



**City of Montrose  
Purchasing Division  
433 South First Street  
PO Box 790  
Montrose, CO 81402**

# **INVITATION FOR BID**

## **2016 Park Restroom Cleaning Services**

**Issue Date: Wednesday October 7, 2015**

**Bid Number: 15-035**

**Agent/Contact: Virgil Turner**

**Submissions Must Be Received By: Thursday October 29, 2015 at 2:00pm Colorado Time**

### **Administrative Instructions:**

The City of Montrose is requesting formal bids through the Request for Proposal process from Professional Cleaning Contractors for the cleaning of Montrose City Park restrooms. Proposals will be publicly received and registered on Thursday, October 29th 2015 at City Hall, 433 S. 1st Street, Montrose, Colorado 81401. Bids will be received no later than 2:00 P.M. on the above date.

Complete bid packets can be downloaded from the City web page at [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, and Open Bids. Addenda will be posted to the website and it is the bidder's responsibility to download addenda.

The City reserves the right to accept or reject any or all bids, to waive irregularities and/or informalities and to disregard all non-conforming, non-responsive, unbalanced or conditional bids. The City of Montrose complies with all Equal Opportunity requirements. All qualified Offerors will receive consideration without regard to race, creed, color, national origin, sex, marital status, religion, ancestry, mental or physical handicap or age.

### **GENERAL TERMS AND CONDITIONS**

These General Terms and Conditions apply to all Offers made to the City of Montrose (hereafter "City") by all prospective vendors (herein after referred to as "Bidder") regarding City Solicitations including, but not limited to, Invitations to Bid, Requests For Proposals, Requests for Quotes, and Requests For Qualifications (hereafter "Solicitation" or Bid Solicitation.).

#### **A. CONTENTS OF BID**

1) Bidders shall thoroughly read the project requirements and specifications, and shall examine any drawings, which may be incorporated into the Bid documents. As Bid documents frequently change for each Solicitation, veteran Bidders shall not assume that this Solicitation contains the same terms and conditions that were supplied in prior Solicitations. The City is not obligated to identify either minimal or substantial modifications to Bid documents.

2) Bidders shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of services, materials and equipment as required by the Bid conditions. No plea of ignorance by the Bidder of conditions that exist, or may hereafter exist as a result of failure to fulfill the requirements of the contract documents, will be accepted as the basis for varying the requirements of the City or the compensation to the Bidder.

3) Bidders are advised that all City contracts are subject to all legal requirements contained in City Ordinances and State and Federal

Statutes governing purchasing activities.

4) Bidders are required to state the exact intentions of their offer to the City via this Solicitation and must indicate any variances to the terms, conditions, and specifications of this Solicitation, no matter how slight. If variations are not stated in the Bidder's Offer, it shall be construed that the Bidder's Offer fully complies with all conditions identified in this Solicitation.

## **B. CLARIFICATION AND MODIFICATION OF BID SOLICITATION**

1) Apparent silence or omissions within this Bid Solicitation regarding a detailed description of the materials and services to be provided shall be interpreted to mean that only the best commercial practices are to prevail and that only materials and workmanship of first quality are to be used.

2) If any Bidder contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the specifications, the Bidder must submit a written (fax or e-mail) request for clarification to the City's Agent/Contact. The Bidder submitting the request will be responsible for ensuring that the City receives the request at least seven (7) calendar days prior to the scheduled bid opening.

3) Any official interpretation of the Bid Solicitation must be issued in writing by the agent/contact of the City who is authorized to act on behalf of the City, or by the City's Legal Department. The City shall not be responsible for other interpretations offered by employees of the City who are not authorized to act on behalf of the City for this project.

4) If necessary, the City may issue a written addendum to clarify or inform of substantial changes which impact the technical submission of Bids. Addenda will be posted to the website and it is the Bidder's responsibility to download addenda. The Bidder shall certify its receipt of the addendum by signing the addendum and returning it with its Bid. In the event of a conflict with the original Bid Solicitation documents, addenda shall supersede all other documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

## **C. PRICING, COLLUSION, AND TAXES**

1) Current Prices. Bid Proposals must be fixed and firm unless stated otherwise in the Bid Solicitation.

