



REQUEST FOR PROPOSAL FORM FOR  
FURNISHING & DELIVERY OF  
JANITORIAL SERVICES AT THE  
LOCATIONS IDENTIFIED BELOW

Proposals are due at the following address no later than February 28, 2018 at 2:00 p.m.

TO:  
Wright County Administration  
Attn: Alan Wilczek  
10 2<sup>ND</sup> St. NW, Room 235  
Buffalo, MN 55313-1193  
  
Call: Alan Wilczek (763) 682-7382  
Email: alan.wilczek@co.wright.mn.us

FIRM: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
CONTACT: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**INVITATION FOR PROPOSALS**

Sealed proposals will be received at the office of the County Administration, Government Center, 10 2<sup>nd</sup> St. NW, Room 235, Buffalo, Minnesota 55313-1193, for all labor, materials, equipment, tools, and services to perform Janitorial services as listed in this document.

**PRE-BID INQUIRIES / WALKTHROUGH**

Contact Alan Wilczek – Facility Services Director (763) 682-7382 [alan.wilczek@co.wright.mn.us](mailto:alan.wilczek@co.wright.mn.us) with any questions prior to submittal or to schedule a walkthrough review of the facilities. Each party submitting is responsible for visiting the sites and becoming familiar with the conditions. An indication of intent to bid and scheduling of a walkthrough is required prior to 4:00 p.m. February 15<sup>th</sup>, and walkthroughs will be completed the week of February 19<sup>th</sup> between the hours of 8:00 a.m. – 4:30 p.m. An early walkthrough the week of February 12<sup>th</sup> may be allowed if scheduling permits with Alan Wilczek. Indication of intent to bid shall be submitted via email to the address above.

**INTERVIEWS**

Interviews are to be conducted March 5<sup>th</sup> & 6<sup>th</sup> pending scheduling availability and number of participating contractors.

**TERM**

The term of the contract shall be three (3) years, commencing April 2018 and terminating March 2021.

**SELECTION CRITERIA**

The following criteria will be considered, although not exclusively, in determining which contractor is awarded the Contract.

- |   |           |
|---|-----------|
| 1. References                           | 15 points |
| 2. Cost                                 | 35 points |
| 3. Interview                            | 30 points |
| 4. Experience in sensitive environments | 20 points |

**INSTRUCTIONS FOR SUBMITTING PROPOSAL**

1. A. Submit all proposals on bid form (A).  
\*Fill in all spaces in ink or typewritten.

- Supplemental pricing breakdown and proposals shall accompany Bid Form A. Pricing breakdown shall include all components transparent to clearly identifying the proposal amount.
  - Pricing to be identified as per square foot, monthly, and annual cost.
  - Any anticipated annual escalations to be identified.
  - All subcontracted work to be clearly stated in the proposal.
  - References and experience with day cleaning, government facility cleaning, and sensitive area cleaning to be clearly outlined.
- B. Include Responsible Contractor Form
- C. Seal bid envelopes and mark "Janitorial Service" with the name and address of the submitter.

2. The County reserves the right to accept or reject any or all bids; to waive any defects or technicalities; or to advertise for new bids where the acceptance, rejection, waiving or advertising of such would be in the best interest of the County. All or none of the sites may be contracted.

3. **ORDINANCES AND REGULATIONS**

The company submitting the successful proposal shall comply with all Federal, State, and Local laws, together with all ordinances and regulations applicable to the work. It shall procure all licenses, electric, and plumbing permits, or other rights necessary for the fulfillment of the obligation under this Document at the sole expense of the company.

4. **WORKERS' COMPENSATION**

Prior to commencement of Contract term, the company submitting the successful proposal shall provide a signed statement to the County evidencing compliance with the workers' compensation insurance coverage requirements of M.S. 176.182 set forth in pertinent part herein:

**M.S. 176.182 BUSINESS LICENSES OR PERMITS: COVERAGE REQUIRED**

...Neither the State nor any governmental subdivision of the state shall enter into any contract for the doing of any public work before receiving from all other contracting parties acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Section 176.181, Subdivision 2.

5. **BIDDER'S EXPERIENCE**

Prior to the award of the Contract, the apparent successful bidder, if requested by the County, shall furnish current information and data regarding the bidder's financial resources and organization, within five (5) working days. The County shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish the County all such information and data for this purpose as the County may request.

The right is reserved to reject the bid where the available evidence or information does not satisfy the County that the bidder is qualified to properly carry out the terms of the contract. The expertise of the bidder in the particular field of endeavor must be demonstrated and documented to the full satisfaction of the County, upon request, or the bid may be rejected by the County.

