

City Hall
439 Main Street/509 5th Street
Osawatomie, Kansas 66064
(913) 755-2146
Invitation to Submit RFP
For: Janitorial Services
For The City of Osawatomie, Kansas 66064

Sealed proposals will be received prior to the time and date specified below. Time will be defined as the prevailing local time at the site of the proposal opening. Proposals received after said time and date will not be considered. Proposals must be submitted not later than **9:00 a.m. on June 3, 2022**. Proposals may be hand delivered or sent to the following address.

Osawatomie City Hall
City Clerk's Office
P.O. Box 37
509 5th Street (SHIPPED BY UPS/ FEDEX FOR HAND DELIVERED)
Osawatomie, KS 66064

Proposal Opening:

Date: June 3, 2022

Time: 9:00 A.M.

Place: City Hall Conference Room
Osawatomie City Hall
439 Main Street
Osawatomie, KS 66064

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Standard Terms and Conditions Osawatomie, Kansas

1. **Scope:** The following terms and conditions will prevail unless otherwise modified by the City of Osawatomie within this document. The City of Osawatomie reserves the right to reject any proposal which takes exception to these terms and conditions.
2. **Definitions as Used Herein:**
 - a. The term “proposal request” means a solicitation of a formal sealed proposal.
 - b. The term “proposal” means the price offered by the contractor.
 - c. The term “contractor” means the offer or vendor.
 - d. The term “City” means the City of Osawatomie, Kansas.
 - e. The term “City Council” means the governing body of the City of Osawatomie, Kansas.
3. **Completing proposals:** Proposal must be submitted only on the forms provided in this document. All information must be legible. Any corrections and/or erasures must be initialed. An authorized contractor must sign each sheet and all required information must be provided.
4. **Confidentiality of Information:** Each proposal must be sealed to provide confidentiality of the information prior to the proposal opening. Supporting documents and/or descriptive literature may be submitted with the proposal or in a separate envelope marked “Literature for RFP (Number).” Do not include prices on literature.

All proposals and supporting documents become public information after the opening and are available for inspection by the general public in accordance with the Kansas Open Records Act.

5. **Accuracy of proposal:** Each proposal is publicly opened and is made part of the public record of the city. Therefore, it is necessary that any and all information presented is accurate and will be that by which the contractor will complete the contract. If there is a discrepancy between the unit price and the extended total, the unit price will prevail.
6. **Submission of proposal:** Proposals are to be sealed and submitted to the City Clerk’s Office, 509 5th Street, Osawatomie, Kansas 66064, prior to the date and time indicated on the cover sheet.***ALL submissions must be received sealed and marked with the following:

(“SEALED PROPOSAL FOR (CITY OF OSAWATOMIE JANITORIAL SERVICES RFP”)

7. **Addenda:** All changes in connection with this RFP will be issued by the City Clerk in the form of a written addendum. Signed acknowledgment of receipt of each addendum must be submitted with the submission.
8. **Late Submissions and Modification or Withdrawal:** Submissions received after the deadline designated in this document will not be considered and will be returned unopened.

Proposals may be withdrawn or modified prior to the RFP opening. All such transactions must be submitted in writing and received by the City Clerk prior to the RFP opening.

9. **Proposal Binding:** All proposals submitted will be binding upon the contractor if accepted by the City within sixty (60) calendar days after the RFP opening.
10. **Method of Award and Notification:** Proposals will be analyzed and the award made to the best, responsive and responsible contractor (s) whose proposal conforms to the specifications and whose proposal is considered to be the best value in the opinion of the city.

The City reserves the right to reject any or all submissions and any part of a submission, to waive informalities, technical defects and minor irregularities in proposal received, and to award the contract on an item-by-item basis, by specified groups of items or to consider submissions submitted on an “all or nothing” basis if the submission is clearly designated as such or when it is determined to be in the best interest of the City.

The signed proposal will be considered an offer on the part of the contractor; such offer will be deemed accepted upon the issuance by the City of a purchase order or other contractual document.

11. **Preference to Vendors Domiciled within City Limits:** When the City of Osawatomie solicits quotations or proposals for the purchase of goods or services; it is common to receive responses from vendors domiciled both within and outside the Osawatomie City limits.

In such circumstances, if the low quotation or proposal is submitted by a vendor domiciled outside the Osawatomie City limits, then the vendor domiciled within the Osawatomie City limits may nevertheless be deemed the preferred vendor and awarded the contract, provided that:

- the goods or services quoted or proposal by the vendor domiciled within the Osawatomie City limits meet the specifications of the procurement; the amount of the quotation or proposal of the vendor domiciled within the Osawatomie City limits is not more than one percent greater than the amount of the low quotation or proposal and;
- the vendor domiciled within the Osawatomie City limits agrees to meet the low quotation or proposal by filing a written agreement to that effect within 72 hours after receiving notification of being deemed the preferred vendor.

This section will not apply to the procurement of goods or services that relate to public improvements governed by K.S.A. 10-1-37.

For the purpose of this section, “vendor domiciled within the Osawatomie City limits” is defined as a vendor who:

- maintains a permanent place of business within the Osawatomie City limits, and
- has a valid state sales tax registration certificate.