2) Discounts. Discounts shall not be considered in determining the lowest net cost for Bid evaluation purposes. Payment terms shall be as set forth in any contract executed between the City and the Bidder. Payment by the City is deemed to be made on the date of the mailing of the check, or as otherwise set forth in any contract executed between the City and the Bidder.

3) Collusion. The Bidder, by affixing its signature to this Proposal, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, or entities offering a Bid for the same items, or with the City. The Bidder also certifies that its Bid is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the City's public procurement process, all Bidders are hereby placed on notice that any and all Bidders who falsify the certifications required in conjunction with this section shall be prosecuted to the fullest extent of the law.

4) It shall be understood and agreed that Bid Offers submitted by persons and entities are done so independently of any other offers, and that Bidders will not knowingly participate in solicitations where there exists a conflict of interest with their entity and a member of City staff or their immediate family.

5) Taxes. Bidders will neither include Federal, State nor applicable Local excise or sales taxes in bid prices, as the City is exempt from payment of such taxes. The Colorado Department of Revenue, Certification of Exemption for Colorado State Sales/Use Tax account number for the City of Montrose is 98-01805-0000. An exemption certificate will be provided, where applicable, upon request.

## **D. PREPARATION AND SUBMISSION OF BID**

1) The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Bidder must be initialed in ink by the Bidder or its lawful agent.

2) Bid Proposals must contain a manual signature of an authorized agent of the Bidder in the space provided on the Bid Proposal Form. If the Bidder or its lawful agent fails to sign the Bid Proposal Form, its Bid shall be considered non-responsive and ineligible for award.

3) Unit prices shall be provided by the Bidder on the Bid Proposal Form when required in conjunction with the prescribed method of award. The Bidder shall enter "No Bid" for each item where a unit price will not be offered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.

4) The delivery and/or completion date(s) provided by the Bidder, if required, must be stated in calendar days, following receipt of order/contract or official notice to proceed.

5) All information and supplemental documentation required in conjunction with this Bid shall be furnished by the Bidder with its Bid Proposal. If the Bidder fails to supply any required information or documents, the city, in its sole discretion, may consider the Proposal non-responsive.

6) The accuracy of the Bid is the sole responsibility of the Bidder. No changes in the Proposal shall be allowed after the submission deadline, except when the Bidder can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the price actually intended.

7) The Bid Proposal Form shall be enclosed in a sealed envelope and addressed to the City. The envelope shall clearly identify the Bid Number, Title and Due Date when submitted to the City. The Bidder shall also include its name and address on the outside of the envelope.

8) The City's Bid Proposal Form, which is attached to this Bid Solicitation, must be used when the Bidder is submitting its Bid Proposal. The Bidder shall not alter this form unless instructed to do so in writing by the City. Failure to use the City's Bid Proposal Form may result in the Bid being considered non-responsive.

9) Offers in response to formal Bid Solicitations will not be accepted by facsimile transmission. Only signed written offers will be considered responsive, and eligible for possible award. Bidders shall provide Proposal Forms, Statement of Work/Technical Offer Section, Special Conditions, Specifications and Pricing Form, and any other mandatory submittals with the bid. If RFP contemplates sample contract, submit sample.

10) Bidders who qualify their Proposals by including alternate contractual provisions should be aware that the City does not negotiate the terms of its contracts, and will ordinarily declare such Bid Proposals non-responsive. Once bids have been opened, the City shall not consider any subsequent submissions of alternate terms and conditions.

11) Bid Bonds (5% of total bid price) and performance and payment bonds (100% of total bid price) are required on construction projects over \$50,000.

12) Insurance certificates are required after a Notice of Award has been issued. Costs for additional coverage must be included in the Bidder's proposal cost.

13) Bid Proposals received after the submission due date and time prescribed for the solicitation shall not be considered.