6. **INDEMNIFICATION**

The successful bidder agrees to indemnify and save the County harmless from any and all claims, demands, damages, actions, or causes of action, arising or to arise, against said County by reason of the successful bidder's performance of the contract and use of any process, machinery, or material used in the performance of the contract.

7. DATA

Contractor acknowledges that the County maintains data classified as “not public data”, as defined by Minnesota Statutes, Section 13.02, Subd. 8a. The Contractor agrees that it and its employees are responsible for the security of such data, and that willful dissemination of not public data is subject to possible criminal charges under Minnesota Statutes, Section 13.09. In addition, Contractor agrees to indemnify and hold the County harmless from any claims for damages as a result of improper dissemination of data by Contractor’s employees.

8. CONTRACTOR’S INSURANCE

The contractor is required to carry acceptable insurance. A certificate indicating coverage levels shall be submitted and accepted before a contract is signed.

The Contractor shall purchase, provide and maintain, at its own expense, such insurance as will protect the Contractor from claims set forth below. Proof of such insurance shall be furnished to the County prior to the commencement of any work and shall be maintained throughout the life of this Agreement and shall be evidenced by the carriers certificates, filed with the County. The Contractor shall supply the County with a list of sub contractors and shall verify and take responsibility for the sub contractor’s proof of insurance. Insurance shall be in force the first day of the Agreement. Insurance shall not be canceled, limited in scope of coverage or non-renewed until after Thirty (30) days written notice has been given to:

Wright County Administration  
Attn: Risk Management  
10 2<sup>nd</sup> St. NW, RM 235  
Buffalo, MN 55313

It is agreed that any insurance maintained by the County will not contribute with insurance provided by this policy.

The Contractor shall not commence work until the Contractor has obtained required insurance and filed an acceptable certificate of insurance with the County. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request. The insurance certificate shall note Wright County as the certificate holder and Wright County shall be named as Additional Insured: Wright County Attn: Risk Management, 10 2<sup>nd</sup> St NW, RM 235, Buffalo, MN 55313.

COMMERCIAL GENERAL LIABILITY

A single or combined limit occurrence based general liability insurance policy which shall include a broad form comprehensive liability endorsement and a contractual endorsement, which shall include the following coverages at a minimum:

\$1,000,000 per occurrence  
\$2,000,000 aggregate

AUTOMOBILE LIABILITY

A single or combined limit auto liability insurance policy for all owned, non-owned and hired vehicles, if any, using the provision of services under this Agreement, which shall include the following coverage’s at a minimum:

\$1,000,000 per occurrence

UMBRELLA

\$1,000,000 each occurrence/aggregate  
\*(may require higher limit for certain jobs)

9. **PAYMENT**

Payment to be made in the normal County payment process, net 30, after final inspection by the County's designated personnel.

10. **CONTRACT COMPLETION**

As applicable, contractor will submit as-built drawings and specification sheets on mechanical and hardware items as well as complete a final walk through. The County reserves the right to hold a 5% retainage until all punch list items are completed and required documents submitted.

11. **SCOPE OF WORK**

Furnish all labor, materials, equipment, tools, and services to perform Janitorial Service as described in this RFP and per industry standards. The contractor is responsible for complying with all applicable regulations of the local, state, and federal agencies having jurisdiction over any portion of the work performed.

11.1 **Locations & Cleanable Area SF:**

Government Center  
10 2<sup>nd</sup> St. NW  
Buffalo, MN 55313  
(104,443 SF)

Human Services Center  
1004 Commercial Drive  
Buffalo, MN 55313  
(32,188 SF)

Public Works  
3500 Braddock Ave NE  
Buffalo, MN 55313  
(12,227 SF)

Highway Department  
3600 Braddock Ave NE  
Buffalo, MN 55313  
(17,896 SF)

Law Enforcement Center  
3800 Braddock Ave NE  
Buffalo, MN 55313  
(77,496 SF)

11.2 **Work Specifications**

- Cleaning service frequency schedule per Exhibit B attachment.
- Cleaning chemicals and paper supplies to be provided by Wright County. Equipment & Equipment Maintenance to be provided by contractor. Current equipment at each sites is available to purchase and is listed on Exhibit C. Equipment may be viewed at the site walkthrough and pricing negotiated with Alan Wilczek – Facilities Services Director.
- Purchasing of janitorial products to be coordinated between the Wright County Facilities Manager and Contractor's Supervisor / Account Manager.

