

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

General Information

The City of Olivette (City) is requesting proposals from qualified firms or individuals (Responders) for Janitorial Services for the Olivette City Center, a new facility located at 1140 Dielman Rd and the Olivette Community Center located at 9723 Grandview Dr.

There is no expressed or implied obligation of the City to reimburse responders for any expenses incurred in preparing responses to this request.

Background Information

The Olivette City Center, a newly constructed building located at 1140 Dielman Rd, Olivette, MO 63132 will be housing all public safety and administrative offices for the City. Along with typical office space and frequently used meeting areas, the building will house the Olivette Fire and Police Department. Upkeep and cleanliness is recognized as an important responsibility to citizens, staff, and guests to ensure the longevity of the facility.

Meanwhile, the Olivette Community Center located at 9723 Grandview Dr, Olivette, MO 63132 offers both residents and non-residents spaces of various layouts for rental and programming on both a recurring and non-recurring basis between the hours of 8am to 8pm. In addition to rental and programming use, the Center also houses the offices the Parks and Recreation Department administrative employees. As an important offering to area residents, cleanliness is viewed as key to the presentation and upkeep of an aging building.

Therefore, the City is looking for the development of one or more partnerships in assisting with the maintenance and upkeep of these buildings through janitorial contracts.

Scope of Services

The City of Olivette is seeking proposals for a 24 month contract for the performance of janitorial services at the Olivette City Center in an undetermined frequency of 2 or 5 days per week and at the Olivette Community Center 5 times per week. In addition, both facilities hold special events that may require an additional visit that may not be during regular service performance times. Therefore, the City is also requesting the cost of performance of off-cycle visits that would generally entail only cleaning community rooms, lobby area, and restrooms contained in Bidding Area 1 and a single classroom, lobby area, and restrooms of Bidding Area 3. Any Responder may submit a bid for the contract of janitorial services on any one, any two, or all three portions of this request. The City reserves the right to choose any number of Responders based on the criteria listed below to fulfill the City's needs. If Responders can offer discounts for servicing multiple areas or only want the contract awarded if more than one areas are awarded, please include this information within the Response.

Bidding Area 1:

Olivette City Center Admin and Public Areas

Responses are requested for the cost of providing janitorial services for approximately 13,500 square feet of mixed surface areas including a lobby, community room, council chambers, one unisex public restroom, employee lunch room, typical office space including offices, modular furniture, and conference rooms, staff toilets, and one men's and one women's public restrooms. Additional employee verification or background checks beyond work authorization status is not required for this bidding portion.

Exhibit 1 to this request contains a diagram of the facility to assist in formulating proposals.

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Bidding Area 2:

Olivette City Center Secure Areas

Responses are requested for the cost of providing janitorial services for approximately 4,500 square feet of a secure police, court, and detention area. This area includes typical office space including offices, modular furniture, and staff toilets. In addition, some distinctive areas are included in this space are a men's and women's locker room and detention areas that include cells and processing areas.

VERY IMPORTANT: To maintain accreditation and criminal justice guidelines, the Olivette Police Department requires that all personnel complete fingerprint-based record checks to verify identity and criminal history prior to contract commencement. Prior criminal history doesn't automatically disqualify personnel however variances are addressed on a case by case basis and uncommon.

Exhibit 1 to this request contains a diagram of the facility to assist in formulating proposals.

IMPORTANT IF RESPONDING TO BIDDING AREA 1 OR 2: Responders to bidding areas 1 and 2 are required to fill out the Frequency Chart contained in Exhibit 1. Additional services expected to be performed by the responder and their frequency are also encouraged to be delineated.

Bidding Area 3:

Olivette Community Center

Responses are requested for the cost of providing janitorial services for approximately 12,000 square feet of hard surface areas including a lobby, gym, one eating room containing a kitchenette including refrigerator, sink, stovetop oven, and microwave, three classrooms with no amenities, one men's and one women's public restroom, and three private bathrooms. A floor buffer and an autoscrubber are available at this site for responders to use while performing requested services.

Exhibit 2 to this request is a diagram of the facility in addition to frequency of services to assist in formulating proposals.

Services are expected to be completed to industry standards for facilities of these types as well as specific requirements contained in this document and subject to City approval. Equipment and cleaning supplies are to be provided by the Responder unless otherwise noted. The City Manager or their designee will be responsible for the quality of work at the City Center while the Director of Parks and Recreation or their designee will be responsible for approving the quality of work at the Community Center.

