

**Request for Proposals for
2024 VILLAGE HALL FACILITIES CLEANING SERVICES**



Prepared by:
**Village of Summit
Department of Public Works
37100 Delafield Road
Summit, WI 53066**

For information on this BID, please contact:
**Kamron Nash, P.E.
Public Works Director
pwdirector@summitvillage.org
(262) 567-2757**

Table of Contents

SUMMARY AND BACKGROUND..... 3

PROPOSAL GUIDELINES..... 3

PROJECT PURPOSE..... 3

PROJECT SCOPE 4

REQUEST FOR PROPOSAL AND PROJECT TIMELINE 5

BUDGET..... 5

BIDDER QUALIFICATIONS 5

PROPOSAL EVALUATION CRITERIA 7

SUMMARY AND BACKGROUND

The Village of Summit is seeking cost and qualifications proposals for cleaning services for Village Hall and the Public Works Department (DPW) Building at 37100 Delafield Road, Summit, WI 53066. Firms shall submit a combined proposal for all facilities. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate that best fulfills the needs of the Village of Summit.

Proposals will be received by:

Kamron Nash, P.E., Public Works Director
Village of Summit – Village Hall
37100 Delafield Road
Summit, WI 53066

Or by email at: pwdirector@summitvillage.org

A pre-proposal walk-through will be provided by the Public Works Director and the Police Chief by appointment. Please contact Kamron Nash by phone at 262-567-2757 or by email at pwdirector@summitvillage.org with any questions or to schedule a site visit.

Proposals must be received **no later than Wednesday, March 6, 2024 at 4:00 p.m.** at Summit Village Hall, 37100 Delafield Rd, Summit, WI 53066.

The Village of Summit reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the Village.

PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 4:00 p.m. on Wednesday, March 6, 2024. Any proposals received after this date and time will not be considered.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting of work must include a name and description of the organizations being contracted. A thorough background check and finger printing will be completed on anyone who will be entering the buildings for the organization awarded the contract. This background check is used to verify that a person is who they claim to be and will check the person's criminal record, education, employment history, and other activities that occurred in the past in order to confirm their validity. This check can include, but is not limited to, a person's work history, education, credit history, driving record, criminal record, medical history, use of social media, and drug screening.

A copy of contractor's liability insurance shall be included in bid proposal. No additional bonding is required. All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Village Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

PROJECT PURPOSE

The purpose of this project is as follows:

The Village of Summit is seeking cost and qualifications proposals for cleaning services at the following locations:

Summit Village Hall and the Department of Public Works (DPW) building located at 37100 Delafield Road, Summit, WI 53066.

It is anticipated that these services would be 1-year contracts beginning May 1, 2024 with the option to renew for up to an additional 3 years. Billing shall be monthly. The proposals should include separate proposals for cleaning services in the (a) Village Hall Administration offices/public areas, (b) Police Department offices/common areas, and (c) DPW building. Proposals shall include the cost for 2024 and the renewal costs for years 2025, 2026, and 2027.

PROJECT SCOPE

The scope of this project includes various tasks to be performed in the areas listed below. Tasks are to be performed on the following schedule:

- **Village Hall Administration offices/public areas** - during non-business evening hours (4:00 p.m. or later, Monday through Friday, excluding holidays)
- **DPW Building** – during non-business evening hours (4:00 p.m. or later, Monday through Friday, excluding holidays)
- **Police Department offices/common areas** – during normal business hours (7:00 a.m. to 3:00 p.m., Monday through Friday, excluding holidays)

In the Village Hall public areas, some tasks must be performed based on scheduled evening meetings, such as cleaning of conference rooms and the Community Room when no meetings are scheduled.

The cleaning supplies, vacuum cleaners, mops, and cleaning carts shall be provided by the contractor. Paper products, including toilet paper, hand towels, and kitchen towels, shall be provided by the contractor and billed separately to the Village (preapproval of costs required). Checklists and logbooks may also be provided for the contractor to track tasks completed. Periodic reviews of the services performed will be conducted and feedback provided to ensure satisfactory performance.

All tasks need to be checked weekly and may be required to be completed more often or at different intervals as needed.

Cleaning Schedule

<u>Administrative Offices</u>	<u>Public Area</u>	<u>DPW Building</u>	<u>Police Department</u>
Open Office Area	Main Vestibule	Office (1)	Police Waiting Area
Offices (5)	Lobby	Break Room	Interview Room
Mail/Copy Room	Men’s Lavatory	Lavatory	Police Reception Area
Secure Vestibule	Women’s Lavatory		Offices (4)
Break Room	Conference Room		Mail/Copy Room
Conference Room	Serving Room/Kitchenette		Men’s Lavatory/Locker Room
Lavatory	Community Room		Women’s Lavatory/Locker Room
Hallway Areas			Break Room
Workout Room			Ready/Locker Room
			Galley Kitchen
			Booking Room
			Interview Room
			Lavatory
			Hallway Areas

Cleaning Tasks & Frequency

Tasks 1 x per week

- Vacuum all door mats and carpeted floor areas.
- Sweep and mop all tiled and concrete floors.
- Clean and disinfect toilets (inside and out), urinals (change urinal cakes as needed), sinks, mirrors, countertops, baby changing stations, and trash can lids in restrooms.
- Clean and disinfect tiled flooring, showers (floor and walls), and benches in locker rooms.
- Refill soap dispensers, paper towels, and toilet paper in restrooms.
- Spot clean doors, walls, and all dividers in restrooms.

