



NEWPORT

KENTUCKY

REQUEST FOR PROPOSALS - CLEANING SERVICES THE CITY OF NEWPORT, KY

INVITATION TO BID:

The City of Newport is soliciting proposals for cleaning services for Newport City Hall located at 998 Monmouth Street, Newport KY and City of Newport Public Improvements Building, located at 114 East 11th Street, Newport KY. City Hall is a three story building with approximately 30,000 square feet of area (10,000 on each floor). For purposes of this RFP, Public Improvements consists of only approximately 800 square feet.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

Copies of the Specification Documents may be obtained or examined in the Office of the City Clerk, 998 Monmouth Street, 2nd Floor, Newport, Kentucky 41071 or at www.newportky.gov.

Pursuant to specifications on file in the Office of the City Clerk of the City of Newport one (1) original and four (4) copies shall be submitted in a sealed envelope labeled as follows:

“CLEANING SERVICES PROPOSAL”

SEALED PROPOSALS will be received by the City of Newport, Kentucky, in the Office of the City Clerk located at 998 Monmouth Street, 2nd Floor, Newport, Kentucky, 41071, **until ten o'clock (10:00) a.m. EDT, on Thursday, October 19, 2017** and then publicly opened and read aloud in the Multi-Purpose Room, 1st Floor of the Newport Municipal Building at 998 Monmouth for the: **“CLEANING SERVICES PROPOSAL”**.

Successful vendor must be an Equal Employment Opportunity Employer, which prohibits discrimination because of race, creed, color, national origin, sex, age, handicap, political affiliation or beliefs. The City of Newport is an Equal Employment Opportunity Employer. In addition, the successful vendor must obtain an Occupational License from the City Finance and Administration Department prior to commencing work.

The City of Newport will award the contract to the lowest responsible vendor. The City reserves the right to reject any or all proposal and to waive any informalities or irregularities in the proposals received.

Any and all questions dealing with this proposal should be reduced to writing and faxed to Amy Able, City Clerk at (859) 292-3669 or emailed to able@newportky.gov by no later **than noon on Monday, October 16, 2017**. Attempts will be made to answer all inquiries within two business days of receipt. Potential bidders are responsible for checking back at www.newportky.gov or with the office of the City Clerk for any addendum or corrections that may be issued. Potential bidders may choose to register with the City Clerk to received notification of such addenda or corrections.

General Instructions for Proposal

1. All proposal expenses are to be borne by the proposer.
2. Proposals may be withdrawn upon receipt of a written request prior to the date and time of submission as noted in this RFP.
3. Questions or clarifications must be submitted in writing to the project manager as noted in the Proposal Submission section of this document. The City will only recognize written communication and is not responsible for oral interpretations by a City employee, representative, or others.
4. Addenda may be issued up to 48 hours prior to the submission date. Interested proposers must provide detailed contact information including company address, fax number, email, and phone numbers so that addenda may be issued in a timely manner. All addenda will be numbered and receipt of such shall be identified in the letter of interest.
5. The City of Newport reserves the right to reject any and/or all submissions and to waive any formalities as part of the selection process.
6. Proposals shall be delivered to address listed below in a sealed envelope and must be clearly labeled: "Cleaning Services Proposal"
7. Proposals must contain at least three references which reflect successful completion of contracts for the type of services detailed in the RFP.
8. Proposal Period – Proposal prices are to be firm for ninety (90) days.

9. Term and Renewal – The term of the Contract shall be for a two (2) year contract with two (2) two (2) year optional extensions unless earlier terminated. The Contract may be terminated by either party with a thirty (30) day written notice.

SCOPE OF SERVICES

The selected contractor will be tasked with completing the following work during Monday- Friday on the following schedule:

MONDAY- WEDNESDAY- FRIDAY

First Floor

Entrance

1. Vacuum carpet runners
2. Sweep and damp mop floor
3. Wash of front and back entrance doors
4. Vacuum carpet in elevator
5. Clean elevator doors
6. Front and back stairwells damp mop
7. Clean hand rails
8. Dust cobwebs from entry way windows/doors, inside and out

Police Chief Side:

1. Vacuum carpet
2. Clean and pick up trash in kitchen
3. Clean conference room
4. Empty trash cans and pick up additional items marked “trash” from offices

Detective Side:

1. Clean and pick up trash in kitchen
2. Empty trash cans and pick up additional items marked “trash” from offices
3. Vacuum runners
4. Damp mop
5. Holding cells – sweep and clean and pick up trash - damp mop on Monday night

Restrooms

1. Clean and pick up trash in rest rooms
 - a. Empty all trash and sanitary napkin receptacles, replace liners and wipe receptacles clean.
 - b. Stock towels, tissue, and hand soap. Wipe/polish dispensers.
 - c. Toilets and urinals to be cleaned and sanitized inside and outside.