Walkthrough

A walkthrough of both facilities will be held on Friday, March 10th, 2017 and will begin at the Olivette Community Center, 9723 Grandview Drive, 63132 at 2pm for a brief overview of the services requested along with a question and answer session followed by a walkthrough of Bidding Area 3. The walkthrough will then change locations to the new Olivette City Center at 1140 Dielman Rd, 63132.

NOTE: The Olivette City Center is under construction and hard hats will be required during the walkthrough of this location. Prospective Responders are asked to arrange for their own safety headgear as the City is unable to provide hard hats.

Detailed diagrams will be available of Bidding Area 2 (secure areas) during the question and answer portion of the walkthrough for attendees that do not wish or are unable to attend the second portion of the walkthrough.

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Specifications for Response -

1. Completed Attachment 1
 - a. Firm Name and Contact Details
 - b. Verification of qualification to provided services for public entities (e-verify, etc)
 - c. Insurance certificates for general liability, workers compensation, and professional liability
 - d. Frequency Chart completed if responding to bidding areas 1 or 2.
2. Applicant Qualifications
3. References

Criteria for Selection –

All submissions will be evaluated using the following criteria:

1. Compliance with the RFP including completed Attachment 1 with Response
2. Understanding of the services
3. Experience
4. Cost

Response Instructions

For consideration to be given to any submission to this RFP, responses must be received by **2:00pm on Wednesday, March 15th, 2017** at 9473 Olive Blvd. Mailed or couriered responses can be sent to the current City Hall at the following address:

City of Olivette
City Clerk, Bid Documents – Janitorial Services
9473 Olive Blvd
Olivette, MO 63132

No faxed, emailed, or late responses will be accepted. The City will not be responsible for responses placed in the mail which do not arrive by the deadline. Responses received before the time of opening will be kept by the City Clerk securely and unopened. Responses received after the deadline will not be considered.

Contact with City Personnel

At no time shall a Responder, its agent, representatives or contracted personnel contact or otherwise communicate with City personnel with the exception of during the location walkthrough. All inquiries relating to the RFP are to be addressed to **Darren Mann at dmann@olivettemo.com or 314-993-0444 x4**. Addenda information shall be shared, as necessary, to all known potential responders.

Probable Schedule:

- | | |
|-----------------------------------------------------|-------------------|
| • RFP issued on | 3/01/17 |
| • Location walkthroughs (held at 9723 Grandview Dr) | 3/10/17 @2pm |
| • RFP responses due (2:00 PM at 9473 Olive Blvd) | 3/15/17 @2pm |
| • Review and interview of Responders | 3/15/17 – 3/22/17 |
| • Recommendation to Council | 3/28/17 |
| • Contract execution and commencement of services | 4/15/17 |

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Disposition and Disclosure of Responses

All responses submitted to this RFP will become the property of the City and a matter of public record. The Applicant must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any Applicant claiming such an exemption must also state in this response that the applicant agrees to hold harmless, indemnify and defend the City and its agents, officials, and employees in any action or claim brought against the City for its refusal to disclose such materials, trade secrets or other proprietary information to any party making a request therefore. Any Responder failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

Expiration of the Response

By submitting a response the applicant offers to enter into the Contract, the form and content of which shall be agreed upon by both parties. The response shall not be revocable for ninety (90) days following the deadline indicated above. The City reserves the right to waive any defects in the offer of any vendor, to reject any or all offers, and to request additional information from any and all vendors.

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Attachment 1 – to be filled out by Responder

Name: _____

Address: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____

| | Monthly Cost 2 days/week | Monthly Cost 5 days/week | Off-cycle cost (see Scope of Svc section) |
|----------------------------------------------------------------------------------------|----------------------------------|----------------------------------|-------------------------------------------------|
| Bidding Area 1: Olivette City Center 1140 Dielman Rd – Admin/Public Areas | \$ _____ (N/A if not bidding) | \$ _____ (N/A if not bidding) | \$ _____ (N/A if not bidding) |
| Bidding Area 2: Olivette City Center 1140 Dielman Rd – Secure Area | \$ _____ (N/A if not bidding) | \$ _____ (N/A if not bidding) | \$ _____ (N/A if not bidding) |
| Bidding Area 3: Olivette Community Center 9723 Grandview Dr | | \$ _____ (N/A if not bidding) | \$ _____ (N/A if not bidding) |

Will Responder be subcontracting some or all of this service contract? (check one)

____ Yes ____ No

If yes, please provide Subcontractor name, contact information, and list of similar projects.

