

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 3, 2017 AGENDA**

| Subject: | Type: | Submitted By: |
|---|---|--------------------------|
| AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS | ◆ RESOLUTION ORDINANCE RECEIVE/FILE | PAM BUETHE CITY CLERK |

SYNOPSIS

A resolution has been prepared authorizing the advertisement of a request for proposals (RFP) for janitorial services for cleaning the City of La Vista facilities.

FISCAL IMPACT

The FY 17 General Fund Budget provides funding for janitorial services. Funding will also be included in future budgets for the continued cleaning of these facilities.

RECOMMENDATION

Approval in a form and content satisfactory to the City Administrator and City Attorney

BACKGROUND

Beacon Building Services has been cleaning the City facilities since 1999. They recently informed the City that they no longer wish to clean the City facilities effective the end of February 2017.

Staff has created the RFP which will be available to potential bidders upon approval. The timeline is as follows:

| | |
|----------------------|------------------------------|
| Advertise for Bids | January 11, 2017 |
| Proposals due | January 26, 2017, 10:00 a.m. |
| Tentative Award Date | February 7, 2017 |

The City will be seeking bids for a three year contract.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTISEMENT OF REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES FOR CLEANING THE CITY OF LA VISTA FACILITIES

WHEREAS, the Mayor and Council have determined that it is desirable to take proposals for janitorial services for cleaning the city facilities; and

WHEREAS, specifications have been prepared for the request for proposals; and

WHEREAS, the FY 17 General Fund budget provides funding for such service; and

WHEREAS future year budgets will continue to provide funding for janitorial services;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the advertisement for request for proposals and the City Clerk is hereby authorized to advertise for the proposals in accordance with the specifications prepared by staff in a form and content satisfactory to the City Administrator and City Attorney, and said sealed proposals are due by 10:00 a.m. January 26, 2017, at City Hall, 8116 Park View Blvd., La Vista, Nebraska 68128.

Advertise for Bids
Proposals Due
Tentative Award Date

January 11, 2017
January 26, 2017 10:00 a.m.
February 7, 2017

PASSED AND APPROVED THIS 3RD DAY OF JANUARY, 2017.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

NOTICE TO BIDDERS

JANITORIAL SERVICES FOR CITY OF LA VISTA FACILITIES CITY OF LA VISTA, NEBRASKA

Sealed proposals will be received by Pam Buethe, City Clerk of said City, 8116 Park View Blvd., La Vista, NE 68128, until 10 a.m. on January 26, 2017, for a three year contract for janitorial/cleaning services at six (6) City facilities.

The request for proposals containing specifications can be obtained from the City of La Vista website www.cityoflavista.org or can be picked up at La Vista City Hall, 8116 Park View Blvd.,

No bidder may withdraw his proposal for a period of 60 business days after the date proposals are due. All correspondence, questions and additional information regarding this RFP should be directed to Pam Buethe, City Clerk at pbuethe@cityoflavista.org.

The Owner reserves the right to reject any or all proposals and to waive informalities or irregularities in the bidding, and to negotiate contract terms with the various bidders when such is deemed by the Owner to be in its best interest.

CITY OF LA VISTA

Pamela A. Buethe, CMC
City Clerk

CITY OF LA VISTA

REQUEST FOR PROPOSAL

ON: JANITORIAL SERVICES FOR CITY OF LA VISTA FACILITIES

NOT AN ORDER

From: City of La Vista
City Clerk
8116 Park View Blvd.
La Vista, Nebraska 68128

Notice Published: *January 11, 2017*

PROPOSALS DUE:
January 26, 2017 at 10 a.m.
La Vista City Hall
8116 Park View Blvd.

The City of La Vista is requesting proposals for a three (3) year contract for janitorial/cleaning services at six (6) City facilities.