#### **E. VENDOR APPLICATION AND RETENTION ON BIDDERS' LIST**

The City does not maintain a bidder's list. Register to receive an automated email notification of new bids by visiting [www.cityofmontrose.org](http://www.cityofmontrose.org) - Department Services - Purchasing - Bidder's List.

#### **F. MODIFICATION OR WITHDRAWAL OF LEGITIMATE OFFERS**

1) Bidder offers may be modified in the form of an official written notice, and must be received prior to the due time and date set forth the Bid Solicitation. Each modification submitted must have the Bidder's name and return address and the applicable Solicitation Number and title clearly marked on the face of the envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the City will be considered the valid modification.

2) Bids may be withdrawn prior to the due time and date set for the Solicitation, provided it is in the form of an official, authorized written request.

3) Proposals may not be modified or withdrawn after the due date and time set for the Bid opening for a period of ninety (90) calendar days. If a Bid Proposal is modified or withdrawn by the Bidder during this ninety (90) day period, the City may, at its option, place the Bidder on suspension and may not accept any further Bid Proposals from the Bidder for a period set by the City following the Bidder's modification or withdrawal of its Proposal. The City may reject an offer, in whole or in part, as set forth in the City of Montrose Municipal Code, and the City's Procurement Manual.

#### **G. EVALUATION OF OFFERS**

1) Offers shall be evaluated based upon their responses to the questions and requests for information in this Bid Solicitation, and based upon whether and to what degree they comply with the instructions set forth herein. Thoroughness, accuracy, veracity, and professionalism in the responses shall be taken into account.

2) The City may, in its sole and absolute discretion:

- a) Reject any and all, or parts of any or all, Bid Proposals submitted by prospective Bidders;
- b) Re-advertise this Solicitation;
- c) Postpone or cancel the Bid process for this Solicitation;
- d) Waive any irregularities or technicalities in proposals received in conjunction with this Solicitation;
- e) Determine the criteria and process whereby Proposals are evaluated and awarded.

3) A Proposal may not be accepted from, nor any contract be awarded to, any person or entity which is in arrears to the City upon any debt or Contract or which is in default as surety or otherwise upon any obligation to the City.

4) No Contract shall be awarded to any person or entity which has failed to perform faithfully any previous contract with the City, the State or Federal government for a minimum period of one (1) year after said previous Contract was terminated for cause.

5) A Proposal may not be accepted from, nor any Contract awarded to, any person or entity which has pending litigation against the City at the date and time of the Bid Opening.

#### **H. AWARD OF CONTRACT**

1) The City's Agent/Contact is authorized to handle initial contacts regarding any protest of the solicitation or award of a City contract, or any claim arising out of the performance of a City contract, with the City Manager's approval. Any actual or prospective Bidder or Contractor who has a grievance in connection with the solicitation or award of a contract shall first seek resolution of the matter with the City's Agent/Contact.

2) If the City Manager or City designee does not, within thirty (30) days after receiving a protest, or within such longer period as may be agreed upon by the parties, issue a written decision on the protest or make a determination that award of the contract is necessary, the protest shall be considered denied.

3) By law, the City reserves the right to accept or reject any or all proposed bids, or any combination of them, and to waive any informality or irregularity in the bid or in the bidding.

4) Successful Bidders shall comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, the Bid Proposal.

5) No Bidder shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex, or be subjected to discrimination under any contractual award administered by the City.

#### **L. CONTRACTUAL OBLIGATIONS**

1) In order to ensure the efficient utilization of tax dollars, successful Bidders shall comply with all contractual obligations contained in the Contract Documents, as set forth in the contract signed by the City and Bidder. A sample contract that Bidder will be expected to sign is supplied with these Bid Documents.

### **SPECIAL CONDITIONS**

**Company Name:** \_\_\_\_\_

#### **1. PRE-BID CONFERENCE IS NOT PROVIDED.**

#### **2. CONTACT PERSON**

During the course of this request process, from issuance until a recommendation for award, Bidders shall not initiate contact related to this request with anyone other than the officially designated individual:

For this bid the contact is Mark Armstrong at 970-240-1479 or email: marmstrong@ci.montrose.co.us

Failure to abide by this requirement may result in disqualification from further participation in this process.