Responder Checklist:

- ____ Work authorization program (such as e-verify) enrollment attached?
- ____ Insurance (both liability and employee bonding) certificates attached?
- ____ Model contract attached?
- ____ Frequency Chart from Exhibit 1 filled out for areas responding to?

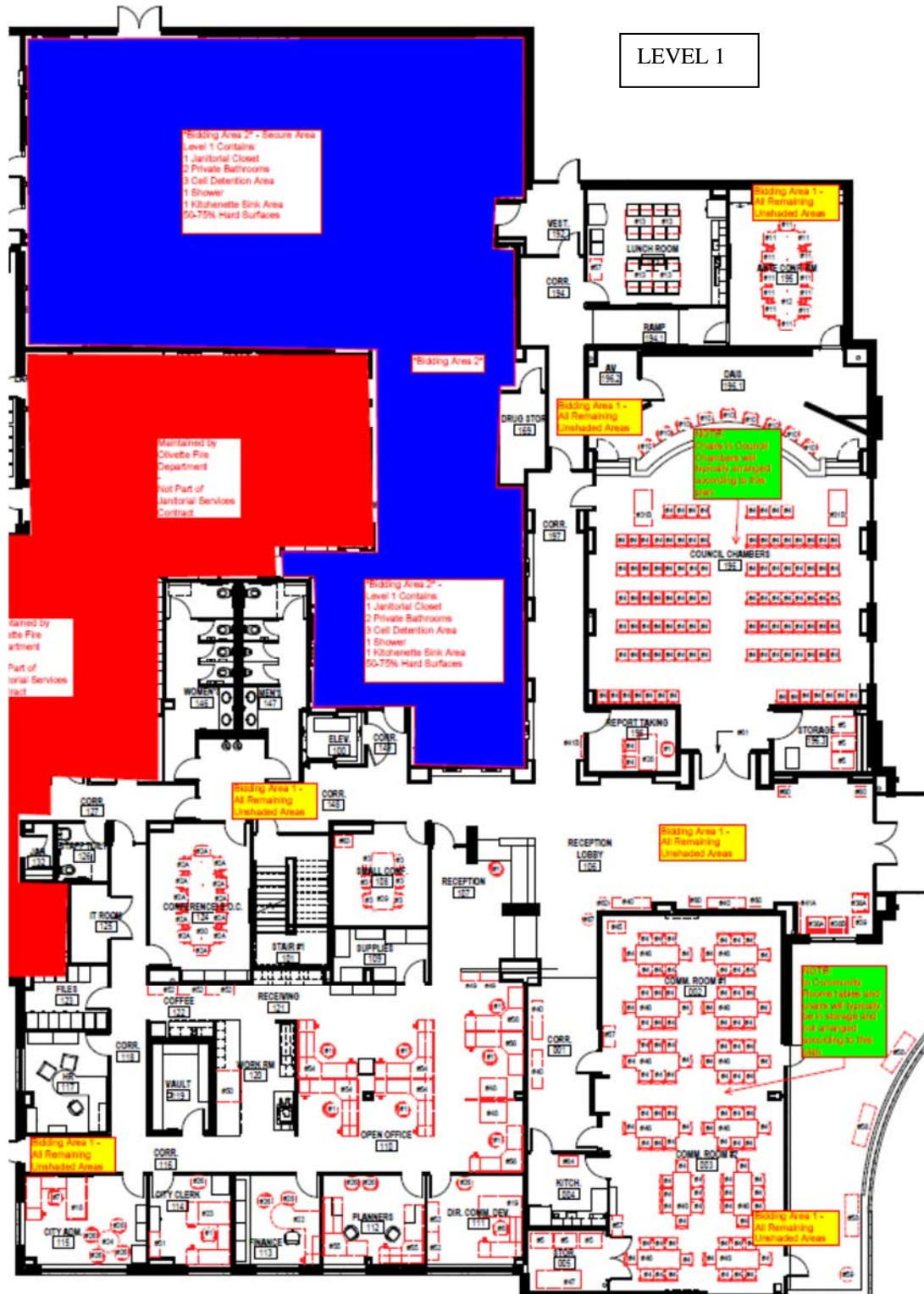
Name of Company _____

Authorized Signature _____

