



## **TOWN OF BAYFIELD JANITORIAL SERVICE REQUEST FOR PROPOSAL**

The Town of Bayfield is soliciting proposals from qualified firms and individuals to serve on an as needed basis regarding **Janitorial Services** on behalf of the Town.

Any requests for clarification or additional information deemed necessary by any respondent to present a proper proposal shall be submitted **in writing** to Kathleen “Katie” Sickles or [ksickles@bayfieldgov.org](mailto:ksickles@bayfieldgov.org), referencing this Request for Proposal. Written requests for information must be received a minimum of two (2) days prior to the proposal submission date. Any request received after the above stated deadline will not be considered. All requests received prior to the above deadline will be responded to in writing by the Town in the form of an addendum addressed to all prospective respondents.

### **I. Description of Need and General Information**

The Town of Bayfield is soliciting proposals for Janitorial cleaning services for Town facilities. These facilities serve the public and Town staff and require a high standard of cleanliness. In the past the Town employed full time staff to clean the buildings, but with increase demand the Town is exploring other options. It would be preferred that the cleaning of these buildings occurred outside of business hours and flexible around evening meetings and events. The winning bidder would be responsible for cleaning in secure areas and would need to pass a Colorado Bureau of Investigation background check. The Town will pay for this background check. The Town does have standard/residential equipment and supplies for cleaning these buildings and would make the equipment items available and supplies until depleted

### **II. Scope of Work**

The work will be typical janitorial cleaning of all the public areas and office spaces in the buildings. The frequency each item is anticipated to be cleaned is noted in the following list based on observed need.

#### **A. Town Hall - 5,225 square feet closed to general public**

Staffed Monday through Friday 7am to 6pm

Janitorial services after 4pm with exception to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday.

- Vacuum offices (Weekly)/conference rooms (Weekly)/entry rugs (Weekly)
- Wipe down/dust surfaces (Weekly)
- Wipe down/dust chairs (Weekly)

- Clean interior glass and entry doors (Weekly)
- Disinfect all handles (Weekly)
- Clean & stock bathrooms (3 toilets) (Weekly)
  - Mop floor
  - Scrub sinks, toilets
  - Disinfect all surfaces
  - Fill paper stock items and soaps
- Empty trash and recycling from all areas (Weekly)
- Clean Council chambers and bench (Weekly)
- Stocking materials will be provided
- Cleaning products can be provided or supplied by contractor

**B. Town Hall – 2,670 square feet open to general public**

Open Monday through Thursday 9am to 4pm and Friday 9am to noon 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday night meetings 6pm to 9pm

Janitorial services after 4pm with exception to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday.

- Vacuum offices (Weekly)/conference rooms (Weekly)/entry rugs (Weekly)
- Wipe down/dust surfaces (Weekly)
- Wipe down/dust chairs (Weekly)
- Clean interior glass and entry doors (Weekly)
- Disinfect all handles (Weekly)
- Clean & stock bathrooms (3 toilets and 1 urinal) (Weekly)
  - Mop floor
  - Scrub sinks, toilets
  - Disinfect all surfaces
  - Fill paper stock items and soaps
- Clean and disinfect water fountain (Weekly)
- Sweep floor (Weekly)
- Mop floor (Weekly)
- Empty trash and recycling from all areas (Weekly)
- Clean Council chambers and bench (Weekly)
- Paper and liquid soap materials will be provided
- Cleaning products will be provided until depleted and then the contractor shall supply

**C. Senior Center – 4,800 square feet**

Open Tuesday, Wednesday and Friday 9am-3pm with Rentals any day

Janitorial services Monday or Thursday or after 3pm most days and flexibility will be key regarding rentals.