12. **Delivery Terms:** All deliveries will be F.O.B. destination and all freight charges will be included in the price.
13. **Credit Terms:** Contractor will indicate all discounts for full and/or prompt payment. Discounts will be considered as a cost factor in the determination of award, except discounts offered for payment within less than ten (10) calendar days. Discounts offered will be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.

14. **Seller's Invoice:** Invoices will be prepared and submitted to the address shown on the purchase order. Separate invoices are required for each purchase order. Invoices will contain the following information: purchase order number, contract number (if applicable), item number, description of supplies or services, sizes, unit of measure, quantity, unit price and extended totals.
15. **Tax-Exempts:** The City and its departments are exempt from state and local sales taxes. Situs of all transactions under the order(s) that will be derived from this request will be deemed to have been accomplished within the State of Kansas.
16. **Safety:** All practices, materials, supplies, and equipment will comply with the Federal Occupational Safety and Health Act, as well as any pertinent federal, state, and/or local safety or environmental codes.
17. **Disclaimer of Liability:** The City, or any of its departments, will not hold harmless or indemnify any contractor for any liability whatsoever.
18. **Hold Harmless:** The contractor agrees to protect, defend, indemnify and hold the City Council, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of the error, omission or negligent act of the contractor. Without limiting the generality of the foregoing, and all such claims, etc., relating to the personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, will be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to provide defense for and defend any such claims, etc. at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
19. **Law Governing:** All contractual agreements will be subject to, governed by, and construed according to the laws of the State of Kansas. Agreement will also be subject to all laws, ordinances, or rules, regulations, or orders of any public authority (including, but not limited to all federally mandated laws established to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA) P.L. 99-603).
20. **INSURANCE:**

The Contractor shall at all times during the Contract maintain in full force and effect liability insurance with a minimum \$1,000,000.00 coverage per occurrence and workers compensation coverage for any employees on the job site. Liability insurance will name the City of Osawatomie as additional insured and will cover any adjoining property owner and their property. Contractor's workers compensation policy shall provide the City of Osawatomie with a waiver of subrogation. Contractor shall provide certification of insurance to the City with the bid.
21. **Surety Bond:** A \$25,000.00 business service bond shall be required and be in effect at all times during the Contract.

22. **Anti-discrimination Clause:** No contractor on this request will in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

23. **Security: ALL** on site personnel **shall** pass a thorough background check.

24. **Point of Contact:** For questions on the RFP contact,

Ed Beaudry
913-755-2146 x 102
ebeaudry@osawatomieks.org

CITY OF OSAWATOMIE
Janitorial Services for Municipal Buildings RFP

The City of Osawatomie (the “City”) is requesting proposals for janitorial services at the below listed buildings. Unless stated in the bid submittal, the successful bidder (the “Proposer”) is expected to provide all outlined services for the locations bid.

1. City Hall: 439 Main Street / 509 5th Street (Building is connected)
2. City Auditorium 439 Main Street
3. City Library 527 Brown Avenue
4. Osawatomie Police Department 105 East Main Street
5. John Brown Cabin 1000 Main Street
6. Memorial Hall 411 11th Street
7. Old Stone Church 315 6th Street

Pre-Bid Meeting: A Pre-Bid meeting and walk through is set for **May 20, 2022 at 9:00 a.m.**

Location: **City Hall, 439 Main Street – Conference Room**

General Provisions

1.1 Scope and Term

The City of Osawatomie is seeking competitive proposals from qualified janitorial service providers to provide janitorial services for selected locations for the City of Osawatomie. The contract resulting from this Request for Proposal (RFP) shall commence on **July 1, 2022** and for an initial period of one (1) year, with the option to renew for up to four (4) additional one (1) year periods upon written agreement of both parties. The Proposer must submit its request for a contract extension to the City in writing not less than sixty (60) days prior to the contract expiration date.

Bidders may bid any or all of the locations listed. However, the City reserves the right to award by location or all locations in total - whichever is in the best interest of the City.

The City may ask successful contractors to quote monthly rates for the additional locations if the need arises. A formalized contract amendment will be issued in the event the parties agree to additional services at alternate/additional locations.

The Contractor will provide all management supervision, labor, materials, supplies, and equipment. The Contractor must provide their own equipment “at their sole cost”. The Contractor will plan, schedule, and ensure effective performance for all described services. A pre-proposal meeting will be held on **May 20, 2022** to view the facilities.

Facilities Tour Schedule, May 20, 2022

9:00 a.m. City Hall: 439 Main Street /509 5th Street (Building is connected), City Auditorium 439 Main Street
10:00 a.m. City Library 527 Brown Avenue
11:00 a.m. Osawatomie Police Department 105 East Main Street
12:00 p.m. John Brown Cabin 1000 Main Street
1.30 p.m. Memorial Hall 411 11th Street
2:00 p.m. Old Stone Church 315 6th Street
3:00 p.m. Pre-Proposal Meeting

Insurance: The Contractor shall be required to maintain and carry in force for the duration of the contract, insurance coverage of the types and minimum liability limits as set forth in the insurance pages included in the contract agreement.