Date: _____

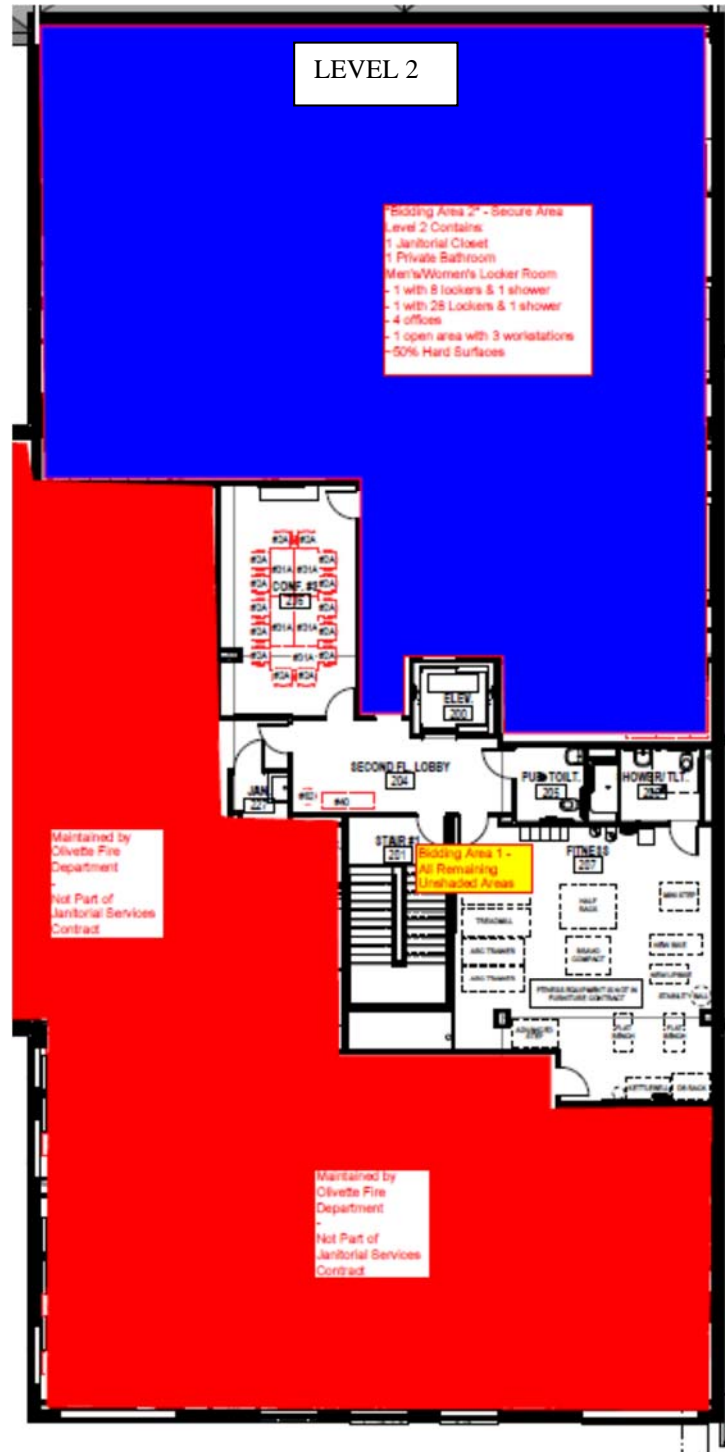
City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Exhibit 1 – Olivette City Center



City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Exhibit 1 – Olivette City Center (cont.)



City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Exhibit 1 – Olivette City Center (cont.)

