

Request for Bids for Cleaning Services



City of East Grand Forks MN
600 DeMers Avenue
East Grand Forks, MN 56721

Introduction

The City of East Grand Forks is soliciting bids for a one (1) year contract for cleaning services for three of our City buildings. The cleaning service contract is under the management of the City Council.

Bidders are required to submit written proposals that present the Bidder's qualifications and understanding of the work to be performed. The Bidder's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content. **Awarded bidders must complete a background check of all employees working under this contract and they must pass the check to clean the police building.**

The bids must be submitted no later than noon on August 7, 2013, directly to the City Hall at the following address:

City of East Grand Forks
Attn: Request for Bids for Cleaning Services
600 DeMers Avenue
East Grand Forks, MN 56721

General Instructions for Bid

a) **Bid Content** - A completed bid must contain the following:

- **Bid Form & Signature Page** – the bid form and signature page must be completed and signed by an individual authorized to bind the bidder. All bids submitted without such bid form and signature page may be deemed non-responsive.
- **References** – Bidders shall include a list of two (2) references including name, address, phone number and contact person. It is preferred that references are those of Minnesota contacts. The City reserves the right to contact references other than, and/or in addition to, those furnished by a bidder.

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

c) **Bid Award** - It is the intent of the City to accept the lowest responsible bid, provided it has been submitted in accordance with the bid documents. The City reserves the right to accept or reject any or all bids and to waive irregularities therein. Bids will be opened publicly at the August 13, 2013 City Council work session meeting and awarded at the August 20, 2013 City Council regular meeting.

d) **Term and Renewal** – The term of the Contract shall be from October 1, 2013 to September 30, 2014 unless earlier terminated. The Contract may 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.

- e) **Basis of Payment** – Payment will be made to the contractor within 30 days upon receiving the contractor’s monthly invoice and after approval by the City Council. The invoice shall state the date the service was performed and amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Specifications

The specifications outline the requirements for cleaning services for three (3) City of East Grand Forks buildings. A list of each building, the address and approximate square footage is outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view the buildings beforehand.

Building List

- **City Hall** – 600 DeMers Avenue
2 floors – 28,045 sq. ft. includes entryways, hallways and main rotunda, Council chambers, training room and break room in south wing, bathrooms, stairs, and offices in east and west wings
- **Police Building** – 520 DeMers Avenue
1 floor – 11,700 sq. ft. includes offices, meeting rooms, entry area, break area and bathrooms
- **Public Works Building** – 1001 2nd Street NE
2 floors – 2,624 sq. ft. includes entryway, breakroom, and offices (does not include shop area)

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule

City Hall

DUTIES TO INCLUDE THE FOLLOWING:

- Vacuuming:
 - All halls, offices, training room, Council Chambers and stairs shall be vacuumed each time building is cleaned
- Tile Floors:
 - Verify tile floors are clean by dust mopping or damp mopping each time building is cleaned
- Garbage and Recycle:
 - Empty all garbage and replace liners in cans each time building is cleaned. Clean garbage cans inside and out as necessary.
 - Remove all recycling from offices and place in main receptacle each time building is cleaned. Move main receptacles to exterior (dock area) for pick up. (Pick up is each Wednesday)
- Dusting:
 - Clean and dust all handrails/banisters on all stairways one time every two weeks.
 - Dust all ledges, window ledges, shelving, countertops and desks in one department each time building is cleaned. Offices/Dept will be on a rotating schedule as provided by the City.
 - Dust ledges, pictures, and desks in the Council Chambers one every two weeks (2nd and 4th weeks of the month)
- Glass and doors:
 - Clean and wash all glass to include entrance doors and elevator doors each time building is cleaned
- Bathrooms:
 - Sanitize sinks, counters, faucets, toilets and urinals each time building is cleaned.
 - Check all paper and replenish if needed each time building is cleaned.
 - Check and replenish if needed all soap dispensers each time building is cleaned.
 - Sanitize all stalls and stall doors, walls and floors as needed each time building is cleaned. Floors must be cleaned at least once every two weeks.
 - Clean and wash all mirrors each time building is cleaned.
 - Empty garbage and other receptacles each time building is cleaned.

- Terazzo floor in rotunda:
 - Wash floor in rotunda and burnish as needed with a minimum of two (2) times per month.
- Carpet stains/cleaning:
 - Small carpet stains will be extracted when needed each time building is cleaned. Notification of stain location will be given to cleaning service before they begin cleaning.
- General:
 - Periodic carpet extractions/cleaning of entire building will be done under separate agreement.
 - Light maintenance duties shall be done as agreed upon.

All duties as outlined here to be performed two (2) times per week unless otherwise specified herein.

POLICE DEPARTMENT

DUTIES TO INCLUDE THE FOLLOWING:

- Vacuuming:
 - All carpeted areas shall be vacuumed each time building is cleaned
- Tile Floors:
 - Verify all tile floors (including entrance areas) are clean by dust mopping and damp/wet mopping each time building is cleaned
 - Tile floors should be stripped and waxed twice a year
- Garbage and Recycle:
 - Empty all garbage each time building is cleaned and replace liners in cans as needed. Clean garbage cans inside and out as necessary.
- Remove all recycling from offices and place in main receptacle each time building is cleaned.
- Glass and doors:
 - Clean and wash glass entrance doors each time building is cleaned. Clean other glass in the entryway/lobby as needed
 - Disinfect all doors and door handles each time building is cleaned
- Bathrooms:
 - Sanitize sinks, counters, faucets, toilets and urinals each time building is cleaned.
 - Check all paper and replenish if needed each time building is cleaned.
 - Check and replenish if needed all soap dispensers each time building is cleaned.
 - Sanitize all stalls and stall doors, walls and floors as needed each time building is cleaned.
 - Clean and wash all mirrors each time building is cleaned.
 - Empty garbage and other receptacles each time building is cleaned.
- Carpet stains/cleaning:
 - Small carpet stains will be extracted when needed each time building is cleaned. Notification of stain location will be given to cleaning service before they begin cleaning.
- Jail Cells (and Juvenile Holding Cells):
 - Clean and disinfect jail cells (including toilets and sinks) at least once per week or as needed
 - Restock toilet paper as needed
- Garage Bays:
 - Sweep out all garage bays at least once per week or as needed