- d. Toilet seats to be wiped clean on both sides.
- e. Report any restroom repairs needed to the maintenance department.
2. Sweep / damp mop

Multipurpose room

1. Dust and wipe dais
2. Empty trash

Second Floor

Restrooms

1. Clean and pick up trash in rest rooms
 - a. Empty all trash and sanitary napkin receptacles, replace liners, and wipe receptacles clean.
 - b. Stock towels, tissue, and hand soap. Wipe/polish dispensers.
 - c. Toilets and urinals to be cleaned and sanitized inside and outside.
 - d. Toilet seats to be wiped clean on both sides.
 - e. Report any restroom repairs needed to the maintenance department.
2. Sweep / damp mop

City Manager Side:

1. Clean and pick up trash in City Manager conference room
2. Clean and pick up trash in Secretary area
3. Clean and pick up trash in copy room
4. Vacuum carpet
5. Clean and pick up trash in kitchen
6. Empty trash cans and pick up additional items marked trash from offices

Finance/Code Enforcement Side:

1. Clean and vacuum lobby off elevator
2. Dust and pick up trash in cubicles
3. Vacuum carpet
4. Empty trash cans and pick up additional items marked "trash" from offices
5. Pick up trash in code enforcement area
6. Sweep and damp mop
7. Vacuum hall carpet

LOWER LEVEL:

Monday: Empty all trash cans and pick up additional items marked "trash", including locker rooms and workout room.

Tuesday:

1. Dust mop hall, damp mop hall
2. Empty all trash cans and pick up additional items marked "trash", including locker rooms and workout room.
3. Clean entrance lobby
4. Clean entrance doors
5. Clean elevator
6. Sweep stairs
7. Back stair wells damp mop

Wednesday: None

Thursday: Empty all trash cans and pick up additional items marked "trash", including locker rooms and workout room.

Friday: Clean and pick up trash in rest rooms

1. Empty all trash and sanitary napkin receptacles, replace liners and wipe receptacles clean.
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers.
3. Toilets and urinals to be cleaned and sanitized inside and outside.
4. Toilet seats to be wiped clean on both sides.
5. Report any restroom repairs needed to the maintenance department.
6. Clean Shower Area
7. Sweep / damp mop

WEEKLY

First Floor Multipurpose room

1. Weekly sweep and/or wet mop.

Public Works Building

1. Clean Bathroom
 - a. Empty all trash and sanitary napkin receptacles, replace liners and wipe receptacles clean.
 - b. Stock towels, tissue, and hand soap. Wipe/polish dispensers.
 - c. Toilets and urinals to be cleaned and sanitized inside and outside.
 - d. Toilet seats to be wiped clean on both sides.
 - e. Report any restroom repairs needed to the maintenance department.
2. Wet Mop floors
3. Clean and wet mop break room

YEARLY “DEEP CLEAN” – ALL AREAS – TO BE SCHEDULED WITH CLIENT

1. Thoroughly dust all horizontal and vertical surfaces in selected offices, including desktops, files, windowsills, ledges, blinds, moldings, chair bases, telephones, computers, pictures, office furniture and all manner of furnishings
2. Complete all high dusting, including exhaust fans and air ventilators within reach
3. Damp wipe telephones with disinfectant
4. Sanitize waste baskets
5. Strip and wax all vinyl composition tile floors

Contractor to supply all cleaning supplies needed to perform this service. The City will would provide:

- Trash bags
- Toilet tissue
- Paper towels
- Hand soap

PROPOSAL FORMAT

1. Proposals shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than ten (10) point.
2. Brevity is encouraged. Proposals shall be limited to no more than 5 pages.
3. Required content includes:
 - a. Letter of interest including firm’s availability to undertake this project and acknowledgement of any and all addenda issued for this RFP.
 - b. A written summary of the proposer's approach to complete the tasks necessary for this project.
 - c. Provide a minimum of three (3) project references with similar services related to the scope of services for this RFP.
 - d. Provide any previous work experience you've had with the City of Newport.
 - e. Provide hourly rates for employees that will be assigned to this project.
 - f. Provide a lump sum fee based on the scope of service provided in this RFP.
4. One (1) original and four (4) copies shall be submitted

CITY OF NEWPORT, KENTUCKY

Amy Able, City Clerk

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