- Mop floors (Weekly)
- Vacuum carpeted offices (Weekly) entry rugs (Weekly)

- Wipe down/dust surfaces (Weekly)
- Wipe down/dust chairs (Weekly)
- Clean interior glass (Weekly) and entry doors (Weekly)
- Disinfect all handles (Weekly)
- Clean & stock bathrooms (5 toilets, 1 urinal) (Weekly)
  - Mop floor
  - Scrub sinks, toilets
  - Disinfect all surfaces
  - Fill paper stock items and soaps
  - Clean changing tables
- Warming kitchen cleaned and disinfected (Weekly)
- Mop floors (Weekly)
- Empty trash and recycling from all areas (Weekly)
- Stocking materials will be provided
- Cleaning products can be provided or supplied by contractor

**D. Marshal Office – 3,150 square feet closed to general public**

Staffed most days and evenings

Janitorial services Monday through Thursday 9am to 4pm and Friday 9am to noon.

- Vacuum offices (Weekly)/conference rooms (Weekly)/entry rugs (Weekly)
- Wipe down/dust surfaces (Weekly)
- Wipe down/dust chairs (Weekly)
- Clean interior glass and entry doors (Weekly)
- Disinfect all handles (Weekly)
- Clean & stock bathrooms (3 toilets & one stand up shower) (Weekly)
  - Mop floor
  - Scrub sinks, toilets
  - Disinfect all surfaces
  - Fill paper stock items and soaps
- Empty trash and recycling from all areas (3 times per week)

**E. Marshal Office – 130 square feet open to general public**

Open Monday through Thursday 9am to 4pm and Friday 9am to noon

Janitorial services Monday through Thursday 9am to 4pm and Friday 9am to noon.

- Vacuum carpeted offices (Weekly) entry rugs (Weekly)
- Wipe down/dust surfaces (Weekly)
- Wipe down/dust chairs (Weekly)
- Clean interior glass (Weekly) and entry doors (Weekly)
- Disinfect all handles (Weekly)

**F. Annual or Semi-Annual Duties**

Services to be coordinated with the Town Manager and scheduled as needed.

- Carpet Cleaning throughout all carpeted areas twice a year
- Exterior and Interior Window Cleaning all buildings once a year
- Vents power washed and cleared of dust and debris once a year
- Light fixtures/covers cleared of insects, vacuumed and cleaned twice a year
- Clean cantilever over entrances twice a year
- Sweep or vacuum maintenance rooms and closets once a year

**III. Compensation**

Provide a bid for the following as detailed in this document:

#	Description	Term	Bid Amount
A.	Town Hall - 5,225 square	Monthly \$ _____ x 12 =	\$
B.	Town Hall – 2,670 square feet	Monthly \$ _____ x 12 =	\$
C.	Senior Center – 4,800 square feet	Monthly \$ _____ x 12 =	\$
D.	Marshal Office – 3,150 square feet	Monthly \$ _____ x 12 =	\$
E.	Marshal Office – 130 square feet	Monthly \$ _____ x 12 =	\$
F.	Annual or Semi-Annual Duties	Annual \$ _____ x 1 =	\$
<b>TOTAL ANNUAL CONTRACT</b>			<b>\$</b>
Other Charges per the Vendor (Please Describe)			

**IV. Instructions to Firm/Individual**

- A. Provide agency name, contact name, contact name cell phone, contact name email, mailing address and office telephone if applicable.
- B. **Individual/Firm Experience** – The firm/individual must provide documentation that exhibits expertise in Janitorial Services and reference the ability to perform services under the Scope of Work.
- C. **Respondent’s Qualifications**-Respondents to this RFP shall have the following minimum qualifications:

- a. Valid Town Business License; and
  - b. Current Liability Insurance; and
  - c. Ability for at least one employee to pass a CBI background check in order to access secure areas (Town will fund this background check up to 2 times per year).
- D. Compensation**
- a. Complete III Compensation Bid Amount
  - b. State your hourly rate in the event additional work is requested by the Town Manager in addition to the duties outlined in the Scope of Work.
  - c. State any other costs the Town may anticipate relating to the janitorial services to be provided.
- E. Additional Information** - Include any additional information you feel will assist us in the evaluation of your qualifications. Please state why you and/or your firm should be selected.
- F. Conflict of Interest**-Disclose any potential conflict of interests in working on behalf of the Town, including any employees, elected officials, or other stakeholders working for the Town.
- G. Availability/schedule**-Provide information about your availability, including any potential conflicting dates/times.

