

BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSALS

Facility Cleaning Services

for the following municipal buildings:

1. Karl Junginger Memorial Library, 625 North Monroe Street
2. Waterloo Municipal Building, 136 North Monroe Street (Police Department and rest of building)
3. Maunasha Business Center, 117 East Madison Street
4. Waterloo Regional Trailhead, 760 McKay Way

Submittal Deadline:
August 30, 2017, 4:00 P.M.

Prepared By:

Mo Hansen
Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

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REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo, Wisconsin ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites each firm ("Service Provider") who shares this commitment to excellence to submit a sealed proposal.

The proposal shall include all of the following:

- a) Qualifications – A brief description and history of the firm including current size and how many persons are directly involved in the work proposed.
- b) References – Discuss the firm's prior experience in providing the proposed service in a municipal setting or similar. Provide a list of current clients.
- c) Bid Proposal Pricing - Submit bid pricing using the example provided in this document.

**All bidders are encouraged to attend a facility walk through to view the facilities and have questions answered.
Monday, August 21, 2017 at 10 am
Tour start, Waterloo Municipal Building, 136 North Monroe Street**

SCOPE OF SERVICES

The Service Provider will provide cleaning services at the locations listed on the title page.

All individuals cleaning in these facilities must pass a background check administered by the Waterloo Police Department.

The Service Provider will be responsible for the purchase of all cleaning supplies and equipment needed. The City will be responsible for the purchase of trash liners, large trash bags, toilet paper, hand towels, hand soap and urinal blocks.

1. KARL JUNGINGER MEMORIAL LIBRARY, 625 NORTH MONROE STREET

Services shall include all normal and customary office and general cleaning including bathroom cleaning, restocking and replacement of all bathroom supplies. Removal of trash and recyclables to the proper containers, vacuuming, dusting and mopping are also considered normal and customary cleaning tasks.

Daily Duties:

Required four days per week in the AM – Monday, Tuesday, Thursday and Friday, excluding holidays.

- Collect all trash and recyclables
- Spot dust library shelves
- Vacuum all carpet
- Clean bathrooms - wipe down sinks, mirrors, stainless steel, clean toilets, and urinals inside and out. Restock supplies. Sweep and Mop floors using a tile and grout floor cleaning substance
- Sweep and mop lobby hallway (when needed with a tile cleaner substance)
- Clean all glass found on entrance doors and windows by the story time area

Weekly Duties:

- On Fridays Sweep and Mop the Large Community Room
- Collect all trash from the four outside trash containers

Bi -Monthly Duties:

- Deep Dusting of all library furniture
- Dusting of all library light fixtures that can be reached

Yearly Duties as Needed: (Only if approved by KJM Library Director)

- Wax and buff all appropriate flooring
- Cleaning of carpets or furniture
- Window cleaning

Location Contact: Library Director Kelli Mountford, 920-478-3344

2. POLICE DEPARTMENT -- MUNICIPAL BUILDING, 136 NORTH MONROE STREET

The Service Provider will provide cleaning services for the entire first floor of the Police Department. Services shall include all normal and customary general cleaning including garage area, office space and bathroom cleaning along with restocking and replacement of all bathroom supplies. Removal of trash and recyclables to the proper containers, vacuuming, dusting and mopping are also considered normal and customary cleaning tasks.

Weekly Duties:

- Four days per week – Monday, Tuesday, Thursday and Friday – between the hours of 7:00 a.m. and noon, excluding holidays.
- Collect all trash and recyclables
- Wipe down all desktops
- Vacuum all carpets
- Clean bathrooms (wipe down sinks, mirrors, stainless steel, clean toilets, and urinals inside and out.
- Restock supplies sweep and mop floors as needed.
- Clean all glass found on entrance doors.
- Sweep & mop lobby hallway.
- Dusting of all office furniture (only once per week)

Monthly Duties or as Needed (Only if approved by Police Chief)

- Dusting of mini-blinds & light fixtures
- Window cleaning
- Cleaning of carpet runners

Yearly Duties (Only if approved by Police Chief)

- Wax & buff all appropriate flooring

Location Contact: Police Chief Denis Sorenson, 920-478-2343

3. MUNICIPAL BUILDING, 136 NORTH MONROE STREET (NON-POLICE DEPARTMENT PORTION OF BUILDING)

The Service Provider will provide cleaning services for the entire first floor of this portion of the Municipal Building. Services shall include all normal and customary general cleaning including the Council Chamber, office space and bathroom cleaning along with restocking and replacement of all bathroom supplies. Removal of trash and recyclables to the proper containers, vacuuming, dusting and mopping are also considered normal and customary cleaning tasks.