Invoicing and Payment: Invoices shall be prepared and submitted monthly.

Contractor Personnel: The Contractor is responsible for training his/her employees on the security requirements of the city, and is responsible for enforcing the security of the buildings.

Storage: The City may provide space if needed in the individual buildings for the storage of an inventory of materials and equipment which will be used in the performance of the work under the contract. The Contractor will be responsible for maintaining the space in a neat and orderly condition. The city will not be responsible for damage or loss of the Contractor's stored materials, replacement parts or equipment.

1.2 MINIMUM QUALIFICATIONS REQUIRED

Proposers must meet or exceed these qualifications to be considered for award. Specific responses to each must be provided in the proposal. Proposers must:

Provide two (2) letters of recommendation from the owner of a building or the person responsible for cleaning services in a building presently under contract with the Proposer.

1.3 PROPOSAL EVALUATION

Evaluation of the proposals will include, but not be limited to, the following criteria:

1. Cost of janitorial services to be provided
2. Quality of janitorial services to be provided
3. Experience in providing services in similar buildings
4. References
5. Alternate Services

Selection of a proposal will be based on an evaluation of the total package of services offered by the Proposer as determined by the City. Selected Proposers may be asked to provide a presentation to explain their proposals during the evaluation process. The city may elect to waive minor technicalities and further may elect to accept or reject any or all proposals received.

1.4 MISCELLANEOUS CONDITIONS

By submitting a response to this Request for Proposal, Proposers agree to the following:

1. The City will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of the City. It will further be understood that each Proposer's sureties and insurers are subject to the approval of the City.
2. The City may award a contract, based on proposals received, without discussion of such proposals. **A Proposer's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The City may, however, have discussion with those proposers that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers, and make an award and/or conduct negotiations thereafter.
3. The City reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the City.
4. **The City's Purchasing Policy defines the conditions for withdrawing a bid after they are opened. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the proposal.**
5. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist the City of Osawatomie in analyzing your proposal.
6. A contractual agreement constitutes the City's offer to the Proposer upon the terms and conditions stated therein.
7. Proposers responding to this RFP must agree to furnish all supplies, materials, labor, equipment, and incidentals necessary to provide the equipment/materials/services described herein and any addendums hereto. Proposer shall submit a list of items they will provide under this contract. Only items approved by the Facility Operation Division shall be used in performing the contract.
8. In the event that goods or services delivered by the Proposer are unsatisfactory and remain unsatisfactory after a notice and an opportunity to correct the deficiencies, the City reserves the right to purchase substitute goods or services from the other bidders.
9. If a response to this Request for Proposal is accepted, the responder agrees to execute and deliver to the City a contract within thirty (30) days of notice of the award to the Proposer. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.
10. The Proposer hereby certifies that he or she has carefully examined all of the documents for the RFP, has carefully and thoroughly reviewed this RFP, understands the nature and scope of the work to be done, and that

this proposal is based upon the terms, specifications, requirements, and conditions of the RFP. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

11. The City of Osawatometie will not disclose any portion of the proposals except to members of the proposal evaluation team prior to contract award. The City of Osawatometie retains the right to disclose the name of the successful proposer, the financial considerations and any other information in the proposal that is pertinent to the selection of the proposer. In accordance with State Law, specifically the Kansas Open Records Act (KORA), the contents of all proposals shall become a matter of public record once the contract is fully executed.
12. The City reserves the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the city has formally accepted a recommendation.
13. The Proposer agrees all data, records and information, which the Proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of the City. Proposer agrees it will take all reasonable steps and the same protective precautions to protect the City's proprietary information from disclosure to third parties as with Proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal, is the property of the City.
14. The City is exempt from the Kansas sales tax.
15. Prior to the opening of the proposals, proposers may correct, modify, or withdraw their proposals.
16. In the event of a tie, the City reserves the right to select the responsive bidder that provides the best value to the city.

1.5 TERMINATION PROCESS

The Janitorial Service or the City may terminate the contract resulting from a proposal, in whole or in part, without showing cause, by giving thirty (30) days written notice to or from the Janitorial Service stating when the termination shall become effective.

Failure of the Proposer to perform the services satisfactorily, on schedule or to perform any of the covenants and conditions of a contract resulting from the proposal is hereby deemed sufficient reason to terminate the contract.

Upon the occurrence of any event of default, the City may take any one or all of the following actions:

- Give the Proposer a written notice specifying the event of default and requiring it to be remedied within seven (7) days from the date of notice; and if the event of default is not remedied, terminate the contract, effective two (2) days after giving the Proposer notice of termination.
- Give the Proposer a written notice specifying the event of default. The portion of the contract price attributable to the period of time from the date of notice until the City determines that the Proposer has cured the event of the default, shall be retained by the City as liquidated damages and shall never be paid to the Proposer.
- Set off against any obligation the City may owe to the Proposer any damages the City suffers by reason of any event of default or other claim the City may have against the Proposer;
- Treat the contract as breached and pursue any of its remedies at law or in equity, or both.

Vendor/Contractor acknowledges that City's power to enter into the Contract is subject to provisions of the

Kansas Cash Basis Law (K.S.A. 10-1101, et seq.), the Kansas Budget Law (K.S.A. 79-1935), and other laws of the State of Kansas. City reserves the absolute right, at any time and without cause, to terminate this Contract and Vendor/Contractor's services in order to comply with such laws.

2.0 MINIMUM CLEANING REQUIREMENTS

1. Carpet Cleaning – shall be accomplished by using a commercial hot water extractor type machine and a detergent compatible with the carpet being cleaned. All furniture must be removed prior to the start of the work and replaced when the carpet is dry.
2. A carpet is considered clean when all soil and embedded dirt and grit have been removed, it is free of all stains and has been restored to its original appearance, as wear and tear will allow. Immediately after cleaning, the carpet is only slightly damp to the touch.
3. Carpet Vacuuming – shall be accomplished with a commercial type vacuum with a rotary brush or brush beater bar and shall not cause damage to furniture, doors, trim or other objects.
4. A floor is considered properly vacuumed when it is free of all dust, dirt, lint and debris (Except embedded dirt and grit), including corners, edges and under furniture.
5. Sweeping – shall be accomplished with a brush broom or chemically treated dry mop and a sweeping compound to minimize airborne dust and bacteria.
6. A floor is considered properly swept when it is free of all dust, dirt, grit, lint and debris, including corners, edges and under furniture.
7. Damp Mopping – shall be accomplished with an appropriate stain removal agent, hot water and detergent. The smallest amount of water possible shall be used to perform this work.
8. A floor is considered properly damp mopped when all dirt, dust, marks, film, streaks, debris and standing water have been removed.
9. Spray Buffing – shall be accomplished with a spray application of a floor finish (the same as exists on the floor being spray buffed), followed by thorough machine buffing with a cylindrical or pad type machine.
10. A floor is considered properly spray buffed when it has a uniform clean and maximum glossy appearance.
11. Floor Refinishing – shall be accomplished by first stripping all floor finish using a product especially prepared for removing the specific finish and compatible with the floor material and mechanical agitation as required, followed by rinsing with plain water. The floor shall be allowed to thoroughly dry, then two (2) coats of a floor finish (acceptable to the City), shall be applied, with thorough machine buffing after each coat. All furniture must be removed prior to the start of work and replaced when the floor is dry. The floor finishing shall include all mopboards/cove base, including the bathrooms and corridor mopboards/cove base.
12. Stripping is considered properly done when all dirt, stains, old floor finish and debris have been completely removed down to the original flooring material.
13. Spot Cleaning – shall be accomplished by using cleaning agents suitable for the stain being removed and compatible with the surface of material being cleaned.
14. A surface or material is considered spot cleaned when it is free of all stains, deposits and soil and is free of cleaning marks.

15. Cleaning: Walls, Doors, Ducts, Door Grills, Ledges, Furniture and Cabinets - shall be accomplished by damp cleaning of all surfaces of the object using germicidal detergent solution.
NOTE: All heating elements located on a wall and all exposed pipes below head level shall be considered part of the wall for cleaning purposes. The horizontal surfaces of furniture cabinets are to be dusted whenever such surface is clear of books, papers, files, etc. Building occupants are responsible for clearing these areas for dusting.
16. A surface is considered properly cleaned when it is free of film, dirt, stains, tarnish, streaks, lint, cleaning marks and has a uniform clean appearance.
17. Cleaning: Windows, Glass Entrances, Glass or Plexiglass Cases, Mirrors, Miscellaneous Glass - shall be accomplished by using a cleaning agent formulated for the object being cleaned and shall include adjacent surfaces. Scouring powder shall not be used.
18. A window or glass surface is considered clean when the surface is entirely free of streaks, film, deposits, stains and has a uniformly bright appearance.
19. Cleaning: Light Fixtures - shall be accomplished by using a detergent solution suitable for the removal of insects without causing damage to the light fixture finish.
20. A light fixture is considered clean when all exposed components are free of dust, loose dirt and lint.
21. Receptacles, Emptying and Cleaning – shall include the emptying and cleaning of all waste receptacles inside and outside of each facility as follows: The contents of waste receptacles shall be emptied and stored in an area designated for this purpose. The receptacles shall then be damp wiped or washed with a germicidal/disinfectant detergent solution. Replace all receptacle liners as necessary.
22. Metal Cleaning – shall be accomplished by using a polishing compound especially prepared for the metal being polished. The type of objects in this category shall include, but is not limited to, unpainted metal doors, handrails, kick plates, hinges, push/pull hardware and unpainted metal in elevators.
23. Metal shall be considered clean when it is free of deposits, tarnish and has a uniform bright appearance. Cleaning compound must be removed from all adjacent areas and crevices.
24. Toilets and Urinals - shall be washed using a sanitary toilet bowl cleaner capable of removing hard water deposits, both inside and out. Toilet seats shall be washed with a germicidal/disinfectant detergent solution. All exposed pipes shall be washed with a germicidal detergent solution and polished with a compound especially prepared for the metal being polished. Scouring powder may be used only on ceramic fixtures to remove stubborn stains or hard water deposits.
25. Wash Basins, Wash Fountains and Drinking Fountains – shall be washed using a germicidal/disinfectant detergent solution. All exposed pipes shall be washed with a germicidal detergent solution and polished with a compound especially prepared for the metal being polished. Scouring powder may be used only on ceramic fixtures to remove stubborn stains or hard water deposits.
26. Plumbing Fixtures - shall be considered clean when they are free of all stains, soil, dirt, spots, tarnish streaks, cleaning marks, lint, have a uniform clean bright appearance and are free from offensive odors.
27. Lavatory Cleaning – includes ceramic tile and grout, wainscots, partitions, shower walls and dispensers, and shall be washed using a germicidal/disinfectant detergent solution. Soap and towel dispensers shall then be cleaned and disinfected with an appropriate product.
28. These surfaces shall be considered clean when they are free from all stains, soil, dirt, streaks, lint, cleaning

