

Request for Proposals
for
Cleaning Services

City of Winnebago
140 Main St South
Winnebago, MN 56098

Introduction

The City of Winnebago is soliciting proposals for a one (1) year contract for cleaning services for two of our City buildings. The cleaning service contract is under the management of the City Council.

Interested parties are required to submit written proposals that present the Proposer's qualifications and understanding of the work to be performed. The 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.

The proposals must be submitted no later than noon on November 3, 2016, directly to the City Hall at the following address:

City of Winnebago
Attn: Request for Proposals for Cleaning Services
140 Main St S
PO Box 35
Winnebago, MN 56098

General Instructions for Proposal

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

- **Proposal Form & Signature Page** – the proposal form and signature page must be completed and signed by an individual authorized to bind the party. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- **References** – Proposals shall include a list of three (3) 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 proposer.

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

c) **Proposal Award** - It is the intent of the City to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. The City reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be opened publicly on November 3 at 1:30pm and presented at the November 7, 2016 City Council meeting and awarded at the December 13, 2016 City Council meeting.

d) **Term and Renewal** – The term of the Contract shall be from January 1, 2017 to December 31, 2017 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 two (2) City of Winnebago buildings. A list of each building, the address is outlined to assist you in your quote.

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

Building List

- *City Hall / Municipal Center* – 140 Main St South

Includes entryway and main hallway, Council chambers, Emergency response room including kitchen, Community room including kitchen, 2 Offices, and 3 bathrooms.

- *Muir Library* – 36 Main St North

Includes two bathrooms, main library area, office area and event room.

Responsibilities of the Contractor

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

City Hall

Entryway and Main Hallway

Weekly:

1. Sweep and mop floors

Bi-weekly:

1. Dust windowsills, doorframes, wainscoting and bulletin boards
2. Clean door and window glass to remove fingerprints and smudges
3. Clean and Sanitize drinking fountain

Council Chambers/Community Room

Weekly:

1. Vacuum
2. Sweep and mop floors

Bi-weekly:

1. Dust windowsills, doorframes, wainscoting, tables, display cabinets and pictures
2. Clean window glass to remove fingerprints and smudges
3. Clean and Sanitize kitchen area

Bathrooms

Weekly:

1. Clean and sanitize toilets
2. Sweep and mop all floors
3. Empty garbage
4. Replace paper towels and toilet paper
5. Clean and sanitize sinks and surround
6. Clean mirror glass to remove fingerprints and smudges

Offices

Weekly:

1. Empty garbage
2. Clean front counter

Bi-weekly

1. Vacuum
2. Dust windowsills, doorframes, wainscoting, tables, display cabinets and pictures
(employees will dust their individuals desks)

Emergency response room

Weekly:

1. Empty garbage
2. Sweep and mop all floors

Biweekly:

1. Clean and Sanitize kitchen area

Library

Weekly:

1. Vacuum
2. Clean and sanitize bathrooms
3. Clean and sanitize sinks and surround
4. Empty garbage
5. Sweep and mop front entryway

Bi-weekly:

1. Dust windowsills, doorframes, wainscoting, tables and bookshelves
2. Clean door and window glass to remove fingerprints and smudges
3. Sweep and mop event room (Weekly during summer months)
4. Vacuum Storytime carpet in event room (Weekly during summer months)

Equipment and Cleaning Chemicals

The City of Winnebago 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 Public Works Department.

Damage

The contractor shall report to the City Administrator or Deputy City Clerk 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 City Council for approval. This schedule is allowed to be flexible due to the frequent use of City facilities.

Current library hours are: Monday 9:00 a.m.-noon, 2:00 p.m.-5:00 p.m., 7:00 p.m.-9:00p.m.
 Tuesday, Wednesday & Thursday 2:00 p.m.-5:00 p.m., 7:00 p.m.-
 9:00 p.m.
 Friday 10:00 a.m.-noon, 2:00 p.m.-5:00 p.m.
 Saturday 10:00a.m. – noon

City Council meetings are held in the Council chambers on the 2nd Tuesday of every month.

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, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving and Christmas 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.

Proposal Instructions
Request for Proposals for Cleaning Services

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

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

Proposals should be mailed or delivered to:

City of Winnebago
Attn: Request for Proposals for Cleaning Services
140 Main Street South
PO Box 35
Winnebago, MN 56098

Proposals must be received no later than noon on November 3rd, 2016

Signature Page
Request for Proposals for Cleaning Services

By: Name and Title (please print) _____

Signature _____

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 Winnebago 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 Winnebago.

Date

Signature of Proposer

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 Proposals for Cleaning Services

Please list three (3) 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: _____

3. Name: _____

Address: _____

Phone Number: _____

PUBLIC NOTICE

The City of Winnebago Minnesota is seeking proposals from qualified individuals to secure a one-year contract for cleaning services for two City buildings.

Copies of the Proposal Forms are available at City Hall, 140 Main Street South, Winnebago, MN 56098, or via the city website: www.cityofwinnebago.com

Proposals must be submitted to the City Administrator or Deputy City Clerk at 140 Main St S, Winnebago, MN 56098 no later than noon, Thursday, November 3, 2016. Proposals must be clearly identified as "PROPOSALS FOR CLEANING SERVICES" and show the name and address of the submitting individual. Late proposals will not be considered.

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

City of Winnebago
Chris Ziegler
City Administrator

Posted: October 18, 2016

Publish: