

NOTICE TO CLEANING SERVICE CONTRACTORS
City Hall and 2nd Street Community Center Cleaning
City of Marshfield

The City of Marshfield, Wisconsin is seeking quotations for comprehensive cleaning services for 2 public buildings, City Hall at 207 West 6th Street (approximately 22,000 SF) and the 2nd Street Community Center at 211 East 2nd Street (approximately 34,000 SF). Sealed quotations will be accepted until 3:00 PM, Wednesday July 25, 2018 in the office of the Director of Public Works, 630 South Central Avenue, Suite 622 Marshfield, WI 54449. The envelope in which the quotation is sealed shall be clearly marked "Cleaning Quotations for City of Marshfield - 2018". Said quotes will be opened immediately thereafter in the office of the Director of Public Works.

Cleaning Specifications may be obtained on the City of Marshfield's website or by contacting the Office of the Director of Public Works at 715-486-2034. The project can be viewed during normal business hours Monday through Friday 8:00 AM to 4:30 PM. Please call for an appointment.

Quotes must be provided by a Cleaning Service Contractor with experience cleaning office, retail sales and miscellaneous non-residential space of similar size. Bidders are also required to submit a list of references and submit a Certificate of Liability Insurance with the quotations.

Public Works Department
City of Marshfield, WI
Dan Knoeck
Director of Public Works

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**CITY OF MARSHFIELD
CITY HALL and 2nd STREET COMMUNITY CENTER
CLEANING SERVICES**

QUOTATION INSTRUCTIONS

- 1) Contractor shall submit quotation for FIVE years with base price guarantee for each of the FIVE years.
- 3) Quotations shall be submitted on Quotation Form and shall be guaranteed for 45 days from due date of quotations.
- 4) Contractor shall list the local manager to be assigned to each site.
- 5) Contractor shall list the individuals to be assigned to each site and the number of hours per day they will work to complete the required cleaning.
- 6) Contractor shall submit a description of similar cleaning experience provided by the firm, the manager and by the individuals that will be assigned. Similar cleaning experience would include office type settings with features similar to those listed in the Cleaning Specifications.
- 7) The Contractor shall submit a complete listing of clients and references (names, addresses, phone numbers) for whom similar work has been performed within the last 3 years, The listing shall include the approximate length of time service has been provided to the client and approximate square footage cleaned.
- 8) Quotations will be reviewed and ranked based primarily on the following criteria:
 - a. Qualifications of the contractor
 - b. Qualification of the individuals assigned to the site
 - c. Reference checks
 - d. Cost of services
 - e. Past performance for the City of Marshfield if applicable
- 9) Contractor shall list any additional terms or conditions which are deemed necessary by the contractor for entering into a contract with the City.
- 10) Carpeting shall be cleaned with commercial extracting equipment upon request of the owner and on mutually agreeable dates and times. It is anticipated that carpet cleaning will be done once a year. Carpet cleaning will be paid for per occurrence at the square foot unit price provided on the Quotation Form.
- 11) Contractors may provide a quote for cleaning services at one or both buildings. If no quote is provided for one of the buildings, please clearly mark the Quotation Form with the words "No Quote". The City reserves the right to award the work to different vendors at each location.
- 12) The City of Marshfield, Wisconsin reserves the right to accept or reject any or all proposals, including, but not limited to, any or all proposals which are not responsive, to waive informalities in the quotation procedure and to award the contract to the contractor who, in the opinion of the City, will be most advantageous to the City.

**City of Marshfield
City Hall and 2nd Street Community Center
Cleaning Services**

GENERAL SPECIFICATIONS

- 1) Contractor shall provide all labor, machinery, supplies not listed below and equipment to perform the required cleaning as defined in Exhibit "A" for City Hall and Exhibit "B" for the 2nd Street Community Center.
- 2) All liquid cleaning supplies shall be stored in spill proof containers. Any damage resulting from spilled cleaning supplies will be repaired at contractor's expense.
- 3) The City will provide all paper supplies, urinal blocks, hand soaps & plastic garbage bags.
- 4) Cleaning service shall be performed after 4:30 PM and prior to 7:00 AM at City Hall after 6:00 PM and prior to 8:00 AM the 2nd Street Community Center. Cleaning activities shall not interfere with evening meetings taking place in the Council Chambers or Conference Room 106.
- 5) The contractor may be asked to provide cleaning services on weekends and for special events when needed. Predetermined times and fees will be coordinated through the owner, the contractor and the special event organizer.
- 6) All keys provided by the City shall be promptly returned to the City upon termination of the contract. Final payment will be withheld by the City until all keys are returned.
- 6) The City will provide storage space for contractor supplies and equipment if required.
- 7) Contractor shall provide proof of adequate liability insurance prior to signing contract for services, and upon renewal thereafter. Minimum coverage limits to be in the amount of \$1,000,000 for bodily injury and property damage combined and \$1,000,000 for personal injury.
- 8) Payment by the City to contractor will be on a monthly basis and is based on completed service.
- 9) Modifications to the contract shall be in writing by mutual agreement through a contract change order.
- 10) Should any or parts of the premises covered under this agreement become unusable due to fire or other natural disaster or other events, this agreement or parts of this agreement shall become null and void.
- 11) Contractor agrees to commence this service on **September 1, 2018**.
- 12) Contractor shall provide a local manager that will serve as the contact person. The manager shall make weekly site visits to walk through the building and assess quality of cleaning services provided. The Director of Public Works, or his designee, may elect to accompany the manager on the walk through. If the City is satisfied with the services provided, the frequency of the walk through may be reduced at the City's discretion.
- 13) Complaints received by the City will be forwarded in writing to the contractor's manager for resolution. Complaints shall be addressed by the manager the next business day. The manager shall then notify the City representative in writing of the action taken to address the complaints.
- 14) Contractor shall dispose of garbage and recyclables daily in proper containers located on site.
- 15) Contractor shall not assign this contract or any part thereof, to any other party, without the express written permission of the City.
- 16) The City will conduct background checks on those individuals assigned to the work site. The City reserves the right to approve or reject individuals assigned to the work site.

Exhibit "A"
CLEANING SPECIFICATIONS
City Hall - 207 West 6th Street
Marshfield, WI 54449

Daily:

Restrooms (4 restrooms on first floor, 2 locker rooms in basement)

- Clean and sanitize all fixtures, toilets, sinks, dispensers, urinals, partitions, mirrors, and countertops.
- Empty wastebaskets and recycling. Place material in designated dumpsters. Replace liners.
- Sweep or dry mop floors. Wet mop as needed.
- Fill towels, toilet tissue & soap dispensers.
- Turn off lights.

Offices, Conference Rooms and Reception Desks

- Wipe/wash off empty counter tops and tables.
- Do not dust, clean or touch desks or work stations.
- Spot vacuum where needed.
- Empty wastebaskets and recycling as needed. Place material in designated dumpsters. Replace liners.
- Spot clean and sanitize walls as needed.
- Turn off lights.

Council Chambers and Conference Room 106

- Wipe/wash off counter tops and tables.
- Spot vacuum where needed.
- Empty wastebaskets and recycling as needed. Place material in designated dumpsters. Replace liners.
- Spot clean and sanitize walls as needed.
- Lock rooms and turn off lights.

Staff Lounge in Basement

- Sweep or vacuum floors where needed.
- Empty wastebaskets and recycling as needed. Place material in designated dumpsters. Replace liners.
- Clean and sanitize sinks, counter tops, stove top and table tops.
- Spot clean and sanitize cupboards, refrigerators, microwaves, and walls as needed.
- Load and run dishwasher as needed.
- Turn off lights.

Lobbies, Hallways and Stairwells

- Sweep or vacuum floors where needed.
- Empty wastebaskets and recycling as needed. Place material in designated dumpsters. Replace liners.
- Clean interior and exterior glass doors.
- Clean interior glass windows as needed.
- Clean and sanitize water coolers.
- Clean and sanitize railings.
- Turn off lights.

General Administration

- Turn off all lights and make sure exterior doors are locked before leaving.
- Identify your staff to public and City Staff as cleaning service provider.
- Report irregularities & needed repairs.
- Report all cleaning and toiletry supply needs.
- Keep and maintain a clean & orderly janitorial area.

Weekly:

Restrooms

- Dust.
- Clean and sanitize showers.
- Scrub and sanitize entire floor area.

Offices, Conference Rooms and Reception Desks

- Dust.
- Vacuum entire floor area, move chairs.
- Clean interior glass windows.

Council Chambers and Conference Room 106

- Vacuum entire floor area, move chairs.
- Dust.

Staff Lounge in Basement

- Dust.
- Sweep or vacuum entire floor.

Lobbies, Hallways Stairwells

- Wet mop hard surface flooring.
- Vacuum all carpeted surfaces.
- Vacuum, clean and sanitize elevator walls, buttons and grab bars.
- Dust video screens.

Monthly:

- Check lights & air vents and clean as necessary.
- Wash front surfaces of vending machines and mail boxes.
- Feather dust (lightly) monitors and TVs. Do not wipe down or apply and cleaning sprays.
- Mop vinyl chair mats in offices. Winter months may require more frequent mopping.

Exhibit "B"
CLEANING SPECIFICATIONS
2nd Street Community Center – 211 East 2nd Street
Marshfield, WI 54449

Daily:

Restrooms (first floor, park & recreation offices & basement)

- 1) Clean & sanitize all fixtures, toilets, sinks, dispensers, urinals, partitions, mirrors, changing stations, & counter tops
- 2) Empty wastebaskets/recycling, replace liners as needed & place material in designated area
- 3) Dry mop floors daily & wet mop when needed
- 4) Fill paper towel, toilet paper & soap dispensers
- 5) Turn off lights

Lobbies, Hallways, Waiting Areas, Lounge

- 1) Vacuum floors and facility entrances
- 2) Empty wastebaskets/recycling, replace liners as needed & place material in designated area
- 3) Wipe off counter tops
- 4) Clean glass divider office window
- 5) Clean and sanitize water cooler
- 6) Turn off lights

Parks and Recreation Offices, including breakroom

- 1) Empty wastebaskets/recycling, replace liners as needed & place material in designated area
- 2) Wipe off countertops & tables
- 3) Clean & sanitize interior & exterior waste/recycling cans
- 4) Vacuum floors where needed
- 5) Do not dust, nor touch desks or windowsills
- 6) Turn off lights

All other rooms *First Floor:* Small Conference Room 108, Conference Room/Classroom 127 & 131, Billiards Room 125, Exercise Room 128, Arts & Crafts Room 109, Small Multi-Purpose Room 129, Group Fitness Room 110, Kitchen 133, Large Multi-Purpose Room 132, *Basement:* Kitchen 011, Bee Bee Forum Room 010

- 1) Take out all garbage and recycling
- 2) Sweep & Vacuum where needed
- 3) Clean & sanitize interior & exterior waste/recycling cans
- 4) Wipe off countertops & tables
- 5) Turn off lights
- 6) Spot-clean & sanitize walls as needed

Weekly:

Lobbies, Hallways, Waiting Areas, Lounge, Stairs

- 1) Vacuum entire floor once per week
- 2) Sweep & wet mop all hard surface floors and stairs once per week
- 3) Clean the glass entrance doors once per week
- 4) Clean & sanitize interior & exterior waste/recycling cans
- 5) Elevator – Vacuum, clean & sanitize buttons, grab bars & walls

Parks and Recreation Offices & Breakroom

- 1) Vacuum entire office once per week

All other rooms *First Floor:* Small Conference Room 108, Conference Room/Classroom 127 & 131, Billiards Room 125, Exercise Room 128, Arts & Crafts Room 109, Small Multi-Purpose Room 129, Group Fitness Room 110, Kitchen 133, Large Multi-Purpose Room 132, *Basement:* Kitchen 011, Bee Bee Forum Room 010

- 1) Vacuum, dry and wet mop all floors at least once per week

**CITY OF MARSHFIELD
CITY HALL and 2nd STREET COMMUNITY CENTER
CLEANING SERVICES**

QUOTATION FORM

1. Quotation to perform cleaning service on a monthly basis as per Cleaning Specifications and General Specifications.

CITY HALL

YEAR	DATE RANGE	COST PER MONTH
1	September 1, 2018 thru August 31, 2019	
2	September 1, 2019 thru August 31, 2020	
3	September 1, 2020 thru August 31, 2021	
4	September 1, 2021 thru August 31, 2022	
5	September 1, 2022 thru August 31, 2023	

2nd STREET COMMUNITY CENTER

YEAR	DATE RANGE	COST PER MONTH
1	September 1, 2018 thru August 31, 2019	
2	September 1, 2019 thru August 31, 2020	
3	September 1, 2020 thru August 31, 2021	
4	September 1, 2021 thru August 31, 2022	
5	September 1, 2022 thru August 31, 2023	

2. Costs for carpet cleaning per occurrence:

CARPET CLEANING

Year	COST PER SQUARE FOOT
1	
2	
3	
4	
5	

**CITY OF MARSHFIELD
CITY HALL and 2nd STREET COMMUNITY CENTER
CLEANING SERVICES**

QUOTATION FORM

3. Names of individuals assigned to the sites:

CITY HALL - Manager _____ Hrs/day _____

Laborers _____ Hrs/day _____

_____ Hrs/day _____

_____ Hrs/day _____

2nd STREET - Manager _____ Hrs/day _____

Laborers _____ Hrs/day _____

_____ Hrs/day _____

_____ Hrs/day _____

4. Experience history of firm, manager and laborers and references are attached _____ yes _____ no.

5. Additional terms or conditions _____ none _____ as noted

6. Contractor _____

Date _____

Authorized Representative _____

Signature _____

C O N T R A C T

This agreement entered into this ____day of **August, 2018** by and between the **City of Marshfield**, Wisconsin, hereinafter referred to as "City", and _____ hereinafter referred to as "Contractor".

The parties agree as follows:

1. Contractor shall provide cleaning services for the City Hall Plaza, 630 South Central Avenue, Marshfield, WI for the term of **5 years** beginning **September 1, 2018** and ending **August 31, 2023**. Contractor agrees to perform the work outlined hereinafter in **CLEANING SPECIFICATIONS, Exhibit "A" and Exhibit "B"**, on behalf of the City, to the City's reasonable satisfaction, in return for the City paying the Contractor the monthly fee for services in the amount of \$_____, **per month for the 1st year, \$_____, per month for the 2nd year, \$_____, per month for the 3rd year, \$_____, per month for the 4th year and \$_____ per month for the 5th year.** Any service request beyond those set forth in this agreement or any reductions in service shall be added or deducted by change order signed by both parties. This contract may be extended for five additional years by mutual agreement of both parties.

2. The Contractor shall provide all labor, machinery, supplies and equipment to complete the work outlined in this agreement as specified in **GENERAL SPECIFICATIONS**.

3. It is understood and agreed between the parties that the Contractor is an independent contractor in the performance of each and every part of this contract. No agent, employee, or servant of contractor shall be or shall be deemed to be the employee, agent, or servant of the City. The City is interested only in the results obtained under this contract. The manner and means of conducting the work are under the sole control of the contractor. None of the benefits provided by the City to its employees, including, but not limited to, retirement, workers compensation insurance, and unemployment compensation, will be available from the City to Contractor, or its employees, agents, or servants. The Contractor will be solely and entirely responsible for his acts and for the acts of contractor's agents, employees, servants, and subcontractors during the performance of this contract.

5. It is mutually agreed that this agreement shall become null and void upon 60 days written notice by either party given to the other, regardless of reason. Notice shall be given in writing by regular mail in an envelope with prepaid postage to the following addresses:

**Director of Public Works
City of Marshfield
207 West 6th Street
Marshfield, WI 54449**

_____ **(Insert contractor)** _____

In the event of cancellation by either party, any fractional month shall be determined by prorating the monthly fee on the basis of the number of days services were performed in the given month.

5. As described in **CLEANING SPECIFICATIONS, Exhibit "A", and Exhibit "B"**, Contractor shall provide the services on Monday through Friday of each week with the daily work to commence after normal closing time.

6. Contractor shall not subcontract any portion of this contract to any other party, without the express written permission of the City.

7. This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set forth verbatim and if not attached, as if hereto attached.

1. Notice to Cleaning Service Contractors (1 Page)
2. Quotation Instructions (1 Page)
3. General Specifications (1 Page)
4. Cleaning Specifications (5 Pages)
5. Quotation Form (2Pages)

In the event that any provision in any of the above component parts of this Contract conflicts with any provision in any other component part or parts, the Contractor shall in writing request a clarification of such conflict, and his clarification of such conflict, approved by the City's Board of Public Works, shall be final and binding upon the parties here to.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

In the Presence of:

CITY OF MARSHFIELD

CONTRACTOR

By:

Bob McManus, Mayor

Attest:

Deb M. Hall, City Clerk

Attest:

Signature

By:

Ron Auman, Finance Director

Approved as to form this _____ day of _____, 2018

By:

Harold Wolfram, City Attorney