



# **REQUEST FOR PROPOSALS**

**County of Oconto, WI  
June 6, 2018**

## GENERAL INFORMATION FOR BIDDERS

### PURPOSE

The intent of this Request for Proposal (RFP) is to obtain professional janitorial services by a reputable firm to perform necessary services to clean the Oconto County Courthouse Complex.

### ISSUING OFFICE/PROJECT ADMINISTRATOR

This RFP is issued by the Oconto County Public Property Committee, through its Maintenance Engineer who is the project administrator for this RFP. All questions regarding this RFP shall be made through the Maintenance Engineer at the following address.

Kevin Noack, Maintenance Engineer  
Oconto County  
301 Washington St  
Oconto WI 541531699  
(920) 834-6809

Oconto County is not liable for any costs incurred by any bidder of the RFP prior to signing of a contract.

### PROPOSALS AND BID RECEIPT

To be considered, each bidder must submit a response to this RFP and respond to the SELECTION CRITERIA identifying your understanding of the services requested. The proposal must be signed in ink by an official authorized to bind the bidder to its provisions.

Copies of the proposal must be received at the following address:

Kim Pytleski, County Clerk  
Office of the County Clerk  
301 Washington St.  
Oconto, WI 54153

Proposals must be marked as "Janitorial Bid" and must be received **prior to 4:00 p.m. CST, (Monday, July 9, 2018)**. The bidder is responsible for the timely receipt of their proposal by the project administrator. Late or faxed proposals will not be considered. **Bids will be reviewed by the Committee on July 11, 2018.**

### MANDATORY WALK THROUGH

Bidders who submit proposals will be required to attend a mandatory walk through of the Courthouse complex. This will provide an opportunity for the bidder(s) to clarify the proposals through mutual understanding. The walk through is scheduled for Wednesday, June 27, 2018. The project administrator will coordinate this walk through. Please meet in room 1003, Building A, ground floor.

### ACCEPTANCE OF PROPOSAL CONTENT

The contents of this RFP, its attachments, the proposal and any mutual understandings resulting from oral presentations will become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of a proposed contract. The Oconto County Public Property Committee further reserves the right to interview the key personnel assigned by the successful bidder to this project. **Oconto County reserves the right to reject any and all proposals.**

### NONDISCRIMINATORY PRACTICES

The issuing office, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat, 252, 42 U.S.C. 2000d-4, hereby notifies all bidders that it will affirmatively insure that in regard to any contact entered into pursuant to this advertisement, minority business enterprises will be offered full opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, sex, or national origin for an award.

## **LIABILITY**

The Oconto County Public Property Committee assumes no responsibility or liability for cost incurred by the contractor prior to the signing of an agreement. Total liability of Oconto County is limited to the terms and conditions of any contract resulting from this RFP.

## **INDEMNIFICATION**

The contractor shall indemnify and hold harmless Oconto County and its agents and employees from and against all claims, damages, losses and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, material and equipment required to produce the service required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the contractor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

## **GENERAL PROPOSAL REQUIREMENTS**

The proposals shall include the following:

1. Firms name, contact person and phone number
2. Price of services
3. Number of hours that you project will be necessary to perform the described duties.
4. References, especially government organizations, preferably counties in Wisconsin.
5. Description of your firm, personnel and services provided.
6. Reasons why you believe your firm should provide these services.
7. Copies of all applicable licenses and insurance certificate (work comp.)
8. Any other pertinent information.

Changes made to the RFP as the result of a response by the County, to questions or concerns raised through correspondence with prospective bidders will be put in writing to each vendor until **June 29, 2018**.

**All** information in a proposal is subject to disclosure.

## **SELECTION CRITERIA**

Responses to this RFP will be evaluated based upon the following factors as presented in the bid proposals.

1. **Capability, Qualifications and References** - The written proposal should indicate the ability of the contractor to meet the terms of the RFP. The written proposal should indicate the competence of personnel whom the bidder intends to assign to the project. Qualifications will be measured by training and experience, with particular reference to work experience in facilities of equal or greater size to that described in the RFP. Emphasis will be placed upon the qualifications of bidder's project manager. (30%)
2. **Method of approach** - This factor will be judged based upon the Work Plan provided in the proposal. (20%)
3. **Price** - This factor will be based on the estimated total costs and the per hour rate. (50%)

## **NEED FOR SERVICES**

Oconto County Courthouse complex has almost 90,000 square feet of space. Current maintenance staffing levels are limited and thus do not have the time to perform these services, The County currently contracts with Clean Right until December 31<sup>st</sup>, 2018.