- Empty all trash and recycling (keep separate) throughout facilities and replace liners as needed (liners provided by Village).
- Wipe down and disinfect microwave, tables, countertops, trash can lids, refrigerator doors and handles, and sinks in break rooms and kitchen areas.
- Straighten chairs, wipe down tables, and spot clean windows and doors in conference rooms and in Community Room.
- Wipe down door handles and spot clean door glass in main Village Hall vestibule.
- Wipe down all drinking fountains.

Tasks 1 x per month

- Dust all window and door sills, ledges, furniture, appliances, and hanging pictures. *Note that this task should only be completed on furniture that is not covered with papers/files/personal belongings.*
- Vacuum all soft blinds.
- Vacuum/dust corner spaces on floors, behind doors, and under furniture.
- Dust tops of lockers and wipe down locker doors and handles in locker room areas.
- Dust all workout equipment and mini-blinds in workout room.

Tasks 1 x per year

- Clean all building windows and door glass (interior and exterior).
- Deep clean all carpeted areas following manufacturer's recommendations.

REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline

All proposals in response to this RFP are due **no later than 4:00 p.m. CST on Wednesday, March 6, 2024** at Summit Village Hall, 37100 Delafield Rd, Summit, WI 53066. All proposals shall be valid for a minimum of 90 days, pending the Village's evaluation and award process.

Evaluation of proposals will be conducted beginning March 7, 2024. If additional information or discussions are needed with any bidders during the evaluation process, the bidder(s) will be notified.

The selection decision for the winning bidder is anticipated to be verified at the Village Board meeting on March 14, 2024. Upon notification, the contract negotiation with the winning bidder will begin immediately.

Contract Timeline

It is anticipated that a cleaning service contract can begin May 1, 2024.

BUDGET

All proposals must include completing all the tasks at the frequency described in the project scope and shall be shown as a monthly cost for each of the three facility areas described in the project scope, with a separate itemized cost for the tasks completed once per year (window and door glass cleaning, deep carpet cleaning).

BIDDER QUALIFICATIONS

Bidders shall provide the following items as part of their proposal for consideration:

- Prospective bidders are required to meet all qualifications and specifications of this Request for Proposal (RFP) in order to be considered for award. If a vendor does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this RFP, they may be disqualified.
- All prospective bidders are to make written proposals that present the firm's qualifications and understanding of the work to be performed. Prospective bidders shall address each of the specific topics listed as a minimum. Failure to include any of the requested information may be cause for the proposal to be considered nonresponsive and rejected.

- All prospective bidders will submit a cover letter introducing your firm and confirming your interest in performing the work described herein. Indicate your agreement with, or specific exceptions to, any of the objectives, requirements, terms or conditions contained in this solicitation document.
- Provide a list of at least three (3) current references for which comparable work has been performed. This list shall include client name, person to contact, address, telephone number, and description of work performed.
- All prospective bidders shall provide copy of vendor's Contractor License and copy of proof of vendor's insurance for general liability and worker's compensation with coverage for not less than the following amounts or greater where required by Laws and Regulations:

1. Worker's Compensation and related coverages:

- | | |
|---|-------------|
| a. State: | Statutory |
| b. Federal, if applicable (e.g., Longshoreman's): | Statutory |
| c. Employer's Liability: | |
| 1) Bodily injury, each accident | \$1,000,000 |
| 2) Bodily injury by disease, each employee | \$1,000,000 |
| 3) Bodily injury/disease, aggregate | \$1,000,000 |
| d. Foreign voluntary worker compensation: | Statutory |

2. Contractor's Commercial General Liability:

- | | |
|--|-------------|
| a. General Aggregate | \$1,000,000 |
| b. Products - Completed Operations Aggregate | \$1,000,000 |
| c. Personal and Advertising Injury | \$1,000,000 |
| d. Each Occurrence (Bodily Injury and Property Damage) | \$1,000,000 |

3. Automobile Liability under Paragraph 6.03.D of the General Conditions:

- | | |
|---------------------|-------------|
| a. Bodily Injury: | |
| Each person | \$1,000,000 |
| Each Accident | \$1,000,000 |
| b. Property Damage: | |
| Each Accident | \$1,000,000 |

4. Excess or Umbrella Liability:

- | | |
|----------------------|-------------|
| a. General Aggregate | \$2,000,000 |
| b. Each Occurrence | \$2,000,000 |

5. Contractor's Pollution Liability:

- | | |
|----------------------|-----|
| a. Each Occurrence | N/A |
| b. General Aggregate | N/A |

6. Additional Insureds is required by this contract: In addition to Owner, include as additional insureds the following:

- a. None

- Questions for the Village should be gathered into one email communication from the prospective bidder and submitted to the Public Works Director at pwdirector@summitvillage.org. All inquiries must be received by Wednesday, March 6, 2024. All inquiries made by prospective bidders will be answered by the Village and will be submitted to all interested parties in order to ensure that all parties are operating with the same information.

PROPOSAL EVALUATION CRITERIA

The Village of Summit will evaluate all proposals based on the qualifications of the bidder, the ability of the bidder to meet the schedule requirements, and cost. Each bidder must either submit a copy of their proposal within a single envelope, clearly indicating on the front of the envelope: "Proposals for Cleaning Services" or emailed at the address below.

All proposals must be received by email or in person to the address below by March 6, 2024 at 4:00 p.m. CST:

Kamron Nash, Public Works Director
Village of Summit
37100 Delafield Rd
Summit, WI 53066

Or by email at: pwdirector@summitvillage.org

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.

Terms and Conditions

If for any reason the selected firm shall fail to fulfill the obligations agreed to in a timely manner, the Village shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least seven (7) days prior to the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the Village, its officers and employees, as additional insured.

The contract resulting from the award of this RFP shall commence upon execution.

The Village reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the Village's best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the proposer.