



REQUEST FOR PROPOSAL

CITY OF RIVERSIDE JANITORIAL SERVICES

City of Riverside, Missouri
June 10, 2021
10:00 A.M.

The City of Riverside is seeking a licensed, qualified contractor to provide janitorial services for the City of Riverside following facilities.

Location

Riverside Community Center - 4498 N.W. High Drive, Riverside, MO 64150
Riverside Public Safety Facility - 2990 NW Vivion Rd. Riverside, MO 64150
Riverside City Hall - 2950 NW Vivion Rd. Riverside, MO 64150
Riverside Public Works - 4200 NW Riverside St. Riverside, MO 64150

A **MANDATORY** PRE-BID WALK-THRU of facilities is scheduled for **June 1, 2021** beginning promptly at **10:00 a.m.** All interested parties **must be present in the lobby of Riverside City Hall by 10:00 a.m. to participate.**

All questions shall be submitted by email. Deadline will be Friday June 4, 2021 by 3:00 P.M.

Contact

Robin Kincaid
City Clerk
City of Riverside, MO.

816 -741-3993
rkincaid@riversidemo.com

Tom Wooddell
Director of Public Works
City of Riverside, MO.

816-741-3908
twooddell@riversidemo.com

Business days and hours: Monday-Friday 8:00 a.m. – 4:00 p.m.

Submittal Requirements

All bids shall be in a sealed envelope and marked “Bid for: CITY OF RIVERSIDE JANITORIAL SERVICES PROJECT”. Bids must be submitted to the Office of the City Clerk, Riverside City Hall, 2950 NW Vivion Road, Riverside, Missouri, until **10:00 a.m.** Central Standard Legal time on June 10, 2021. At that time all sealed bids will be publicly opened and read aloud. Any bid received after the designated closing time will be returned unopened.

Copies of specifications and other contract documents will be available at Riverside City Hall, 2950 NW Vivion Road, Riverside, Missouri 64150 and the City website: www.riversidemo.com . Contractors should read and be fully familiar with all bidding and contract documents before submitting a bid.

Any written addenda issued (which would be posted on the City’s website) during the time of bidding shall be covered and included in the bid.

Bids shall be made upon the Bid Form provided in the Request for Proposals document, in ink or typewritten. No oral, electronic, facsimile or telephone bids will be considered.

It is the intent of the City to supply the Contractor with a Sales and Compensating Tax Exemption Certificate for use in purchasing materials and supplies used on the project. The Contractor shall, in preparing its bid, omit for its computed costs all sales and compensations taxes.

The following items must be included in the sealed envelope with the bid:

- A. Bid Form
- B. Information on three references
- C. Certificate of Insurance
- D. Federal Work Authorization Affidavit

Preference will be given to contractors who have experience working with other government entities. The City reserves the right to accept or reject any and all bids and to waive any technicalities or irregularities therein. Bids may be modified or withdrawn by written request of the bidder received in the office of the City Clerk, prior to the time and date for the bid opening. No bidder may withdraw its bid for a period of sixty (60) days after the date set for the opening thereof. All bidders agree that rejection shall create no liability on the part of the City because of such rejection.

Federal Work Authorization Affidavit

Bidders are informed that pursuant to Section 285.530, RSMo, each bidder 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 bidder 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.

Contract Duration

The term of the contract shall be for one (1) year (beginning July 1, 2021), with the option to renew for up to four (4) additional (1) year terms.

The City of Riverside shall have the option to adjust cleaning tasks, hours and schedule as needed. The City may request additional cleaning duties as it deems necessary, negotiated with the contractor under this agreement.

Scope of Work - Community Center

Janitorial Tasks

- A. Cleaning services of the lobby, kitchen, restrooms, meeting rooms and offices, including:
 - 1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirror, wall soap dispensers)
 - 2. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location.
 - 3. Empty recycle containers to outside recycle container, clean inside and out, and return them to original location
 - 4. Empty sanitary napkin holders in women's restroom, clean containers inside and out, replace bags and shine stainless steel.

5. Dust surfaces.
6. Wet mop tile floors.
7. Wipe down exterior kitchen cabinets and counter tops, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer
8. Vacuum mats.
9. Annual strip, wax, and buff tile floors.
10. Clean drinking fountains.
11. Any and all general cleaning needed, not previously specified.

Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the tasks outlined above in this scope.
- B. Firms are required to use environmentally friendly products in all applications. Contractor may use fragrant air freshener or scented cleaning agent in the restroom, but unscented products must be used in all other areas.
- C. The City will provide paper goods, soap and can liners.

Schedule

Crews will perform the described janitorial tasks Monday, Tuesday, Wednesday, Thursday between the hours of 7:30 P.M and 10:00 P.M. and Sunday between the hours of 4:00 P.M.. and 6:30 P.M. *Subject to change.*

Optional additional service and schedule to be provided upon request with additional separate cost:

- A. As requested

Scope of Work - Public Safety

Janitorial Tasks

- A. Cleaning services of the lobby, kitchen, kitchenettes, coffee points, restrooms, locker rooms, meeting rooms, offices, training rooms, bunk rooms, stairs, elevator, booking, holding area, dispatch, fitness room, records, and hallways including:
 1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, showers, chrome, stainless steel, mirror, wall soap dispensers)
 2. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to outside recycle container, clean inside and out, and return them to original location
 3. Empty sanitary napkin holders in women’s restroom, clean containers inside and out, replace bags and shine stainless steel.
 4. Wet mop tile floors.
 5. Dust surfaces.
 6. Wipe down exterior kitchen cabinets and counter tops, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer
 7. Check floors and carpets for dirty spots and spills and spot clean as necessary.
 8. Vacuum carpet and mats
 9. Clean all drinking fountains.
 10. Fill all soap dispensers.
 11. Replace all paper goods as needed including toilet paper.

12. **Fitness Room** floor mopped with (Concentrate 117 cleaner, or any with Neutral PH) once a week and equipment dusted and cleaned.
13. Quarterly deep clean
14. Any and all general cleaning needed, not previously specified.

Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the tasks outlined above in this scope.
- B. Contractor is required to use environmentally friendly products in all applications. Contractor may use fragrant air freshener or scented cleaning agent in the restroom, but unscented or lightly scented products must be used in all other areas.
- C. The City will provide paper goods, soap and can liners.

Schedule

Crews will perform the described janitorial tasks Monday, Tuesday, Wednesday, Thursday and Friday between the hours of 4:30 P.M. and 9:00 p.m. *Subject to change.*

Optional additional service and schedule to be provided upon request as and when needed as an additional separate cost:

- A. As requested

Scope of Work - City Hall

Janitorial Tasks

- A. Cleaning services of the lobby, kitchen, offices, restrooms, conference rooms, meeting rooms, chamber, court room and hallways including:
 1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirror, wall soap dispensers)
 2. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to outside recycle container, clean inside and out, and return them to original location
 3. Empty sanitary napkin holders in women's restroom, clean containers inside and out, replace bags and shine stainless steel.
 4. Dust surfaces
 5. Wet mop all tile floors.
 6. Wipe down exterior kitchen cabinets and counter tops, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer
 7. Check carpets for dirty spots and spills and spot clean, as necessary.
 8. Vacuum carpet and mats
 9. Clean all drinking fountains.
 10. Fill all soap dispensers.
 11. Replace all paper goods as needed including toilet paper.
 12. Sweep steps to basement as needed.
 13. Any and all general cleaning needed, not previously specified.
- B. Quarterly deep clean
- C. Annually strip, wax, and buff tile floors

Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the tasks outlined above in this scope. Cleaning supplies shall be environmentally friendly and **fragrant free in this facility.**
- B. The City will provide paper goods, soap and can liners.

Schedule

Crews will perform the described janitorial tasks Monday, Tuesday, Wednesday, Thursday, and Friday between the hours of 5:00 P.M. and 9:00 p.m. *Subject to change.*

Judicial Offices Area will be cleaned on Monday, Wednesday & Friday between 8:30 p.m. & 10:00 p.m. Subject to change.

Judicial Courtroom will be cleaned weekly on Wednesdays between 8:30 P.M. and 10:00 P.M. Subject to change.

Optional additional service and schedule to be provided upon request as and when needed as an additional separate cost:

- A. As requested

Scope of Work – Public Works

Janitorial Tasks

- A. Cleaning services of the front entrance, two offices, hallway, kitchen/breakroom and restrooms including:
 - 1. Clean and disinfect restrooms (partitions, toilets, urinals, sinks, chrome, stainless steel, mirror, wall soap dispensers)
 - 2. Empty all trash bins to outside dumpster, clean containers inside and out, and return them to their original location. Empty recycle containers to outside recycle container, clean inside and out, and return them to original location
 - 3. Empty sanitary napkin holders in women’s restroom, clean containers inside and out, replace bags and shine stainless steel.
 - 4. Dust surfaces
 - 5. Wet mop all tile floors.
 - 6. Wipe down exterior kitchen cabinets and counter tops, microwave, all sinks, dishwasher front, stove/oven/hood, refrigerator and freezer
 - 7. Check carpets for dirty spots and spills and spot clean, as necessary.
 - 8. Vacuum carpet and mats
 - 9. Clean all drinking fountains.
 - 10. Fill all soap dispensers.
 - 11. Replace all paper goods as needed including toilet paper.
 - 12. Any and all general cleaning needed, not previously specified.
- B. Quarterly deep clean
- C. Annually strip, wax, and buff tile floors

Supplies

- A. The contractor will be responsible for providing all cleaning supplies necessary to complete the tasks outlined above in this scope.