Weekly Duties two days a week – Monday and Thursday – excluding holidays:

- Collect all trash and recyclables
- Wipe down all desktops
- Vacuum all carpets
- Clean bathrooms (wipe down sinks, mirrors, stainless steel, clean toilets, and urinals inside and out.
- Restock supplies sweep and mop floors as needed.

- Clean all glass found on entrance doors.
- Sweep & mop lobby hallway.
- Dusting of all office furniture (only once per week)

Monthly Duties or as Needed (Only if approved by Clerk/Treasurer)

- Dusting of mini-blinds & light fixtures
- Window cleaning
- Cleaning of carpet runners

Yearly Duties (Only if approved by Clerk/Treasurer)

- Wax & buff all appropriate flooring

Weekly recurring duties are required two days per week, typically Mondays and Thursdays between the hours of 7:00 a.m. and noon. An alternate day is to be scheduled when a Monday or Thursday falls on a holiday.

Location Contact: Clerk/Treasurer Mo Hansen, 920-478-3025

4. MAUNESHA BUSINESS CENTER, 117 EAST MADISON STREET

This location primarily hosts meetings and is rented to the public. Cleaning in advance of scheduled events is of prime importance. The Services shall include all normal and customary office and general cleaning of the first floor including, but not limited to, bathroom cleaning, restocking and replacement of all bathroom supplies. Removal of trash and recyclables to the proper containers, vacuuming, dusting and mopping are also considered normal and customary cleaning tasks.

Weekly Duties (once a week flexibly scheduled to take ensure the first floor is clean for rental events and scheduled functions.)

- Collect all trash and recyclables
- Wipe down all desktops
- Vacuum all carpets
- Clean bathrooms (wipe down sinks, mirrors, stainless steel, clean toilets, and urinals inside and out.
- Restock supplies sweep and mop floors as needed.
- Clean all glass found on entrance doors.
- Sweep & mop lobby hallway.
- Dusting of all office furniture and counter space

Monthly Duties or as Needed (Only if approved by Parks Coordinator)

- Cleaning of carpet runners
- Dusting of mini-blinds & light fixtures
- Window cleaning
- Cleaning of carpet runners and carpeting

Location Contact: Parks Coordinator Gabe Haberkorn, 920-478-3025

5. WATERLOO REGIONAL TRAILHEAD, 760 MCKAY WAY

This location also primarily hosts meetings and is rented to the public. Cleaning in advance of scheduled events is of prime importance. Services shall include all normal and customary office and general cleaning including, but not limited to, bathroom cleaning, restocking and replacement of all bathroom supplies. Removal of trash and recyclables to the proper containers, vacuuming, dusting and mopping are also considered normal and customary cleaning tasks.

Weekly Duties (once a week flexibly scheduled to take ensure the building is clean for rental events and scheduled functions.)

- Collect all trash and recyclables, in-door and out-door containers
- Wipe down all desktops
- Vacuum all carpets
- Clean bathrooms (wipe down sinks, mirrors, stainless steel, clean toilets and urinals inside and out.
- Restock supplies sweep and mop floors as needed.
- Clean all glass found on entrance doors.
- Sweep & mop lobby hallway.
- Dusting of all office furniture, counter space, mini-blinds & light fixtures (only once a month)

Duties as Needed (Only if approved by Parks Coordinator)

- Window cleaning
- Cleaning of carpet runners and carpeting

Location Contact: Parks Coordinator Gabe Haberkorn, 920-478-3025

PROPOSAL PRICING

Use the format below as a guide for documenting all proposal pricing.

Bid #	Location(s)	Duties	Unit of Measure	Bid Amount
1	Library	All listed	per week	
2	Police Dept.	Weekly	per week	
3	Municipal Building (excluding Police Dept.)	Weekly	per week	
4	Maunasha Business Center	Weekly	per week	
5	Waterloo Regional Trailhead	Weekly	per week	
6	ALL	Dusting of Mini-blinds and Light Fixtures	hourly <i>(billed when provided)</i>	
7	ALL	Window Cleaning	hourly <i>(billed when provided)</i>	
8	ALL	Carpet Cleaning	hourly <i>(billed when provided)</i>	
9	ALL	Wax & Buff Floor	hourly <i>(billed when provided)</i>	

SUBMITTAL SIGNATURE

Provide a proposal that includes all contact information listed below. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

Signature

Company Name

Print Name

Company Address

Title

City State Zip

Telephone #

Email

DISCLAIMERS

The City reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the City's sole discretion, has deficiencies. In addition, the City reserves the right to enter into negotiations with one or more respondents.

CONTACT & SUBMITTAL INFORMATION

Contact Mo Hansen at 920-478-3025 should you have specific questions regarding the information we are requesting.

Sealed submittals can be delivered on or before the date on the cover page to the Waterloo Clerk/Treasurer's Office, 136 North Monroe Street, Waterloo, Wisconsin 53594.