marks and have a uniform clean appearance.

29. Lavatory Floor Cleaning – shall be dry swept and then washed using a germicidal/disinfectant detergent solution suitable for the floor material being washed.

30. A lavatory floor is considered clean when it is free of all soil, dirt, stains, streaks, debris, offensive odors and standing water has been removed. NOTE: Lavatory floor refinishing, if applicable, shall be accomplished when all floors in the same area are scheduled for refinishing.

31. Dispenser Servicing - shall be accomplished by using City-approved supplies provided by the Proposer and shall include dispensers of all types.

32. Trash & Recycle Removal - all non-biohazard trash and recycling is to be removed by the Contractor and transported to the approved site on the building grounds. All non-biohazard trash shall be placed in plastic trash bags and sealed with twist ties or similar products prior to placing into dumpster. The Proposer shall supply all of the trash bags.

City Hall 439 Main Street/ 509 5th Street

The parts of the buildings that are to be cleaned by the Contractor are as follows:

On the first floor:

- Front entrance
- Utility clerk’s office spaces
- Staff breakroom
- Restroom
- Accounts Payable office
- Community Development office
- Hallways
- Mailroom
- Chamber of Commerce office
- Chamber of Commerce entrance

On the second floor:

- All stairways
- Hallways
- City Clerk’s Office
- City Manager’s Office
- Deputy City Manager’s Office
- Codes office
- GIS Office
- City Managers assistant office
- Conference Room
- Restroom

Basement:

- Stairways
- IT office
- Bathroom
- Hallways

Auditorium:

- Stairways
- Bleacher seating
- Gymnasium floor
- Bathrooms
- Kitchen, along with appliances, inside and out.

(The Auditorium is rented periodically and shall be cleaned after each rental; City staff will advise when this is rented.)

General Cleaning

| | |
|--------------------------------------|--------|
| Clean entrance/exit glass doors..... | Weekly |
| Vacuum rugs in entryways..... | Weekly |
| Spot clean interior glass doors..... | Weekly |
| Mop all hard surface floors..... | Weekly |
| Sweep all hard surface floors..... | Weekly |
| Vacuum all carpeted areas..... | Weekly |

Periodic Cleaning

| | |
|--------------------------------------------------|---------------|
| Dust windowsills and blinds | Weekly |
| Detail dust-high and low areas for cobwebs | Weekly |
| Clean/dust air intakes and ceiling vents | Monthly |
| Detail vacuum cloth furniture..... | Monthly |
| Spot clean carpet stains or spills..... | As needed |
| Shampoo all carpeted areas | Semi-annually |

General Offices/Cubicle

| | |
|---------------------------------------------------------------|--------|
| Spot clean all walls, light switches, and doors | Weekly |
| Clean/dust all “cleared” horizontal & vertical surfaces | Weekly |
| Clean all glass or Plexiglass dividers | Weekly |

Meeting/Conference Room

| | |
|----------------------------------------------------------------|--------|
| Spot clean all walls, light switches and doors..... | Weekly |
| Clean/Dust all “cleared” horizontal and vertical surfaces..... | Weekly |

Breakroom

| | |
|-----------------------------------------------------|-----------|
| Spot clean all walls, light switches and doors..... | Weekly |
| Weekly Restock paper and soap products..... | Weekly |
| Clean and wipe exterior of cabinets | Weekly |
| Clean and wipe sink and counter area | Weekly |
| Clean exterior of refrigerator | As needed |
| Clean exterior of microwaves | As needed |
| Vacuum floors..... | Weekly |

Corridors and Hallways

| | |
|--------------------------------------------------|--------|
| Spot clean walls, doors and light switches | Weekly |
| All hard floors swept... .. | Weekly |
| Mop all hard floors | Weekly |
| Vacuum all carpet | Weekly |

All Restrooms

| | |
|---------------------------------------------------------|--------|
| Restock paper and soap products | Weekly |
| Clean sinks and countertops..... | Weekly |
| Clean and polish restroom dispensers and fixtures | Weekly |
| Clean and polish restroom metal and mirrors | Weekly |
| Clean and disinfect sanitary napkin dispensers | Weekly |
| Clean and disinfect all toilets and urinals | Weekly |
| Spot clean tile walls and toilet partitions | Weekly |
| Sweep and mop floors | Weekly |

Trash

| | |
|--------------------------------------------------|--------------------|
| Leave extra trash liners in bottom of cans | As needed |
| Collect recycling in bin | Weekly |
| Take trash to dumpster | Weekly (Wednesday) |

Stairwell

| | |
|-----------------------------------------|--------|
| All hard floors swept..... | Weekly |
| Vacuum or dust mop..... | Weekly |
| All hard floors wet mopped lightly..... | Weekly |

End of Night

Turn off lights and lock doors per instructions

City Library 527 Brown Avenue:

The parts of the buildings that are to be cleaned by the Contractor are as follows:

- Main Corridors
- Entrances
- Community Rooms
- Office Space/Rooms
- Restrooms
- Stairways
- Basement reading and play area
- Restrooms
- Elevator

General Cleaning

| | |
|--------------------------------------------|--------|
| Clean entrance/exit glass doors..... | Weekly |
| Vacuum rugs in entryways..... | Weekly |
| Spot clean interior glass..... | Weekly |
| Clean and polish all water fountains..... | Weekly |
| Clean/wipe all cleared desks..... | Weekly |
| Empty all trash..... | Weekly |
| Sweep and mop all hard surface floors..... | Weekly |
| Vacuum all carpeted areas..... | Weekly |

Periodic Cleaning

| | |
|---------------------------------------------------------|-----------|
| Dust windowsills, blinds, fire sensors and cobwebs..... | Weekly |
| Detail dust - high and low areas..... | Quarterly |
| Clean/dust air intakes and ceiling..... | Quarterly |
| Spot clean carpet stains or spills..... | Monthly |
| Shampoo all carpets..... | Quarterly |

Breakroom

| | |
|-----------------------------------------------------|--------|
| Spot clean all walls, light switches and doors..... | Weekly |
| Restock paper and soap products..... | Weekly |
| Clean and Wipe exterior of cabinets..... | Weekly |
| Clean and Wipe sink and counter area..... | Weekly |
| Clean exterior of refrigerator..... | Weekly |
| Clean exterior of microwaves..... | Weekly |
| Empty trash, replace liner each time..... | Weekly |
| Sweep and mop floors..... | Weekly |

Cubicle Work Stations and Offices

| | |
|-------------------------------------------------|--------|
| Clean/Dust “cleared” horizontal surfaces..... | Weekly |
| Empty trash, replace liner if soiled..... | Weekly |
| Detail vacuum under and around workstation..... | Weekly |

Corridors and Hallways

| | |
|----------------------------------------------------|--------|
| Spot clean walls, doors and light switches..... | Weekly |
| All hard floors swept, dust-mopped and mopped..... | Weekly |
| Vacuum all carpet..... | Weekly |

All Restrooms

- Restock paper and soap products..... Weekly
- Clean sinks and countertops..... Weekly
- Clean and polish restroom dispensers and fixtures..... Weekly
- Clean and polish restroom metal and mirrors Weekly
- Clean and disinfect sanitary napkin dispensers Weekly
- Clean and disinfect all toilets and urinals Weekly
- Spot clean tile walls and toilet partitions Weekly
- Sweep and mop floors Weekly

Trash

- All trash is to be emptied, use new liners if soiled Weekly
- Leave extra trash liners in bottom of cans As needed
- Clean/Wipe all trash can lids..... Weekly
- Collect and place recycling in bin..... Weekly
- Take trash to dumpster Weekly

Community Room

- Spot clean all walls, light switches and doors..... Weekly
- Clean/Dust all "cleared" horizontal and vertical surfaces..... Weekly
- Detail vacuums all carpet..... Weekly

End of Night

- Turn off lights and lock doors per instructions

Osawatomic Police Department 105 East Main Street:

The parts of the building to be cleaned by the Contractor are as follows:

First Floor

- Entrances
- Main lobby area
- Interview Rooms
- Office Space/Rooms
- Stairs & Railings
- Restrooms
- Booking area (pending any prisoners in area)

Basement

- Training room
- Officers' area
- Restrooms
- Offices

General Cleaning

| | |
|---------------------------------------------|--------|
| Clean entrance/exit glass doors..... | Weekly |
| Vacuum rugs in entryways..... | Weekly |
| Spot clean door interior glass..... | Weekly |
| Empty all trash..... | Weekly |
| Sweep and mop all hard surface floors | Weekly |
| Vacuum all carpeted areas | Weekly |

Periodic Cleaning

| | |
|-----------------------------------------------------------|-----------|
| Dust window sills, blinds, fire sensors for cobwebs | Weekly |
| Detail dust - high and low areas..... | Quarterly |
| Clean/Dust air intakes and ceiling vents | Quarterly |
| Detail vacuum cloth furniture..... | Monthly |
| Spot clean carpet stains or spills..... | Weekly |