Schedule

Crews will perform the described janitorial tasks, Friday between the hours of 12:30 P.M. and 2:00 p.m. *subject to change.*

- A. Firms are required to use environmentally friendly products in all applications. Contractor may use fragrant air freshener or scented cleaning agent in the restroom, but unscented or lightly scented products must be used in all other areas.
- B. The City will provide paper goods, soap and can liners.

Optional additional service and schedule to be provided upon request as and when needed as an additional separate cost:

- A. As requested

Required:

- 1. All contracted employees designated to have access to facilities must clear a background screening performed by the City of Riverside Public Safety Department.**
- 2. Each facility is to be identified and invoiced separately each month.**
- 3. Contractor shall submit a monthly cleaning report and log listing facility, employees cleaning, time in and out, date and any discrepancies noted to the City.**
- 4. Mandatory Quarterly Site visit of all facilities by contractor or designated agent thereof.**
- 5. Current City Business License:** The successful bidder shall obtain a current city business license prior to beginning work with the City of Riverside.

References

Contractor shall provide a minimum of three (3) references documenting contractor's experience. Each reference shall include the name of an individual knowledgeable of your service, his/her title, and a current telephone number. In addition, contractor shall provide:

- A. A listing of all businesses you currently provide janitorial services for; and
- B. Information on the experience and/or qualifications of personnel assigned to the project.

BID FORM

CITY OF RIVERSIDE JANITORIAL SERVICES

Total Annual Price (to be payable in twelve monthly installments, and is inclusive of all labor, materials, equipment and supplies):

\$_____.

The undersigned certifies that he/she has the authority to bind the company in a Contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a “no bid”. Please type or print the information below.

COMPANY NAME	TELEPHONE NUMBER
STREET ADDRESS	FAX
CITY, STATE, ZIP	EMAIL
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
AUTHORIZED SIGNATURE	DATE
TAX ID#	ENTITY TYPE (Corporation, LLC, Sole Proprietor, Partnership)

**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 City of Riverside Janitorial Services Project.
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 _____, 2021.

Notary Public

AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, (the "Effective Date") by _____ (hereinafter "Contractor") and the City of Riverside, Missouri (hereinafter "City").

City and Contractor agree as follows:

SECTION 1. Term of Agreement. This Agreement shall begin as of the Effective Date and shall continue until June 30, 2022, with the option to be renewed for up to four (4) additional one (1) year periods upon mutually agreeable terms.

SECTION 2. Scope of Services. The Contractor shall provide the Project Services described in and subject to the conditions contained in the Request for Proposals for The City of Riverside Janitorial Services, hereby incorporated by this reference into this Agreement as if set forth in full. The Contractor will hire, train, supervise, direct the work of, and discharge all personnel engaged by them to perform the Project Services. The Contractor is solely responsible for payment of wages, salaries, fringe benefits and other compensation of, or claimed by, the Contractor's personnel in the performance of the Project Services, including, without limitation, contributions to any employee benefit plans and all payroll taxes. Contractor shall be responsible to pay all costs for permits, licenses, fees and insurance which may be required to perform the work required.

SECTION 3. Payment. The parties agree that the total annualized cost for Project Services is \$ _____, which shall be payable upon invoice in twelve monthly and equal installments provided that this Agreement has not been terminated as provided herein.

SECTION 4. Federal Work Authorization. Pursuant to RSMo 285.530(1), by its sworn affidavit in substantially the form included in the bid documents and incorporated herein, Contractor hereby affirms its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Furthermore, Contractor affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

SECTION 5. Non Discrimination and Equal Opportunity. Contractor shall ensure that all employees are treated equally without regard to their race, color, religion, sex, age, handicap or national origin. The City hereby notifies all bidders that socially and economically disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, sex, age, ancestry or national origin in consideration for an award. The City of Riverside is an equal opportunity employer and encourages minority, women and disadvantaged contractors to submit bids.

SECTION 6. Insurance Requirements.

A. **General Provisions.** Contractor shall file (by the Effective Date) with the City evidence of liability insurance that is consistent with the amounts and endorsements set forth below, and shall maintain such insurance until this contract is terminated.