Frequency Chart Bid Area 1

Please indicate frequency using the following intervals:

A = As Needed (Also indicate minimum frequency)

i.e. As needed weekly minimum would be "**A/W**"

D = Daily, **W** = Weekly, **M** = Monthly

BIDDING AREA 1 (Admin/Public Areas)

Entrance, Lobby, Outdoor Areas, and Hallways

Empty trash, spot clean containers, and replace liners
Clean and wipe drinking fountains
Clean / dust reception areas, counter tops, and window panels
Straighten magazines and brochures in holder
Vacuum entrance mats
Sweep / dry mop hard surface floors including corners
Sanitize door handles and door knobs
Clean glass on all entry doors
Dust baseboards
Wipe furniture
Empty cigarette urns - outside designated area
Wet mop hard surface floors including corners and under floor mats
Clean trash and debris from outside entry area

| 2 x Weekly Frequency | 5 x Weekly Frequency |
|----------------------------|----------------------------|
|----------------------------|----------------------------|

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Private Offices, Cubicles, and Conference Rooms

Empty trash, spot clean containers, and replace liners
Spot clean interior glass
Vacuum carpeting including hard to reach areas
Sweep / dry mop hard surface floors including corners
Damp wipe tables & flat surfaces
High dust areas such as vents, blinds, and door and window frames
Low dust areas such as chair and table legs
Wipe and sanitize telephones
Dust baseboards

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Frequency Chart Bid Area 1 (continued)

BIDDING AREA 1 (Admin/Public Areas) (continued)

| 2 x Weekly Frequency | 5 x Weekly Frequency |
|----------------------------|----------------------------|
|----------------------------|----------------------------|

Council Chamber & Ante Chamber Conference Room

Empty trash, spot clean containers & replace liners
Vacuum carpeting including hard to reach areas
Damp wipe, chairs, tables, podium and dais
Wipe and sanitize telephones
Dust baseboards
Spot clean interior glass

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |

Employee Lunchroom, Kitchenette, and Admin Coffee Area

Empty trash, spot clean containers, and replace liners
Sanitize door of refrigerators and appliances handles
Clean and sanitize tables, chairs, counter tops, and sinks
Spot clean walls
Sweep / dry mop hard surface floors including corners
Wash hard surface floors including corners
Dust top of refrigerator

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Restrooms and Fitness Room

Clean and disinfect toilet bowls and urinals
Scour and disinfect sinks and fixtures
Clean and disinfect countertops
Clean mirrors
Empty trash, spot clean containers, and replace liners
Dust vents and horizontal surfaces
Spot clean walls, switches and cabinets
Restock restroom supplies
Sweep / dry mop hard surface floors including corners
Wash hard surface floors including corners
Clean partitions in restrooms
Replenish paper goods
Scrub and disinfect shower

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Frequency Chart Bid Area 1 (continued)

BIDDING AREA 1 (Admin/Public Areas) (continued)

| 2 x Weekly Frequency | 5 x Weekly Frequency |
|----------------------------|----------------------------|
|----------------------------|----------------------------|

Stairwell

Sweep / dry mop hard surface floors including corners
Clean trash and debris from area
Dust handrails and supports
Wet mop stairs including corners

| | |
|--|--|
| | |
| | |
| | |
| | |

Elevator

Vacuum carpeted areas
Vacuum elevator tracks
Clean and wipe elevator cab interior
Clean and sanitize keypads

| | |
|--|--|
| | |
| | |
| | |
| | |

Janitorial Closets & Storage Areas

Clean utility sinks
Maintain equipment and supplies in a neat and orderly fashion
Remove trash and empty boxes
Sweep / mop floors

| | |
|--|--|
| | |
| | |
| | |
| | |

Hard Surface Flooring Maintenance

Number of times floor buffer used annually in bidding price
Will responder provided auto scrubber be used (Y/N)

| | |
|--|--|
| | |
| | |

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Exhibit 1 – Olivette City Center (cont.)

Frequency Chart Bid Area 2

Please indicate frequency using the following intervals:

A = As Needed (Also indicate minimum frequency)

i.e. As needed weekly minimum would be "**A/W**"

D = Daily, **W** = Weekly, **M** = Monthly

BIDDING AREA 2 (Secure Area)

Private Offices, Cubicles, and Conference Rooms

Empty trash, spot clean containers, and replace liners
Spot clean interior glass
Vacuum carpeting including hard to reach areas
Sweep / dry mop hard surface floors including corners
Damp wipe tables & flat surfaces
High dust areas such as vents, blinds, and door and window frames
Low dust areas such as chair and table legs
Wipe and sanitize telephones

| 2 x Weekly Frequency | 5 x Weekly Frequency |
|----------------------------|----------------------------|
|----------------------------|----------------------------|