General Offices and Cubicles

| | |
|------------------------------------------------------------|--------|
| Spot clean all walls, light switches and doors | Weekly |
| Clean/Dust all "cleared" horizontal/vertical surfaces..... | Weekly |
| Detail vacuums all carpet..... | Weekly |

Meeting/Conference Room

| | |
|------------------------------------------------------------|--------|
| Spot clean all walls, light switches and doors | Weekly |
| Clean/Dust all "cleared" horizontal/vertical surfaces | Weekly |
| Detail vacuums all carpet..... | Weekly |

Breakroom

| | |
|-----------------------------------------------------|--------|
| Spot clean all walls, light switches and doors..... | Weekly |
| Restock paper and soap products..... | Weekly |
| Clean and Wipe exterior of cabinets | Weekly |

Clean and Wipe sink and counter area Weekly
 Clean exterior of refrigerator As needed
 Clean exterior of microwaves As needed
 Empty trash, replace liner each time Weekly
 Vacuum floors Weekly

Corridors and Hallways

Spot clean walls, doors, and light switches Weekly

All Restrooms

Restock paper and soap products..... Weekly
 Clean sinks and countertops..... Weekly
 Clean and polish restroom dispensers and fixtures..... Weekly
 Clean and polish restroom metal and mirrors Weekly
 Clean and disinfect sanitary napkin dispensers..... Weekly
 Clean and disinfect all toilets and urinals Weekly
 Spot clean tile walls and toilet partitions Weekly
 Sweep and mop floors Weekly

Trash

All trash is to be emptied, change liners if soiled..... Weekly
 Leave extra trash liners in bottom of cans..... As needed
 Take trash to dumpster Weekly

End of Night

Turn off lights and lock doors per instructions

John Brown Cabin 1000 Main Street

The parts of the buildings that are to be cleaned by the Contractor are as follows:

- Entrances
- Restroom
- Corridors
- Windows
- Office area
- Museum (cleaning will be per instructions from the curator)

General Cleaning

| | |
|---------------------------------------------|--------|
| Clean entrance/exit glass doors..... | Weekly |
| Vacuum rugs in entryways..... | Weekly |
| Spot clean door interior glass..... | Weekly |
| Clean and polish all water fountains | Weekly |
| Empty all trash..... | Weekly |
| Sweep and mop all hard surface floors | Weekly |
| Vacuum all carpeted areas | Weekly |

Periodic Cleaning

| | |
|-----------------------------------------------------------|-----------|
| Dust window sills, blinds, fire sensors for cobwebs | Weekly |
| Detail dust - high and low areas..... | Quarterly |
| Clean/Dust air intakes and ceiling vents | Quarterly |
| Detail vacuum cloth furniture..... | Monthly |
| Spot clean carpet stains or spills..... | Weekly |

General Offices and Cubicles

| | |
|------------------------------------------------------------|--------|
| Spot clean all walls, light switches and doors | Weekly |
| Clean/Dust all "cleared" horizontal/vertical surfaces..... | Weekly |
| Detail vacuums all carpet..... | Weekly |

Corridors and Hallways

| | |
|---------------------------------------------------|--------|
| Spot clean walls, doors, and light switches | Weekly |
|---------------------------------------------------|--------|

All Restrooms

| | |
|--------------------------------------------------------|--------|
| Restock paper and soap products..... | Weekly |
| Clean sinks and countertops..... | Weekly |
| Clean and polish restroom dispensers and fixtures..... | Weekly |
| Clean and polish restroom metal and mirrors | Weekly |
| Clean and disinfect sanitary napkin dispensers..... | Weekly |
| Clean and disinfect all toilets and urinals | Weekly |
| Spot clean tile walls and toilet partitions | Weekly |
| Sweep and mop floors | Weekly |

Trash

| | |
|----------------------------------------------------------|-----------|
| All trash is to be emptied, change liners if soiled..... | Weekly |
| Leave extra trash liners in bottom of cans..... | As needed |
| Take trash to dumpster | Weekly |

End of Night

Turn off lights and lock doors per instructions

Memorial Hall 411 11th Street

The parts of the buildings that are to be cleaned by the Contractor are as follows: **This address is rented daily; City Hall staff will advise when this is to be rented. Cleaning shall be completed after each rental. This address is used for City Council meetings and shall be cleaned every Wednesday before each Council meeting.**

- Entrances
- Restrooms
- Corridors
- Windows and doors
- Meeting area
- Kitchen area
- Handrails

General Cleaning

| | |
|---------------------------------------------|--------|
| Clean entrance/exit glass doors..... | Weekly |
| Vacuum rugs in entryways..... | Weekly |
| Spot clean door interior glass..... | Weekly |
| Clean and polish all water fountains | Weekly |
| Empty all trash..... | Weekly |
| Sweep and mop all hard surface floors | Weekly |
| Vacuum all carpeted areas | Weekly |

Periodic Cleaning

| | |
|-----------------------------------------------------------|-----------|
| Dust window sills, blinds, fire sensors for cobwebs | Weekly |
| Detail dust - high and low areas..... | Quarterly |
| Clean/Dust air intakes and ceiling vents | Quarterly |
| Detail vacuum cloth furniture..... | Monthly |
| Spot clean carpet stains or spills..... | Weekly |
| Wipe down appliances and check inside for cleanliness | |