### **11.3 Special Conditions**

- **Cleaning services to be performed during “daytime” hours ranging from 5:00 am to 8:00 pm as necessary. The exact schedule of service hours is flexible however must fall within the provided time window. The Law Enforcement Center & Jail cleaning of common area, restroom, corridors, and public spaces may begin at 6:00 am. Cleaning of private offices or any other locked location in the Law Enforcement Center & Jail to be between the hours of 8:00 am – 4:30 pm.**
- **The Contractor is responsible to provide regular cleaning inspections and progress reports (i.e. monthly)**

### **11.4 Supervision & Labor**

- **All employees to pass a pre-employment BCA Background check prior to beginning work at any Wright County Facility. Other local pre-employment screening may be required prior to employment when working at the Law Enforcement Center & Jail or in the Courts & Court Administration areas.**
- **The Contractor shall provide a competent supervisor / account manager to manage employees and provide supervision to staff.**
- **Contractor shall promptly remove from the premises any employee whose work or conduct is not satisfactory to the Facilities staff.**
- **The supervisor / account manager shall be on County premises while service is being performed. He/she shall exercise the necessary supervision and control to prevent Contractor’s employees from violating any rules or regulations.**
- **The supervisor / account manager shall be the main point of communication between Wright County and the Contractor in relation to day to day activities.**
- **All Contractors should be aware that this project is highly visible to the residents of Wright County and a partner that represents constant professionalism, consistent deliverables, exceeding services is desired.**
- **Contractor’s employees shall be dressed in appropriate attire and a neat / clean appearance should be maintained whenever possible.**
- **All maintenance and repair of Contractor’s equipment shall be the responsibility of the Contractor, and such repairs shall not interfere with the completion of required services of the agreement.**

### **11.5 Use of Site**

- **Facilities and surrounding areas will be in daily use during the services. Contractor shall not interfere with the use of the site or facilities. Vehicles and trailers shall not be parked where they impede traffic or visibility at any intersection. All necessary safety precautions are to be observed when Contractor’s personnel are working on the sites.**
- **All areas of the site immediately surrounding the work area shall be protected as to minimize the risk to others who may be using the site at the same time. Flying debris and hazards are to be minimized whenever possible.**

**BID FORM (A)**

**SUBMITTED BY:**

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Street**

**City**

**State**

**Zip**

**Company Representative:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**SUBMITTED TO:**

**Alan Wilczek, Facilities Services Director**

**Wright County**

**10 2<sup>nd</sup> St. NW, Room 235**

**Buffalo, MN 55313**

**FOR: Janitorial Services**

**PRICES:**

**Amount the County will pay for complete project labor and materials:**

**PSF:** \_\_\_\_\_ **Monthly:** \_\_\_\_\_ **Annual:** \_\_\_\_\_

In submitting this bid, it is understood the right is reserved by the Owner to reject any and all bids and it is agreed this bid may not be withdrawn for a period of 60 days after date of filing same.

All Addenda shall become part of the bid and the work, and shall be acknowledged above in the spaces provided.

A bid shall be rejected if it contains any alteration or erasure unless the alteration or erasure is corrected as herein provided. An alteration or erasure may be crossed out and the correction thereof printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid. The person signing the bid shall also file a certificate with the bid explaining the correction of the alteration or erasure.

Each bid must be accompanied by Responsible Contractor's Affidavit as described or where required.

If a Corporation, what is the State of Incorporation: \_\_\_\_\_

If a Partnership, state full name of all co-partners: \_\_\_\_\_

**FIRM NAME:**

**Authorized Signature:**

**Title:**

\_\_\_\_\_

**Printed Name:**

**Date:**

\_\_\_\_\_

**14. Notes & Considerations**

**Please include any notes or specific items for consideration in the space provided below:**

---

---

---

---

---

**Exhibit B**  
**Cleaning Specifications - Wright County**

		Frequency	
<u>General</u>		<u>Week</u>	<u>Month</u>
1-	Empty wastebaskets and replace liners as needed (plastic liners supplied by Wright County). All waste to be moved to a designated area, no waste outside the container to be thrown away unless clearly marked. Wash wastebaskets as needed.	5x	
2-	Clean and sanitize drinking fountains	5x	
3-	Spot clean all interior windows and railing glass to remove fingerprints	5x	
4-	Completely clean all interior glass and all hand railings & glass	1x	
5-	Spot vacuum all areas and vacuum traffic areas including entry and exit	5x	
6-	Vacuum carpet wall to wall	1x	
7-	Spot mop chair matting	1x	
8-	Dust mop or sweep all hard floor surfaces	5x	
9-	Damp mop all hard floor surfaces	5x	
10-	Spot clean spills and stains on carpets	5x	
11-	Clean marks from kick plates		1x
12-	Remove dust and webs from return air vents & diffusers, ceilings & corners, clean all hand railings		2x
13-	Scrub and buff / burnish / recoat VCT		2x per year
14-	Strip & wax VCT		upon request
15-	Vacuum upholstered chairs and sofas		1x or upon request
16-	Collection and appropriate disposal of recyclable materials	5x	
17-	Spot clean walls and doors	1x	
18-	Dry dust blinds		1x
19-	Dust all accessible hi-lo horizontal surfaces including	1x	



counter tops, file cabinets, window sills, heating vents, light fixtures, and furniture (including cubicle furniture)

- |     |  |                                      |
|-----|--|--------------------------------------|
| 20- | Dust / wash walls and baseboards as necessary  | 2x per year                          |
| 21- | Scrub garage floors  | 1x or as needed during winter season |
| 22- | Recycle dumpsters to be placed on dock for pickup on Tuesday, Thursday, and Friday nights. | 3x                                   |

**Restrooms**

- |     |   |    |                             |
|-----|---|----|-----------------------------|
| 1-  | Clean mirrors and chrome finishes   | 5x |                             |
| 2-  | Clean and sanitize sinks & countertops  | 5x |                             |
| 3-  | Clean and sanitize toilets (outside & inside)   | 5x |                             |
| 4-  | Clean and sanitize urinals (outside & inside)   | 5x |                             |
| 5-  | Empty waste containers and replace liners   | 5x |                             |
| 6-  | Wash partitions and walls completely  | 1x |                             |
| 7-  | Spot clean partitions and walls   | 5x |                             |
| 8-  | Restock restroom supplies (County Provided) Including sanitary bags and all dispensers. | 5x |                             |
| 9-  | Sweep restroom floors   | 5x |                             |
| 10- | Mop and sanitize restroom floors  | 5x |                             |
| 11- | Autoscrub grout on tile floors  |    | 1x per year or upon request |
| 12- | Pour water down floor drains  | 1x |                             |

**Lobbies & Reception Areas**

- |    |   |    |    |
|----|---|----|----|
| 1- | Spot clean all entry glass                                      | 5x |    |
| 2- | Completely clean entrance door glass                            | 1x |    |
| 3- | Vacuum - mats & entry floor systems                             | 5x |    |
| 4- | Remove mats and vacuum recessed areas                           |    | 1x |
| 5- | Spot clean marking on kick plates (not all marks are removable) | 5x |    |

6-	Tile - sweep/dust mop	5x	
7-	Tile - wet mop (reception areas)	5x	
9-	Sweep and mop stairs	5x	
10-	Dust or wipe off stair railings	3x	
11-	Vacuum carpeting under seating	3x	
12-	Sweep, dust mop, autoscrub floors (LEC, GC)	5x	
13-	Vacuum wall to wall & spot wet mop (PW, HSC, HWY)	5x	
14-	Dust hard surfaces including lobby furniture, planters, woodwork, service counters, window sills, directional & suite signage, etc.	1x	
15-	Strip and refinish terrazo flooring to include stairs (GC)		1x annually
<b><u>Lunch / Break Room (s)</u></b>			
1-	Empty all waste containers	5x	
2-	Clean and disinfect tables	5x	
3-	Clean chairs	5x	
4-	Clean and disinfect counter tops	5x	
5-	Clean sink and chrome finishes	5x	
6-	Sweep and damp mop floor	5x	
7-	Spot clean walls	5x	
8-	Clean cabinet fronts, appliance exteriors, and ceiling vents	5x	
9-	Vacuum any carpet wall to wall and spot clean spills	5x	
10-	Wax / finish VCT or other hard surface floors		upon request or mfg recommendation
<b><u>Board Room</u></b>			
1-	Dust and polish Commissioner, Coordinator, and Media worksurfaces	2x	
2-	Vacuum wall to wall	5x	

3-	Clean chairs		1x
4-	Dust wall vertical wood surfaces		2x
5-	Spot clean all doors	5x	
6-	Clean windows to Board Room	1x or upon request	
7-	Empty trash containers	5x	

**Meeting Rooms**

1-	Clean tables	5x	
2-	Clean chairs	1x minimum	
3-	Spot vacuum	5x	
4-	Vacuum wall to wall	1x	
5-	Clean marker boards	as used / needed	
6-	Hi / low dust monitors, furniture, or equipment	1x	

**Copy Room (s) & Kitchenette(s)**

1-	Empty all waste containers	5x	
2-	Clean and disinfect counter tops	5x	
3-	Sweep / dust mop / damp mop floors	5x	
4-	Strip and wax VCT or other hard surface floors		upon request or mfg recommendation

**Storage Rooms**

1-	Floor - sweep / dust mop / damp mop floor		1x
2-	Strip and wax VCT		upon request or mfg recommendation

**Locker Room (s)**

1-	Floor - sweep / dust mop / damp mop floor	5x	
2-	Clean mirrors and chrome finishes	5x	
3-	Clean and sanitize sinks & countertops	5x	

4-	Clean and sanitize toilets (outside & inside)	5x	
5-	Clean and sanitize urinals (outside & inside)	5x	
6-	Empty waste containers and replace liners	5x	
7-	Wash partitions and walls completely	5x	
8-	Spot clean partitions and walls	5x	
9-	Restock restroom supplies (County Provided)	5x	
10-	Clean and sanitize shower stalls	5x	
11-	Refinish floor (s)		upon request or mfg recommendation
12-	Sanitize benches or hard surface seating areas	2x	
13-	Hi / Low dust lockers and furniture systems	1x	

**\*Building Specific Notes**

---

**HWY Building & Public Works**

Services to not include fleet service bays and large equipment storage areas, except daily trash pickup from containers.

Service areas to include office environments, restrooms, breakrooms, and locker rooms.

**Law Enforcement Center & Jail**

LEC & Jail to include the Sheriff Support Services Building (SSIL).

Services in SSIL to include restroom cleaning & stocking as well as garbage removal.

Sweep & spray in front of garage doors 1-5 twice per week.

No entry by staff will be permitted into evidence area without a special request or with an escort.

**Exhibit C  
Equipment List**

**Government Center:**

(3) 15" Spectrum Vacuum Cleaner

(5) 15" Windsor Vacuum Cleaner

**Advance:**

Aqua Plus Carpet Extractor

Convertamatic Walk Behind Floor Scrubber

Adfinity 20R Walk Behind Floor Scrubber

SC500 Walk Behind Floor Scrubber

Burnisher

All Cleaner Restroom Spray Cleaner

13" Kent Buffer

(4) 28" CarpeTrier Vacuum

Sprite 16 Vacuum

Aqua Clean 15 Carpet Cleaner

FM800 REV Scrubber

**Human Services Center:**

(1) 15" Spectrum Vacuum Cleaner

(4) 15" Windsor Vacuum Cleaner

**Advance:**

Aqua Plus Carpet Extractor

28" CarpeTrier Vacuum

13" Buffer

AquaClean XP Carpet Extractor

**Public Works:**

(1) Windsor Vacuum

Sensor XP15

(1) Windsor Vacuum

Sensor S12

**Advance:**

Aquaclean 15 Carpet Extractor

Sprite Wetvac

20" Matador Floor Scrubber

**Law Enforcement Center:**

- (5) Windsor Vacuum  
Sensor S12
- (2) Battery Backpack Vacuum  
ProTeam 1073960
- (2) Corded Backpack Vacuum  
Adgility 6XP
- 20" Viper Floor Scrubber

**Advance**

- SC500 Walk Behind Scrubber
- EcoFlex X2805DIS 28"
- Terra 3700B Rider Vacuum
- AquaPlus Carpet Extractor
- AquaClean Carpet ST Extractor
- All Cleaner Hard Surface Cleaner
- AquaSpot Carpet Extractor
- (2) 20" Burnisher
- REV Floor Scrubber Model FM 806 REV
- Moedel VL500 Wet Vacuum

**Highway Building:**

- (1) Windsor Vacuum  
Advance Spectrum 150
- (1) Windsor Vacuum  
Sensor S12

**Advance:**

- AWD 1320 Wet Vacuum
- Adfinity 20D Walk Behind Floor Scrubber

**RESPONSIBLE CONTRACTOR  
AFFIDAVIT AND ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

THE UNDERSIGNED, being duly sworn, on this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, appeared before me, and swore under oath as follows:

1. I am \_\_\_\_\_, \_\_\_\_\_ of  
(Contractor's Name and Title)  
\_\_\_\_\_ and duly authorized  
(Name of Company)  
as owner or officer of the above company to sign this Affidavit.
2. I warrant and represent full compliance with the minimum criteria as set out in Minnesota Statute 16C.285, Subd 3.
3. The following is a list of all first tier subcontractors that will be retained for work on the project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Signature

Sworn to and subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.  
\_\_\_\_\_  
Notary Public \_\_\_\_\_ County  
My commission expires: \_\_\_\_\_