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Restrooms and Locker Rooms

Clean and disinfect toilet bowls and urinals
Scour and disinfect sinks and fixtures
Clean and disinfect countertops
Clean and disinfect benches
Clean mirrors
Empty trash, spot clean containers, and replace liners
Dust vents and horizontal surfaces
Spot clean walls, switches and cabinets
Restock restroom supplies
Sweep / dry mop hard surface floors including corners
Wash hard surface floors including corners
Clean partitions in restrooms
Replenish paper goods
Scrub and disinfect showers

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Frequency Chart Bid Area 2 (continued)

BIDDING AREA 2 (Secure Area) (continued)

| 2 x Weekly Frequency | 5 x Weekly Frequency |
|----------------------------|----------------------------|
|----------------------------|----------------------------|

Stairwell

Sweep / dry mop hard surface floors including corners
Clean trash and debris from area
Dust handrails and supports
Wet mop stairs including corners

| | |
|--|--|
| | |
| | |
| | |
| | |

Janitorial Closets & Storage Areas

Clean utility sinks
Maintain equipment and supplies in a neat and orderly fashion
Remove trash and empty boxes
Sweep / mop floors

| | |
|--|--|
| | |
| | |
| | |
| | |

Booking and Detention Area

Empty trash, spot clean containers, and replace liners
Spot clean booking and detention glass
Sweep / dry mop hard surface floors including corners
Wash hard surface floors including corners
Spot clean walls
Low dust areas such as chair and table legs
Sanitize door of refrigerators and appliances handles
Dust top of refrigerator
Clean and sanitize tables, chairs, counter tops, and sinks
Wipe and sanitize telephones
Clean and disinfect toilet bowls
Scour and disinfect sinks and fixtures
Clean and disinfect detention mattresses
Scrub and disinfect detention shower

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Hard Surface Flooring Maintenance

Number of times floor buffer used annually in bidding price
Will responder provided auto scrubber be used (Y/N)