Corridors and Hallways

| | |
|---------------------------------------------------|--------|
| Spot clean walls, doors, and light switches | Weekly |
|---------------------------------------------------|--------|

All Restrooms

| | |
|--------------------------------------------------------|--------|
| Restock paper and soap products..... | Weekly |
| Clean sinks and countertops..... | Weekly |
| Clean and polish restroom dispensers and fixtures..... | Weekly |
| Clean and polish restroom metal and mirrors | Weekly |
| Clean and disinfect sanitary napkin dispensers..... | Weekly |
| Clean and disinfect all toilets and urinals | Weekly |
| Spot clean tile walls and toilet partitions | Weekly |
| Sweep and mop floors | Weekly |

Trash

| | |
|----------------------------------------------------------|-----------|
| All trash is to be emptied, change liners if soiled..... | Weekly |
| Leave extra trash liners in bottom of cans..... | As needed |
| Take trash to dumpster | Weekly |

End of Night

Turn off lights and lock doors per instructions

Old Stone Church 315 6th Street

The parts of the buildings that are to be cleaned by the Contractor are as follows: **This address is rented daily; City Hall staff will advise when this is to be rented. Cleaning shall be completed after each rental.**

- Entrances
- Restrooms
- Corridors
- Windows and doors
- Handrails

CLEANING SHALL BE COMPLETED AFTER EACH RENTAL OR TWICE A MONTH IF NOT RENTED.

General Cleaning

- Clean entrance/exit glass doors.....
- Vacuum rugs in entryways.....
- Spot clean door interior glass.....
- Clean and polish all water fountains
- Empty all trash
- Sweep and mop all hard surface floors
- Vacuum all carpeted areas

Periodic Cleaning

- Dust window sills, blinds, fire sensors for cobwebs
- Detail dust - high and low areas.....
- Clean/Dust air intakes and ceiling vents
- Detail vacuum cloth furniture.....
- Spot clean carpet stains or spills.....

Corridors and Hallways

- Spot clean walls, doors, and light switches

All Restrooms

- Restock paper and soap products.....
- Clean sinks and countertops.....
- Clean and polish restroom dispensers and fixtures.....
- Clean and polish restroom metal and mirrors
- Clean and disinfect sanitary napkin dispensers.....
- Clean and disinfect all toilets and urinals
- Spot clean tile walls and toilet partitions
- Sweep and mop floors

Trash

- All trash is to be emptied, change liners if soiled.....
- Leave extra trash liners in bottom of cans.....
- Take trash to dumpster

End of Night

- Turn off lights and lock doors per instructions

SCHEDULE OF PRICES

| <u>Bidding Item</u> | <u>TOTAL PRICE PER MONTH</u> |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1. City Hall / Auditorium 439 Main Street / 509 5 th Street | \$ _____ |
| 2. City Library 527 Brown Avenue | \$ _____ |
| 3. Osawatomie Police Department 105 East Main Street | \$ _____ |
| 4. John Brown Cabin 1000 Main Street | \$ _____ |
| 5. Memorial Hall 411 11 th Street | \$ _____ |
| 6. Old Stone Church 315 6 th Street | \$ _____ |
| 7. TOTAL BID PRICE – ALL LOCATIONS | \$ _____ |
| 8. Proposed reduction in price per square foot when cleaning area blocked or an area considered to be in “default” of contract. | \$ _____ /SF |
| 9. Proposed hourly rate for emergency cleanup: | \$ _____ /HR |
| Alternate Services: | |
| A. Carpet Extraction (price per square foot) | \$ _____ |
| B. Floor Refinishing (price per square foot) | \$ _____ |
| C. Outside window washing (price per hour) | \$ _____ |

*Please list any buildings you would not be equipped to service:

Please provide the original and a copy of your proposal and other information

LETTERS OF RECOMMENDATION

Identify at least two (2) clients, similar in composition to that of the City, who have direct knowledge of your firm’s performance for similar services and from whom you are submitting letters of recommendation

1. Organization: _____
Address: _____
Contact Person: _____ Phone: _____
Date of Services: _____
Briefly Describe Scope of services: _____

2. Organization: _____
Address: _____
Contact Person: _____ Phone: _____
Date of Services: _____
Briefly Describe Scope of services: _____

ADDITIONAL INFORMATION

The following additional information is requested in order to assist the city in evaluating your ability to provide the services requested. Firms must specifically address in their proposal each of the following items, in the order listed below:

1. Discuss how the required services will be provided.
2. Describe any characteristics or capabilities, which may make the Proposer uniquely qualified to provide the services to the city.
3. Provide a description of your firm, its organization, size and nature of general services, office facilities available, and a description of any special equipment, which will assist in fulfilling the services solicited herein.
4. Discuss any additional information necessary to assist the city in evaluating your proposal.
5. Provide an active e-mail address to be linked to City of Osawatomie for complaint report response with 24 hours and remedial actions within 48 hours.

Contractor will not have to take over providing supplies until the City’s current stock is depleted.