B. **Limits and Coverage.**

1. **Commercial General Liability Insurance:** Commercial General Liability Coverage in an aggregate amount of not less than \$2,000,000 for all claims arising out of a single accident or occurrence and \$500,000 for any one person in a single accident of occurrence.

a. The following endorsements shall attach to the policy:

(i) The policy shall cover personal injury as well as bodily injury.

- (ii) The policy shall cover blanket contractual liability subject to the standard universal exclusions of contractual liability included in the carrier's standard endorsement as to bodily injuries, personal injuries and property damage.
- (iii) Broad form property damage liability shall be afforded.
- (iv) The City shall be listed as an additional insured.
- (v) The City shall be notified in writing at least 30 days prior to cancellation of the policy.

2. Workers' Compensation Insurance: The Contractor shall obtain and maintain Workers' Compensation Insurance for a limit of \$1,000,000 for all of their respective employees, and in case any work is sublet, the Contractor shall require any subcontractors to provide Workers' Compensation insurance for all subcontractors' employees, in compliance with Missouri law. The Contractor hereby indemnifies the City for any damage resulting to it from failure of either the Contractor or any contractor or subcontractor to obtain and maintain such insurance.

SECTION 7. General Conditions

- A. General Independent Contractor Clause. This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the City's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri Revenue and Taxation laws, Missouri Workers' Compensation and Unemployment Insurance laws.
- B. Termination. The City shall have the right at any time by written notice to Contractor to terminate and cancel this contract, without cause, for the convenience of the City, and Contractor shall immediately stop work. In such event City shall not be liable to Contractor except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price.
- C. Sub-Contracts. The Contractor shall not execute an agreement with any sub-contractor to perform any work under this Agreement until Contractor has the written consent of the City, which may be granted in its sole discretion.
- D. Indemnity and Hold Harmless The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees (individual and/or official capacity) from and against any and all claims, liability, suits, damages, costs (including attorney fees), losses, outlays and expenses in any manner caused in whole or in part by Contractor and arising out of services performed by Contractor under this Agreement.
- E. Conflict of Interest. In accepting this contract, Contractor certifies that no member or officer of its firm or corporation is an officer or employee of the City, or any of its boards or agencies, and further that no officer or employee of the City has any financial interest, direct or indirect, in this contract. All provisions of RSMo. Section 105.450 et seq. shall not be violated.
- F. Assignment. The Contractor shall not assign in whole or in part any interest in this agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the City.
- G. Nondiscrimination. The Contractor agrees in the performance of this agreement not to discriminate on the grounds or because of race, creed, color, national origin or ancestry, sex, religion, handicap, age, or political opinion or affiliation, against any employee of Contractor or applicant for employment.
- H. Nonresident/Foreign Contractors. The Contractor shall procure and maintain during the life of this contract: i) If the Contractor is a foreign corporation, a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.570 R.S.Mo.; ii) A certificate from the Missouri Director of Revenue evidencing compliance with the

transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

- I. Notices. Any notice, approval or other communication between the City and the Contractor pursuant to this Agreement shall be made in writing and shall be deemed to be effective upon receipt or refusal of service and may be given by personal delivery, courier, reliable overnight delivery or deposit in the United States mail, postage prepaid, registered or certified, return receipt requested, to the address specified below or to such other address as may later be designated by written notice of the other party.
- J. Current City Business License. The successful bidder, and all subcontractors, shall obtain a current city business license prior to beginning work.
- K. Sales Tax Exemption Certificate. The City will supply the Contractor with a Project Exemption Certificate for use in purchasing plant materials for the project. The Contractor shall, in preparing its bid, omit from its computed costs all sales and use taxes related to the purchase of plant materials incorporated into or consumed in the work of the Project.

The City: City of Riverside
 Attn: Robin Kincaid, City Clerk
 2950 NW Vivion Road
 Riverside, Missouri 64150

Contractor: _____

Nothing contained in this section shall be construed to restrict the transmission of routine communications between representatives of the City and the Contractor.

- L. Entire Agreement. This agreement contains the entire agreement of the parties. No modification, amendment, or waiver of any of the provisions of this agreement shall be effective unless in writing specifically referring hereto, and signed by both parties.
- M. Jurisdiction. This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit Court of Platte County, Missouri.
- N. Compliance with All Laws. Contractor shall comply with all applicable federal, state, local, and other governmental laws, ordinances, statutes, rules, regulations. Contractor shall secure all permits from public and private sources necessary for performance of the Project Services.

IN WITNESS WHEREOF, the Contractor and the City have executed this Agreement as of the Effective Date.

CONTRACTOR: _____

By: _____

Name: _____

Title: _____

Date: _____

City of Riverside, Missouri:

Kathleen L. Rose, Mayor

Date: _____

Attest:

Robin Kincaid, City Clerk