



Request for Proposal
for
Cleaning Services

City of Lake Elmo
3800 Laverne Ave N
Lake Elmo, MN 55042

Introduction

The City of Lake Elmo is soliciting proposals for a one (1) year contract for cleaning services for two City buildings.

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

The proposal must be submitted no later than 4:00PM on June 17, 2014, directly to the City Hall at the following address:

City of Lake Elmo
Attn: Request for Proposal for Cleaning Services
3800 Laverne Ave N
Lake Elmo, MN 55042

General Instructions for Proposal

a) **Proposal 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 vendor. 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 vendor.

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. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the City of Lake Elmo may consider. The City reserves the right to accept or reject any or all proposals and to waive irregularities therein. Proposals will be approved publicly at the July 1, 2014, City Council meeting.

d) **Term and Renewal** – The term of the Contract shall be for one (1) year 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 Lake Elmo 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 – 3800 Laverne Ave N
1 floor – 2,400 sq. ft. includes entryway and main hallway, Council chambers, bathrooms, and entire office area.

- City Hall Annex – 3800 Laverne Ave N
1 floor – 900 sq. ft. includes entire office area, conference room, two individual offices, kitchen area, and bathroom.

Responsibilities of the Contractor

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

City Hall & Annex

Entrance(s), Lobby, Reception Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
4. Vacuum walk off mats and traffic lanes.
5. **Spot treat soiled carpet areas.**
6. Dust mop hard surface floors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
8. Police outside area including sidewalks, etc. removing all litter and debris.
9. Dust all horizontal and vertical surfaces.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly

1. **Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)**
2. **Dust horizontal blinds.**

Hallways

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Spot wipe partition glass removing prints and smudges
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and all manner of furnishings.
4. Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
5. Vacuum traffic lanes.
6. Dust mop all hard surface floors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
8. **Spot treat soiled carpet areas.**

Monthly

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Spot wipe walls, light switches and doors removing finger prints, smudges, and spills.

3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly

1. **Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)**
2. **Dust horizontal blinds.**

General Offices, Conference/Training Room, Work Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture and all manner of furnishings.
3. Vacuum traffic lanes.
4. Dust mop all hard surface floors.
5. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
6. **Spot treat soiled carpet areas.**

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Damp wipe telephones with disinfectant.

Quarterly:

1. **Thoroughly wash windows (interior and exterior on ground level; interior only on second/etc. floor) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting).**
2. **Dust horizontal blinds.**

Restrooms (3)

Weekly:

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor.
9. Report any restroom repairs needed to the maintenance department.

Monthly:

1. **Wipe all restroom partitions on both sides.**
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. **Machine strip all tile floors, taking care to get into corners, along edges, and beneath furniture. Rinse, reseal, and refinish all tile floors.**
2. **Thoroughly scrub and rinse ceramic floors.**

Kitchenette Area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Stock and wipe/polish dispensers as needed. (Client to furnish supplies)
4. Damp wipe counters.
5. Clean and sanitize sink (Client responsible for dishes)
6. Spot clean cabinets and exterior of appliances to present at neat appearance.
7. Clean interior of microwaves removing food particles and stains.
8. Dust mop hard surface floors.
9. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. **Thoroughly wash windows (interior and exterior on ground level; interior only on second/etc. floor) and partition glass on both sides. Damp wipe all window/glass frames. (Weather permitting.**
2. **Dust horizontal blinds.**

Building Grounds

Weekly:

1. Notify management of any concerns on facility using our memo pad system.

Equipment and Cleaning Chemicals

The City of Lake Elmo 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 Administration Department.

Damage

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

Proposal Instructions
Request for Proposal for Cleaning Services

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

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal for Cleaning Services.**

If delivered via email, please include as subject line: "Request for Proposal for Cleaning Services."

Proposals should be mailed or delivered in person to:

City of Lake Elmo
Attn: Request for Proposal for Cleaning Services
3800 Laverne Ave N
Lake Elmo, MN 55042

Proposals shall be emailed to: abell@lakeelmo.org

Proposals must be received no later than 4:00PM on June 17, 2014

Proposal Form
Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the City of Lake Elmo buildings:

City Hall \$ _____

Annex \$ _____

Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor 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 Lake Elmo 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 Lake Elmo.

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: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients 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 Lake Elmo, Minnesota is seeking proposal 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, 3800 Laverne Ave N, Lake Elmo, MN, 55042, via e-mail: abell@lakeelmo.org or via the city website: www.lakeelmo.org.

Proposals must be submitted to the City Clerk at 3800 Laverne Ave N, Lake Elmo, MN, 55042 no later than 4:00PM, Tuesday, June 17, 2014. 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 reserves the right to reject any and all proposals.

City of Lake Elmo
Adam Bell
Assistant City Administrator/Clerk

Posted: June 7, 2014

Publish: St. Paul Pioneer Press
City Website
League of Minnesota Cities Website