#### **V. Submission Deadline and Requirements**

- A. Submission Deadline:** The deadline for proposals is **December 2, 2021 2:00pm** at the Town of Bayfield Town Hall, PO Box 80; 1199 Bayfield Parkway, Bayfield, CO 81122 or online, sent to *ksickles@bayfieldgov.org*. Late proposals will not be accepted. Candidates will be notified in writing by email or by phone if selected to be interviewed.
- B. Submittal Requirements** – One PDF copy of each proposal shall be submitted to Kathleen “Katie” Sickles Town Manager, identified as "**RFP for Janitorial Services**" *ksickles@bayfieldgov.org*. A paper copy can be submitted via mail to PO Box 80, Bayfield, CO 81122 or hand delivered to the Town Hall, 1199 Bayfield Parkway, Bayfield, CO 81122, however they must arrive prior to **December 2, 2021 2:00pm**.

#### **VI. Selection Process**

Proposals will be evaluated by the Bayfield Department Directors.:

- **Experience and Qualifications:** Demonstrated prior experience with supplying Janitorial Services with similar size and scope to the Town of Bayfield’ needs. (7 points);
- **Key Personnel and Resources:** Demonstrated competence and experience of firm and/or individual personnel responsible for performing work and providing services (5 points)
- **Pricing Structure:** Competitiveness of pricing proposal (5 points);

The contract will be awarded to the most responsible firm/individual whose proposal will be, on an overall basis, most advantageous to the Town of Bayfield. Qualifications, experience, and performance factors will be considered as elements of a responsible proposal at the sole discretion of the Town of Bayfield. The Town of Bayfield selection decision is final. The Town may require

follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.

### **VII. Terms and Conditions**

This Request for Proposal does not commit the Town of Bayfield, Colorado to award a contract, to pay any costs incurred in the preparation of proposals to the requests, or to procure or contract service or supplies. The Town of Bayfield reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified source, or to cancel in part or in its entirety the Request for Proposals, if it is in the best interest of the Town of Bayfield, Colorado. Services provided are on an as needed basis only. By entering into professional services agreement with the Town under this Scope of Work, the Town makes no obligations to the awarded firm of a guaranteed minimum number of hours.

The Agreement to be executed for professional services contains standard terms and conditions related to Insurance, Indemnification, Contractor status, Compliance with Laws, etc. The awarded firm shall have or obtain a current Town of Bayfield business license.

### **VIII. Timeline for Selection**

- 11/12/2021 – Advertise RFP
- 11/19/2021 10:00am – Voluntary site walkthrough at 1pm
- 12/2/2021 2:00pm – Proposals Due
- 12/3/2021 – Staff reviews proposals, may schedule interviews
- 12/7/2021 or 12/21/2021 Board of Trustees award contract

### **IX. Duration of Services**

The Town anticipates hiring an individual or firm for a two (2) year agreement with possible annual renewals, subject to the terms of the Independent Contractor agreement.

### **X. Attachment**

The Town's Independent Contractor Template, is attached to this RFP. All contracts are reviewed on a case by case basis by Legal Counsel prior to Board of Trustees consideration.

### **Durango Herald Advertisement: November 12, November 19 & November 26**

The Town of Bayfield is soliciting proposals for Janitorial cleaning services for Town facilities. These facilities serve the public and Town staff. A full description of the janitorial services request is available at <https://townofbayfield.colorado.gov>, at Town Hall, 1199 Bayfield Parkway, Bayfield or call 970-884-9544 for more information.