Request for Proposal
for
Cleaning Services

City of Polson
106 1st St E
Polson, Montana 59860

PUBLIC NOTICE

City of Polson
RFP for Cleaning Services

The City of Polson (City) is soliciting proposals for a one (1) year contract for cleaning services for City Hall.

The complete RFP (request for proposal) is available at City Hall, 106 1st St E, Polson, Montana 59860, via e-mail: cityclerk@cityofpolson.com or via the City website: www.cityofpolson.com under Resources/Bids and RFPs.

Proposals must be submitted to the City Clerk at 106 1st St E, Polson, MT 59860 no later than **4:00 PM MST, Wednesday, November 25, 2020**. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES". Late proposals will not be considered.

The City reserves the right to reject any and all proposals.

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Lake County Leader

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Introduction

The City of Polson is soliciting proposals for a one (1) year contract for cleaning services for City 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 a simple one or two page proposal that provides all the information it considers pertinent to the qualifications listed herein.

The proposal must be submitted **no later than 4:00 PM on Wednesday, November 25, 2020** directly to City Hall at the following address:

City of Polson
Attn: City Clerk
106 1st ST E
Polson, MT 59860

The envelope should be sealed and clearly marked "CLEANING SERVICES PROPOSAL"

General Instructions for Proposal

a) **Proposal Content** – A completed proposal must contain the following:

- *Proposal letter* – one or two page document signed by an individual authorized to bind the vendor. An unsigned letter may be deemed unresponsive. .

- *References* – Proposals shall include a list of at least two (2) references including name, address, phone number and contact person on a separate page. The City reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

- *Worker's Compensation* – Either an independent contractor's exemption certificate or workers compensation policy certificate.

- *Bond Insurance or Evidence of ability to be Bonded*

b) **Proposal Period** – Proposal prices are to be firm for ninety (90) days.

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 instructions outlined herein. 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 Polson may consider. The City reserves the right to accept or reject any or all proposals and to waive irregularities within. Proposals will be reviewed by the City Manager.

d) **Term and Renewal** – The term of the Contract shall be for one (1) year unless earlier terminated. The Contract can be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract. The City has the option to renew the Contract for an additional year by mutual agreement of the parties at the end of the one (1) year contract.

e) **Basis of Payment** – Payment will be made to the contractor within fifteen (15) days upon receiving the contractor's monthly invoice and after approval by the City Commission. The invoice shall state the date the service was performed and amount. Special services provided must include a detailed description of the service provided and the date it was provided.

Specifications

The specifications outline the requirements for cleaning services for the City Hall building and the Fire Station bathroom.

A walkthrough can be scheduled by appointment to view the building prior to submitting a proposal. Call 406-883-8203 to schedule.

City Hall – 106 1st St. E, Polson, Montana
Includes an entryway and main hallway, back hallway, two open office areas, Council Chambers, Kitchenette, two bathrooms, ten offices and fire station bathroom

Responsibilities of the Contractor

The following are the general cleaning instructions and cleaning schedule. The City requires weekly cleaning services <u>two times per week</u> either before or after business hours.

<u>Entryway, main hallway, back hallway, open office areas</u>
Weekly:
1. Empty all trash receptacles and shredder, replace liners, as needed, and remove trash to collection point. (City to furnish trash receptacle liners)
2. Clean both sides of front and rear entry doors removing prints and smudges; wipe frames.
3. Dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, and office furniture except desks.
4. Vacuum mats and traffic lanes.
5. Dust mop hard surface floors.
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture as needed.
7. Check outside area in front and side of building, removing all litter and debris.
8. Sanitize light switches, door knobs, and other commonly touched surfaces.
9. Sanitize telephone keypads.

Monthly:
1. More extensive cleaning of hard surface floors as needed.
2. Spot wipe walls, light switches and doors removing finger prints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:
1. Thoroughly wash windows (interior and exterior) on both sides. Damp wipe all window/glass frames (Weather permitting).
2. Dust horizontal blinds.

<u>Offices and Council Chambers</u>
Weekly:
1. Empty all trash receptacles, replace liners, as needed, and remove trash to the collection point. (City to furnish trash receptacle liners)
2. Thoroughly dust all horizontal and vertical surfaces, including file cabinets, windowsills, ledges, moldings, and chair bases – excludes desks and other office furniture.
3. Vacuum traffic lanes.

4. Dust mop all hard surface floors.
5. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture, as needed.
6. Sanitize light switches, door knobs, and other commonly touched surfaces.
7. Sanitize telephone keypads.
8. Spot treat soiled carpet areas.

Monthly:

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

Quarterly:

1. Thoroughly wash windows (interior and exterior) on both sides. Damp wipe all window/glass frames (Weather permitting).
2. Dust horizontal blinds.

Restrooms

Weekly:

1. Empty all trash receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to the collection point. (City to furnish trash receptacle liners)
2. Stock paper towels, seat covers and hand soap. Wipe/polish dispensers as needed. (City to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Clean and sanitize hardware.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish hardware.
6. Remove splash marks from walls around basins and toilets.
7. Dust horizontal surfaces, tops of mirrors, and frames. Clean mirrors.
8. Clean and sanitize handicap bar and doorknobs.
9. Mop and sanitize hard surface floor.
10. Sanitize light switches, door knobs, and other commonly touched surfaces.
11. Report any restroom repairs needed to the City Clerk.

Monthly:

1. Wipe down walls, light switches and doors removing fingerprints, smudges and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Kitchenette Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to the collection point. (City to furnish trash receptacle liners)
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Damp wipe counters.
4. Clean and sanitize sink. (City is responsible for dishes)
5. Sanitize light switches, door knobs, and other commonly touched surfaces.
6. Spot clean cabinets and exterior of appliances.
7. Clean interior of microwave removing food particles and stains.
8. Dust mop hard surface floors.

Monthly:

1. Clean interior of refrigerator and remove old food.
2. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills.
3. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.