

BIDDER'S COMPANY NAME: _____

CITY OF WATERLOO REQUEST FOR PROPOSALS

Facility Cleaning Services **2nd REQUEST**

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. Maunsha Business Center, 117 East Madison Street
4. Waterloo Regional Trailhead, 760 McKay Way

IMPORTANT NOTES:

(1) Department Heads responsible for managing the departmental budgets of the facilities being cleaned have rejected all previously received proposals from consideration citing budgetary constraints.

(2) In the 2nd submittal request, submitters may submit a bid amount for only one, several or all of the facilities listed.

Submittal Deadline:
October 16, 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.

SCOPE OF SERVICES

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

All individuals cleaning in the Police Department 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

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

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
- Vacuum all carpet
- Clean bathrooms - wipe down sinks, mirrors, stainless steel, clean toilets, and urinals inside and out. Restock supplies.
- Sweep and mop bathroom floors
- Sweep and mop lobby hallway
- Clean all glass found on entrance doors and windows by the story time area

Weekly Duties:

- Collect all trash from the four outside trash containers

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

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

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

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

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.

Daily 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

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

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

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 one day a week to be determined by mutual agreement – 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.

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

4. MAUNESHA BUSINESS CENTER, 117 EAST MADISON STREET

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

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 ensure the first floor is clean for scheduled events)

- 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

5. WATERLOO REGIONAL TRAILHEAD, 760 MCKAY WAY

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

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 ensure the first floor is clean for scheduled events)

- 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

PROPOSAL PRICING

Use the two tables below as a guide for documenting all proposal pricing. Use **Table #1** to bid to clean all areas. Use **Table #2** to if you choose to bid selectively on one or fewer than all areas.

TABLE #1

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	Maunesh 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>)	

TABLE #2

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	Maunesh 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 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

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.