- Booking Room:
 - Clean and disinfect the sink, counter tops and table at least once per week
- Lab:
 - Clean and disinfect countertops and sink
- Kitchen/Break Area:
 - Clean all countertops, tables, stove top, sinks each time building is cleaned and fronts of cabinets as needed
- Janitor's Room:
 - Clean and maintain the janitor's room as needed
- General:
 - Periodic carpet extractions/cleaning of entire building will be done under separate agreement.
 - Light maintenance duties shall be done as agreed upon.

All duties as outlined here to be performed three (3) times per week (ideally Monday, Wednesday and Friday evenings) unless otherwise specified herein.

Equipment and Cleaning Chemicals

The East Grand Forks Police Department will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking/ordering of cleaning equipment, supplies and chemicals will be coordinated with Police Department staff.

Damage

The contractor shall report to Police Department Staff any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

Cleaning Schedule

The contractor must provide a cleaning schedule with their quote. The schedule will be reviewed by the Police Department for approval. This schedule is allowed to be flexible due to the Police Department building being staffed 24/7.

Public Works Building

DUTIES TO INCLUDE THE FOLLOWING:

- **Tile Floors:**
 - Verify tile and concrete floors are clean by damp mopping each time building is cleaned. Must remove rugs when damp mopping to clean underneath.
 - Shake or vacuum rugs as needed.
- **Garbage and Recycle:**
 - Empty all garbage and replace liners in cans each time building is cleaned. Clean garbage cans inside and out as necessary.
 - Remove all recycling from offices and place in main receptacle each time building is cleaned.
- **Dusting:**
 - Clean and dust all handrails/banisters on all stairways one time every two weeks.
 - Dust all ledges, window ledges, shelving, countertops and desks in one department each time building is cleaned.
- **Glass and doors:**
 - Clean and wash all glass to include entrance doors as needed.
- **Bathrooms and Kitchen/Breakroom:**
 - Sanitize sinks, counters, faucets, toilets and urinals each time building is cleaned.
 - Check all paper and replenish if needed each time building is cleaned.
 - Check and replenish if needed all soap dispensers each time building is cleaned.
 - Sanitize all stalls and stall doors, walls and floors as needed each time building is cleaned. Floors should be cleaned at least once every week.
 - Clean and wash all mirrors each time building is cleaned.
 - Empty garbage and other receptacles each time building is cleaned.

All duties as outlined here to be performed two (2) times per week unless otherwise specified herein.

Equipment and Cleaning Chemicals

The City of East Grand Forks will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Community Development Department.

Damage

The contractor shall report to the Community Development Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

Cleaning Schedule

The contractor must provide a cleaning schedule with their quote. The schedule will be reviewed by the Community Development Department for approval. This schedule is allowed to be flexible due to the frequent use of City facilities.

City Council meetings are held in the Council chambers on the 1st and 3rd Tuesday of the month at 5:00pm and the 2nd and 4th Tuesdays of the month in the Training room at 5:00pm.

Services are not required, but the contractor may perform them, on the following City observed holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, the 4th of July, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day or New Years Day. If the holiday falls on a Saturday the holiday is observed on the Friday before and if the holiday falls on a Sunday the holiday is observed on the Monday after. The Police Department does not close on Holidays. Therefore, cleaning services must work with Police to determine scheduling during holidays or days off.

Bid Instructions
Request for Bids for Cleaning Services

1. Based on the requirements and provider qualifications please provide two (2) copies of the bid to the City of East Grand Forks.
2. Complete Bid Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form

Bidder shall include items 1-5 in a sealed envelope. All bids should be clearly labeled on the outside of the envelope: **Request for Bids for Cleaning Services**

Bids should be mailed or delivered to:

City of East Grand Forks
Attn: Request for Bids for Cleaning Services
600 DeMers Avenue
East Grand Forks, MN 56721

Bids must be received no later than noon on August 7, 2013

Bid Form
Request for Bids for Cleaning Services

The undersigned hereby submits the following bid for the monthly cost of cleaning services for the City of East Grand Forks buildings:

City Hall \$ _____

Public Works Building \$ _____

Police Building \$ _____

Signature Page
Request for Bids for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Bidder Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the City of East Grand Forks and at all times in the performance of such Contract that:

- ☐ I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

- ☐ I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of East Grand Forks.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

References
Request for Bids for Cleaning Services

Please list two (2) references. It is preferred that those references are contacts within the State of Minnesota. The City reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

PUBLIC NOTICE

The City of East Grand Forks Minnesota is seeking bids from qualified individuals to secure a one-year contract for cleaning services for three City buildings.

Copies of the Bidding Forms are available at City Hall, 600 DeMers Avenue, East Grand Forks, MN 56721, via e-mail: nellis@egf.mn or via the city website: www.egf.mn.

Bids must be submitted to the City Administration Office at 2nd floor, 600 DeMers Avenue, East Grand Forks, MN 56721 no later than noon, Wednesday August 7, 2013. Proposals must be clearly identified as "BIDS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late bids will not be considered.

The City Council reserves the right to reject any and all bids.

City of East Grand Forks
Nancy Ellis
Community Development

Posted:
Publish: