

**CITY OF LODI
REQUEST FOR PROPOSALS
CLEANING SERVICES
February 2021**

INTRODUCTION

The City of Lodi, a municipality in Columbia County, Wisconsin, is requesting proposals for cleaning services for City Hall at 130 S Main St., Lodi Police Department at 142 S Main St., and Lodi Public Library at 130 Lodi St. A separate proposal for each building is being requested.

It is anticipated that these would be one-year contracts beginning July 13, 2021 with an annual renewal option.

A walkthrough of the buildings can be scheduled by contacting City Clerk, Brenda Ayers, via phone at 608-592-0713 or email at bayers@cityoflodi.us.

SCOPE OF WORK TO BE PERFORMED

The Contractor shall provide cleaning services, using supplies and equipment provided by the Contractor, three times a week per building on a schedule to be determined by the City and Contractor during non-business hours in accordance with the specifications found at the end of this document.

INSURANCE REQUIREMENTS

The Contractor shall have in force full insurance coverage as follows:

- a. General Liability
- b. Worker's Compensation & Employers Liability
- c. Excess Liability or Umbrella
- d. Employee Dishonesty or Blanket Fidelity Crime Coverage (Bonding)

GENERAL PROPOSAL REQUIREMENTS

1. The contractor name, address and specific relevant experience.
2. Name, phone number, and email address of primary contact related to the proposal.
3. A description of the contractor's capabilities and qualifications.
4. Detailed description of services to be provided.
5. Detailed cost proposal separated by City Hall, Police Department and Library.
6. Detailed cost proposals for hourly charges for additional work performed beyond the scope of this RFP.
7. A list of current references for which comparable work has been performed. The list shall include: client name, person to contact, address, telephone number and a description of the work performed.
8. Certificate of Liability Insurance.
9. Any additional information that is pertinent to the RFP.

SUBMISSION INSTRUCTIONS

Proposals shall be submitted electronically to: Brenda Ayers, City Clerk, bayers@cityoflodi.us no later than **4 p.m. on Friday, March 26, 2021.**

The City reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals. Interviews and presentations will be on an invitation basis.

Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Lodi and the contractor selected. The City of Lodi reserves the right without prejudice to reject any or all proposals and/or parts thereof.

TIME SCHEDULE

The City anticipates the following timetable:

- March, 26, 2021- Deadline for receipt of proposals
- April 13, 2021- Review by Finance Committee and recommendation to Common Council
- April 20, 2021- Review by Common Council and vote to award

INQUIRIES

Inquiries regarding this RFP should be directed to:

Brenda Ayers
City Clerk
130 S Main St
Lodi WI 53555

Phone: 608-592-0713

Email: bayers@cityoflodi.us

CLEANING SPECIFICATIONS - GENERAL

| | |
|--------|---|
| Daily | |
| | Floors |
| | Mop and vacuum all floors. |
| | Sweep stairs/stairwells and wet mop if necessary. |
| | Spot clean carpet stains as needed. |
| | Surfaces |
| | Wipe down all work space and desk countertops and lobby counters. |
| | Wipe stairway handrails. |
| | Dust/clean furniture and table tops. |
| | Spot clean walls, doors, door handles, and switches. |
| | Brush debris from upholstery as needed. |
| | Remove all cobwebs. |
| | Clean glass on entry doors. |
| | Clean two large lobby glass guards. |
| | Clean microwave interior and exterior in break room. |
| | Spot clean refrigerator exterior in break room. |
| | Wipe elevator control panel/switch plates. |
| | Wipe handrail inside elevator. |
| | Trash/Recycling |
| | Empty all trash. Consolidate in a bag and place in garbage cart near back door. |
| | Replace trash liners as needed. |
| | Empty all recycling bins in recycling cart near back door. |
| | Sinks/Water Fountains |
| | Clean and polish all sinks. |
| | Clean and polish water fountains. |
| | Fill soap dispensers as needed and wipe down exterior. |
| | Fill paper towels as needed and wipe down exterior. |
| | Dry Erase Boards |
| | Clean all with approved cleaner IF board has been erased. |
| | Miscellaneous |
| | Other light cleaning as needed or later identified. |
| Weekly | |
| | Clean office doors and glass. |
| | Damp wipe door jambs, kick plates and light switches. |
| | Clean/dust picture frames, partitions, door frames, shelves, sills and tables. |
| | Sweep and mop elevator floor. |
| | Wipe down elevator doors. |
| | Delime water fountains and sinks. |

CLEANING SPECIFICATIONS - GENERAL cont'd

| | |
|---------|--|
| Monthly | |
| | Wash waste containers. |
| | Vacuum all vents. |
| | Vacuum upholstery furniture. |
| | Move microwave in break room to clean counter. |
| | Wash cabinet doors, fronts and sides. |
| | Dust/wipe chair legs, cabinets and baseboards. |
| | Sweep back stairway (concrete steps, garbage area, etc.) |
| | Delime water fountains and sinks. |

CLEANING SPECIFICATIONS - BATHROOMS

| | |
|---------|---|
| Daily | |
| | Floors |
| | Sweep and mop floors. |
| | Sinks/Water Fountains |
| | Clean sinks, faucets, etc. |
| | Fill soap as needed and wipe down dispensers. |
| | Fill paper towels as needed and wipe down dispensers. |
| | Toilets/Urinals |
| | Scrub and clean toilets. |
| | Wipe exterior. |
| | Fill toilet paper as needed and wipe down dispensers. |
| | Surfaces |
| | Clean mirrors. |
| | Spot clean walls, doors, door handles, and switches. |
| | Remove all cobwebs. |
| | Trash |
| | Empty all trash. Consolidate in a bag and place in garbage cart near back door. |
| | Replace trash liners as needed. |
| | Spot clean waste containers. |
| | Miscellaneous |
| | Other light cleaning as needed or later identified. |
| Weekly | |
| | Delime toilets and sinks. |
| | Damp wipe door jambs, kick plates and light switches. |
| | Clean and polish all chrome and stainless steel. |
| Monthly | |
| | Wash waste containers. |
| | Vacuum all vents. |