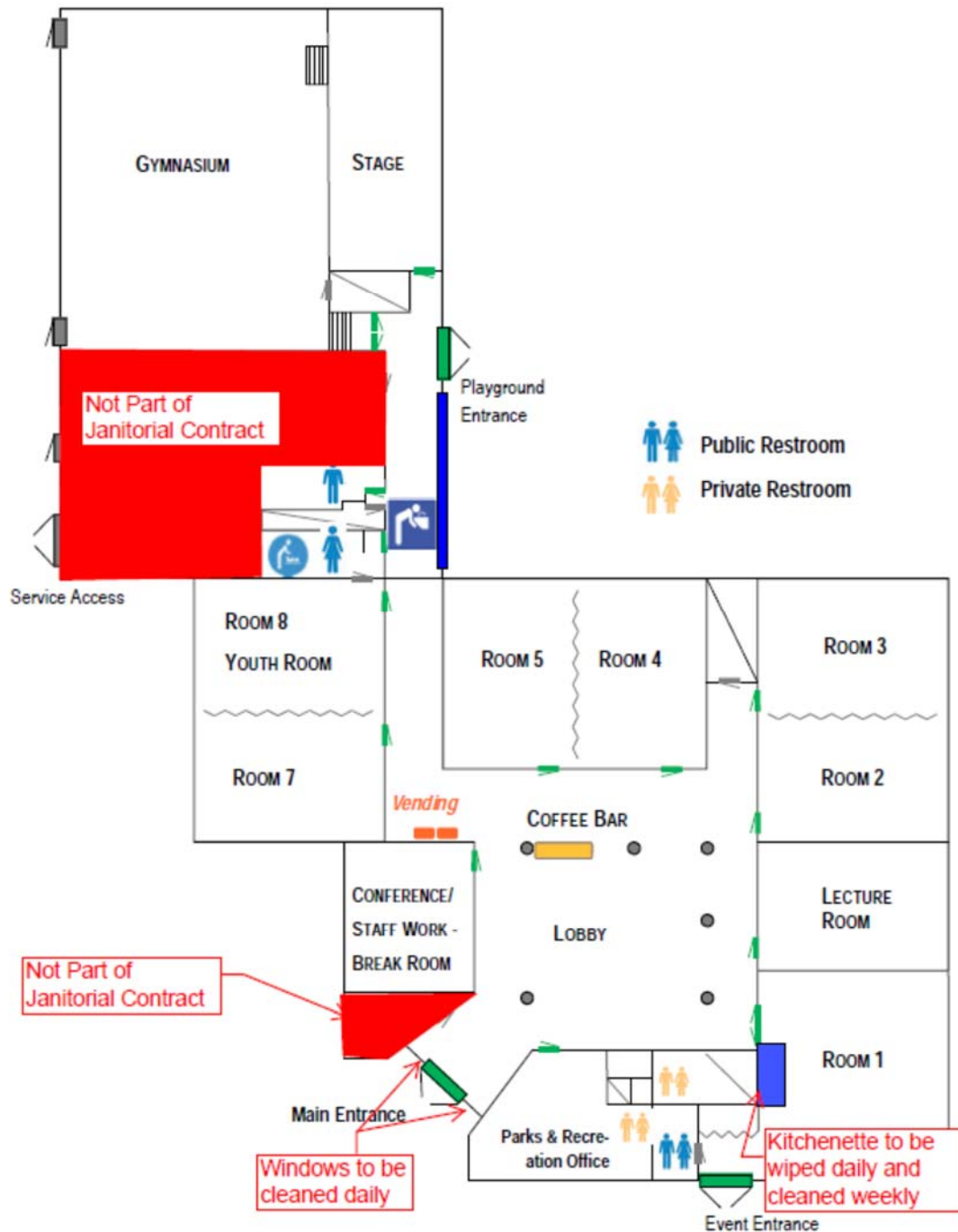
| | |
|--|--|
| | |
| | |

Areas to be EXCLUDED:

Armory (Rooms 165, 166) I.T. Rooms (rooms 125, 247)
Evidence Holding Areas (rooms 159-163)
Haz Mat Storage Area (room 167)

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Exhibit 2 – Olivette Community Center



City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

Exhibit 2 – Olivette Community Center (cont.)

BIDDING AREA 3 (Community Center)

Entrance, Lobby and Hallways

| | |
|--------------------------------------------------------------------|---------|
| Empty trash, spot clean containers, and replace liners | Daily |
| Clean and wipe drinking fountains | Daily |
| Clean / dust reception areas, counter tops, and window panels | Weekly |
| Vacuum entrance mats | Daily |
| Sweep / dry mop hard surface floors including corners | Daily |
| Sanitize door handles and door knobs | Weekly |
| Clean glass on all entry doors | Daily |
| Dust baseboards | Monthly |
| Wipe furniture | Weekly |
| Wet mop hard surface floors including corners and under floor mats | Daily |

Private Offices and Conference Rooms

| | |
|-------------------------------------------------------------------|---------|
| Empty trash, spot clean containers, and replace liners | Daily |
| Spot clean interior glass | Daily |
| Vacuum carpeting including hard to reach areas | Daily |
| Sweep / dry mop hard surface floors including corners | Daily |
| Damp wipe tables & flat surfaces | Monthly |
| High dust areas such as vents, blinds, and door and window frames | Monthly |
| Low dust areas such as chair and table legs | Monthly |
| Dust baseboards | Monthly |

Classrooms

| | |
|-----------------------------------------------------|---------|
| Empty trash, spot clean containers & replace liners | Daily |
| Damp wipe, chairs, tables, podium and dais | Monthly |
| Dust baseboards | Weekly |
| Spot clean interior glass | Weekly |

City of Olivette
Request for Proposal
City of Olivette Janitorial Contract
March 2017

BIDDING AREA3 (Olivette Community Center) (continued)

Restrooms

| | |
|--------------------------------------------------------|---------|
| Clean and disinfect toilet bowls and urinals | Daily |
| Scour and disinfect sinks and fixtures | Daily |
| Clean and disinfect countertops | Daily |
| Clean mirrors | Daily |
| Empty trash, spot clean containers, and replace liners | Daily |
| Dust vents and horizontal surfaces | Monthly |
| Spot clean walls, switches and cabinets | Weekly |
| Restock restroom supplies | Daily |
| Sweep / dry mop hard surface floors including corners | Daily |
| Wash hard surface floors including corners | Weekly |
| Clean partitions in restrooms | Weekly |
| Replenish paper goods | Daily |

Janitorial Closets & Storage Areas

| | |
|---------------------------------------------------------------|---------|
| Clean utility sinks | Daily |
| Maintain equipment and supplies in a neat and orderly fashion | Monthly |
| Remove trash and empty boxes | Weekly |
| Sweep / mop floors | Weekly |

Hard Surface Flooring Maintenance

Number of times floor buffer used annually in bidding price