

**REQUEST FOR PROPOSAL CLEANING SERVICES  
TOWN OF VIENNA**

The Town of Vienna, Dane County, is seeking proposals for cleaning services for town hall beginning January 2018. Please submit all proposals marked "Cleaning Services Proposal" to: Kathleen Clark Clerk, Town of Vienna, 7161 County Road I, DeForest, WI 53532. All proposals must be received by 3:00 p.m. Thursday, September 7, 2017 to be opened at the September 18, 2017 Town Board meeting.

***Description of Town of Vienna***

The Town of Vienna is located in Dane County. The Town Hall consists of 4 offices, hallway, 3 restrooms, small kitchen, vestibule and board room.

***Current Contract***

The cleaning is done the Friday before board meetings which are held on the first and third Mondays of the month.

***Award of Contract***

The Town will consider a number of factors when deciding which cleaning service will be awarded the contract. While price will be the main factor, the Town will not compromise quality of work, variety of services provided, professionalism or ethical considerations when making its decision which applicant is awarded the contract. The Town reserves the right to make the decision which applicant is awarded the contract and said decision may be based on any factors the Town chooses.

***Rejection: Waivers***

The Town reserves the right to reject any and all proposals, waive formalities, technical deficiencies and irregularities, or otherwise solicit new proposals if some other manner of negotiation better serves its interests.

***Competency of Cleaning Service***

The opening and reading or posting of proposals shall not be construed as acceptance by the Town of the cleaning service as being qualified, responsible candidates.

***Indemnification and Insurance***

The cleaning service shall be required to indemnify and hold harmless the Town, and its officers from and against all liability, claims and demands, on account of any injury, loss, or damage, or any portion thereof, is caused by, or claimed to cause by, the act, omission, or fault of the cleaning service or any subcontractor of the cleaning service, or any officer, employee, or agent of the cleaning service or subcontractor, or any other person for whom the contractor is responsible.

The cleaning service or subcontractor of the cleaning service shall be required to carry at their own expense worker's compensation insurance, comprehensive general liability used in performance of the contract.

***Compliance with laws***

The cleaning service shall be responsible at its expense for obtaining and complying with all necessary permits, ordinances and laws.

***Requirements for the RFP submissions***

The Town of Vienna is requiring all RFP submissions to contain:

1. Regular services included in service plans.
2. Special services offered by service
3. Cost of supplies if offered
4. Carpet and floor care

Any questions please contact Kathleen Clark, Town of Vienna, 608-846-3800 or [tovclerk@centurytel.net](mailto:tovclerk@centurytel.net)