#### **3. QUESTION DEADLINE:**

All questions regarding this Request For Proposal shall be directed in writing (mail, email or fax) to Mark Armstrong or email address: marmstrong@ci.montrose.co.us or mailed to P.O. Box 790, 433 South First Street; Montrose, CO 81402. All inquiries shall clearly identify the name of the firm and the authorized representative, the RFP number and Title and a method or address to which the responses shall be made.

The deadline for receipt of questions from Bidders in regards to this RFP is Thursday October 22, 2015.

Responses will be prepared by the City in an addendum and published on the City of Montrose web site at: [www.cityofmontrose.org](http://www.cityofmontrose.org) under Department Services, Purchasing, Open bids, under this bid name. The responses in writing are the only official answers.

#### **4. SUBMITTAL INSTRUCTIONS:**

The City desires to receive a clear, concise, economical presentation of the vendors proposal. Bidders should include the following information in their Proposal and use the following format when compiling their responses.

A. One (1) copy and one original of the bid packet beginning with "Special Conditions" section.

B. Submit signed bid addendum(s).

C. Submit a bid packet in a sealed envelope with the bid number and project name in the lower left hand corner of envelope, with the bidders name clearly written on the envelope.

Failure to submit a proposal in the manner indicated may be cause for it to be considered 'non-responsive' and ineligible for consideration and subsequent award.

### **PROPOSAL FORM - PAGE 1**

**SUBMITTED BY:** Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**CERTIFICATION:** (if a Submission is Offered):

The undersigned hereby affirms that:

- He/she is a duly authorized agent of the Bidder,
- He/she has read the General Terms and Conditions, the Special Conditions and any technical specifications that were made available to the Bidder in conjunction with this Bid and fully understands and accepts these terms unless specific variations have been expressly listed on the Bid Proposal Form;
- The Submission is being offered independently of any other Bidder and in full compliance with the collusive prohibitions specified in the General Terms and Conditions of this solicitation; and
- The Bidder will accept any awards made to them as a result of this Solicitation for a minimum of ninety (90) calendar days following the date and time of the bid opening.

By: \_\_\_\_\_  
Manual Signature of Agent \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Typed/Printed Name of Agent

\_\_\_\_\_  
Title of Agent

Include Original with Submission

Affix Manual signature of authorized agent.

**NO OFFER:**

Indicate reason(s) why no offer is being submitted at this time.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **PROPOSAL FORM - PAGE 2**

**Company Name:** \_\_\_\_\_

**PROMPT PAYMENT TERMS:**

Discount: \_\_\_\_\_ % \_\_\_\_\_ Days

Net: \_\_\_\_\_ Days

**VARIATIONS:**

The Bidder shall identify all variations and exceptions taken to the General Terms and Conditions, the Special Conditions and any Technical Specifications in the space provided below; provided, however, that such variations are not expressly prohibited in the Bid documents. For each variation listed, reference the applicable section of the bid document. If no variations are listed here, it is understood that the Bidder's Proposal fully complies with all terms and conditions. It is further understood that such variations may be cause for determining that the Bid Proposal is non- responsive and ineligible for award:

Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

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Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

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Page #: \_\_\_\_\_ Item # of Section: \_\_\_\_\_

Variance

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**STATEMENT OF WORK**

**Company Name:** \_\_\_\_\_

Public restrooms are to be cleaned and stocked daily as per the provided frequency schedule. Seven (7) City Park restrooms are affected winter closures from November 15<sup>th</sup> to April 15. Opening and closing dates can vary slightly given weather conditions. Five (5) restrooms will remain open all year. The following is a list of restrooms.

**OPEN ALL YEAR:**

1. **Buckley Park** – 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet of floor.
2. **LaRaza Park**– 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet of floor.
3. **Centennial Plaza** – 1 urinal, 3 toilets, 2 wash basins, 1 drinking fountain. 209 square feet.
4. **Rotary Park** - 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet.
5. **Riverbottom Park** – 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet.

