and not a sham or collusive, or made in the interest of, or on behalf of, any person not named therein; that the proposer has not directly or indirectly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the proposer has not in any manner sought collusion to secure any improper advantage over any other person submitted a proposal.

ATTACHMENT A
GENERAL INFORMATION FORM

Vendor Name

Telephone Number

Street Address

Fax Number

City/State/Zip

Email Address

Type of Organization (Corporation, Sole Proprietorship, Partnership, etc.)

Business License

Federal Tax ID Number

Contact Name

Phone Number

E-mail Address

Signature

Date

ATTACHMENT B

Bid Sheet

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the City of Greenwood City Hall/Police Facility:

Amount of Bid: \$ _____

ATTACHMENT C

Client References

Please list three (3) client references. It is preferred that those references are clients within the State of Missouri. The City reserves the right to contact 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: _____

ATTACHMENT D
WORKERS COMPENSATION CERTIFICATION

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

_____ I have and will maintain in full force and affect a policy of Workers Compensation Insurance in compliance with the laws of the State of Missouri with the following insurance company:

Company Name

Agent's Name, Address & Phone Numbers

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 law to obtain or maintain a policy of Workers Compensation Insurance in the performance of this Contract.

Date

Signature

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 of Greenwood 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 Contract.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this contract. 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 the Unemployment Compensation Act or the Workers Compensation Act of the State of Missouri on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents and 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 any pertinent tribunal, agency, board, commission or court. Such personnel or other persons 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.

Company/Individual Name: _____

Official Address: _____

Signature & Title: _____

Date: _____

**WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530, RSMo**

STATE OF MISSOURI)
) ss.
COUNTY OF _____)

As used in this Affidavit, the following terms shall have the following meanings:

EMPLOYEE: Any person performing work or service of any kind or character for hire within the State of Missouri.

FEDERAL WORK AUTHORIZATION PROGRAM: Any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.

KNOWINGLY: A person acts knowingly or with knowledge, (a) with respect to the person's conduct or to attendant circumstances when the person is aware of the nature of the person's conduct or that those circumstances exist; or (b) with respect to a result of the person's conduct when the person is aware that the person's conduct is practically certain to cause that result.

UNAUTHORIZED ALIEN: An alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. 1324a(h)(3).

BEFORE ME, the undersigned authority, personally appeared _____, who, being duly sworn, states on his oath or affirmation as follows:

1. My name is _____ and I am currently the _____ of _____ (hereinafter "Contractor"), whose business address is _____, and I am authorized to make this Affidavit.

2. I am of sound mind and capable of making this Affidavit, and am personally acquainted with the facts stated herein.

3. Contractor is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the Greenwood Janitorial Services.

4. Contractor does not knowingly employ any person who is an unauthorized alien in connection with the contracted services set forth above.

Affiant

Printed Name

Subscribed and sworn to before me this ____ day of _____, 2017.