## **OBJECTIVE AND SCOPE**

The County wishes to secure timely, consistent, and cost effective janitorial services to ensure a clean and safe Courthouse complex. Normal Courthouse hours are 8:00 AM to 4:00 PM. Cleaning cannot begin before 2:00 P.M. weekdays (Monday, Tuesday, Wednesday and Friday).

The objectives of the County are as follows:

1. Clean buildings (jail facility is not included in this proposal). The definition of clean means **"FREE OF DIRT, PURE, SPOTLESS, SANITARY, STERILE UNCONTAMINATED."**
2. Cost efficiencies
3. Timely removal of trash, dirt, dust, cobwebs and other waste
4. Minimal interruption to County operations
5. "If it is dirty, clean it!"

## **SERVICES REQUIRED**

The contractor shall perform the duties, functions and all other work described in the below Schedule of Duties in a good workmanlike manner. The contractor shall furnish at its own expense all labor, material, cleaning chemicals, machinery and appliances that may be necessary or appropriate for the performance of the work, including all related management, supervisory and administrative services.

## **SCHEDULE OF DUTIES**

The following duties shall be performed on a four (4) day per week (Monday, Tuesday, Wednesday, and Friday) schedule. Holidays observed by the County are not to be included in the proposal. Areas not included in this proposal are the jail, vaults in the Treasurers and Register of Deeds offices and the high-density storage area in Human Services and Child Support.

### DAILY

Clean Restrooms (toilets, urinals, floors, mirrors, walls. Ensure adequate supplies of paper, soap and towels)

Dust mop & wet mop stairs & landings

Clean partitions and doors, including washing partition glass

Clean door side windows

Clean walls (entire height, remove all cobwebs and dirt)

Dust mop & wet mop all vinyl and terrazzo floors

Vacuum carpet & floor mats completely, move furniture (chairs & other small items) & put back in place

Clean entrance door glass - interior & exterior

Clean interior of exterior glass in public waiting areas (1st, 2nd, & 3rd Fls. Of Bldg. C; 3rd Fl of Bldg A).

Dust partitions, window sills, pictures, open areas on desk tops, office equipment, air registers, counters, benches, chairs, shelves, walls and vending machines.

Clean carpet spots: and spots or stains on upholstery.

Polish elevator panels & saddles, vacuum door channels

Clean kick plates & baseboards

Dry clean chalkboards

Floors:

- 1, Scrubbing of Quarry Tile will consist of dust mopping, then scrubbing with scrubbing machine.
2. Cleaning & Buffing floors will consist of dust mopping, then wet mopping, then applying buffing solution, then buffing, then dust mopping.
3. All floor mats are to be removed before scrubbing or buffing the floor and then returned after the cleaning is finished,

### **WEEKLY**

Vacuum upholstered furniture

### **WINDOW CLEANING REQUIREMENT**

Any window glass cleaning must be done by use of a squeegee.

**PLAN REQUIREMENTS**

The contents of the Work Plan shall include, at a minimum, the following:

- 1. Number of employees to be assigned to project
- 2. Number of hours per day each employee will be assigned
- 3. Start and end times for employees
- 4. Description of cleaning methods

**GENERAL CONDITIONS**

1. In the event the premises specifically described herein are partially destroyed or damaged so that they are not used in whole or part, the fees set forth in the contract shall be proportionately reduced based on the remaining duties and functions described in the Schedule of Duties.

2. Neither party may assign the agreement to another without written consent of the other party.

3. Insurance required during entire length of agreement is as follows:

\* Workers Compensation coverage per statutory requirements \*

Liability coverage as follows:

Bodily Injury	Property Damage
\$1 Million per person	\$1 million each accident
\$1 million each accident	\$1 million aggregate
\$1 million each aggregate	

4. The contractor shall comply with any and all rules and regulations established by the owner regarding security, building use, and conduct of the contractors - employees on the owners premises.

5. The contractor shall have a designated agent on the premises to provide adequate and continuous supervision at all times that its employees are working.

6. The contractor shall promptly remove any of its employees who, in the judgement of the owner, either has performed his duties unsatisfactory or has violated the agreement.

7. In the event activities are scheduled or occur on the premises, which interfere with the contractor's normal cleaning schedule, the contractor shall rearrange such schedules so that the work is performed before, and/or after the activity. The contractor is not required to rearrange work to be performed on Saturday, Sunday or holidays.

8. The contractor shall comply with the County safety policy for outside contractors.

9. The agreement shall not be automatically renewed. Termination of agreement shall be for any reason by either party with a sixty (60) days written notice.

10. All employees of the successful bidder will be subject to a background check by the Oconto County Sheriff's Dept. The Sheriff will determine if employee can be assigned to this project.

**SUMMARY**

This RFP is designed to allow qualified service providers to demonstrate their capability of providing their janitorial services to Oconto County.