**OPEN SEASONALLY:**

6. **West Main trail Head** – 1 toilet, 1 wash basin, 1 hand dryer, 1 drinking fountain. 90 square feet.

7. **Altrusa Park** – 2 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 160 square feet.
8. **Cerise Park** – 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 1 drinking fountain. 260 square feet.
9. **Sunset Mesa** – 1 urinal, 3 toilets, 2 wash basins, 2 hand dryers, 2 drinking fountains. 420 square feet.
10. **Sunset Mesa Baseball** – 4 toilets, 2 basins, 312 square feet.
11. **Cedar View Park** – 2 toilets, 2 basins, 1 drinking fountain. 144 square feet.
12. **Lions Park** – 2 toilets, 2 wash basins, 240 square feet.

#### **FREQUENCY AND SCOPE:**

Each restroom is to undergo a detailed cleaning and re-stocking of paper goods, soap, etc. every other day (Detailed cleaning and stocking on Saturday and Sundays).

Days when detailed cleaning is not scheduled, restrooms are to be checked for maintenance issues, spot cleaned and stocked. \*

See frequency Schedule

A monthly log will be required to document each location's cleaning time (time in / time out) per day.

#### **Detailed Cleaning Specifications:**

Clean, sanitize, and wipe dry inside, outside and underneath all urinals, commodes, wash basins, bright work, toilet seats on both sides and by hinges, partitions and partition leg supports, plumbing fixtures, dispensers, doors, mirrors and walls with disinfecting cleaner, and if applicable, stainless steel cleaner. Floor surfaces are to be swept with a broom or dust mop for the removal of debris, dirt and other foreign matter then mopped with a non-residue leaving cleanser. Pour a recommended amount of the disinfectant deodorant solution mix into each toilet bowl/urinal and scrub clean with a bowl brush to remove stains and odors.

Re-supply or fill all soap, towels, toilet paper and toilet seat dispensers with appropriate commercial grade products provided by the City and ensure all products are of correct size to fit dispensers and all units operate properly. Receptacle liners shall be changed and proper sized liners refurbished to reduce odors and germ build-up. All floor drains shall be flushed with hot water weekly and maintained free of obstructions and offensive odors at all times.

Walls, door knobs and switch plate covers in these areas shall be wiped thoroughly with disinfectant cleaner.

#### **STANDARDS:**

Properly cleaned rest rooms and showers shall be free of all odors, stains, discoloration and deposits. High sanitary conditions shall be maintained and quality grade paper products installed in appropriate dispensers. Replacement liners shall be of sufficient strength, quality and of the correct size to fit the receptacles in which they are to be inserted and no offensive odors shall be detected from showers or rest room floor drains. Any maintenance problems with the soap, towel and toilet seat dispenser's shall be reported to the Facilities Department immediately.

#### **GLASS SURFACES:**

Specifications: As needed, wash clean all glass surfaces on both sides with provided glass cleaner Wipe dry with clean, lint free cloth or squeegee dry. Clean mirrors with a quality grade glass cleaner with ammonia water and wipe or polish clean with a clean, lint free cloth or squeegee dry.

Standards: Properly cleaned glass surfaces and adjacent surfaces are free of all blemishes, streaks, marks, film and other visible, unsightly appearances as needed.

#### **SUPPLIES:**

Cleaning supplies and paper goods will be supplied by the City and stored in bulk at a central location determined by the City. Supplies are to be delivered to and stationed at each restroom facility. It is the contractor's responsibility to notify the Facilities Manager when supply quantities require re-ordering. All utility rooms utilized by the contractor should be kept in an orderly manner.

#### **MAINTENANCE PROBLEMS:**

It is the contractor's responsibility to remove foreign objects from fixtures and plunge any clogs before reporting maintenance problems to the Facilities Department. All other maintenance issues should be reported to the Facilities Department as soon as they are found.

#### **SAFETY:**

Warn users of any temporary conditions with "out of order signs".

Display "Caution Wet Floor" signs when mopping and leave until dry.