GENERAL CONDITIONS AND INSTRUCTIONS FOR BIDDERS
(Incorporated herein and made part of these specifications)

1. Any discount quoted will be deducted from the price when bill is paid. All appropriate government discounts should apply.
2. The owner reserves the right to reject any or all proposals, and to waive informalities or irregularities in the proposal, and to negotiate contract terms with the various bidders when such is deemed by the owner to be in its best interest. The right is also reserved to accept or reject any part of the proposal unless otherwise indicated by vendor.
3. Instructions, manufacturer's catalog numbers, etc., where shown herein are for descriptive purposes to guide the bidder in interpreting the standard, quality, design, and performance desired and shall not be construed to exclude proposals based on furnishing other types of materials.
4. Any substitutions must equal or surpass the specifications. When submitting a substitute article as equal, full name and description must be given, the City reserving the right, however, of deciding upon its suitability for the purpose intended.
5. Prices proposed shall not be subject to increase during the entire term of the contract. However, should there be a reduction in the price of any one or more items covered by the contract, during the period of the contract, the price to the City of La Vista shall be reduced to equal the revised list price less the discount herein quoted.
6. The City shall have the right to inspect any material or services specified herein. Equipment, supplies or services that fail to comply with the specification herein as regards to design, material, or workmanship are subject to rejection at the option of the City. Any materials rejected shall be removed from the premises of the City of La Vista at the expense of the vendor.
7. Each bidder shall submit all necessary catalogs, descriptive literature, etc. needed to describe fully the material he proposed to furnish.

8. Any bidder's exceptions to those terms and conditions or deviations from the written specifications shall be shown in writing on the attached bid form exception sheets. However, such exceptions may be cause for rejection of the bid.
9. All prices and notations must be in ink or typewritten. Mistakes may be crossed out, and corrections typed adjacent and must be initialed in ink by person signing the proposal.
10. No proposal may be withdrawn after the scheduled closing time for receipt of proposals for at least sixty (60) days.
11. Proposals must be submitted on the forms provided in a sealed envelope plainly marked "**SEALED BID**" with material description, date and time of closing written thereon. All bid proposals must be signed by an authorized officer or employee of the company and include the firm name.
14. **Questions should be directed to Pam Buehe, City Clerk, by e-mail to pbuehe@cityoflavista.org before proposal is submitted.** As required by State Law, neither the vendor nor his subcontractors shall discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to their hire, tenure, terms, conditions, or privileges of employment or because of their race, color, religion, sex, disability, or natural origin.

ADDITIONAL REQUIREMENTS

Notwithstanding anything in these specifications to the contrary:

1. Modifications. Bidder understands, acknowledges and agrees that no employee, agent or representative of the City has any authority to make any representations, statements, warranties, agreements or modifications to, of or regarding these specifications or any contract of the City without the written approval of the City Administrator; provided, however, that any representation, statement, warranty, agreement or modification that has any actual or potential impact to the City of more than \$5,000 shall requires action by the City Council of the City of La Vista.
2. Fair Labor Standards. Pursuant to Neb. Rev. Stat. Section 73-102, by submitting a bid, supplier hereby represents and certifies to the City of La Vista that supplier is complying with, and will continue to comply with, fair labor standards in the pursuit of its business and, if supplier is the successful bidder, in the execution and performance of the contract on which it is bidding; and in the execution and performance of said contract, fair labor standards will be maintained.

STATEMENT OF WORK

Specifications

The specifications outline the requirements for cleaning services for six (6) City of La Vista facilities. A list of each facility, the address and approximate square footage is outlined to assist you with your proposal. Contractor will supply general cleaning supplies and cleaning equipment. The Owner will furnish all trashcan liners, paper products and soap for dispensers.

A mandatory walkthrough will be held, January 18, 2017 at 1:30pm to view the facilities beforehand. The walkthrough will begin at La Vista City Hall, located at 8116 Park View Boulevard, La Vista, Nebraska.

Facilities List

- City Hall - 8116 Park View Blvd., La Vista NE
 - 1 floor – approximately 9550 sq. ft.
 - Includes entryway and main lobby area, Council Chambers, restrooms (4), offices, conference room, break room and entire office area.
- Community Center (Recreation Center) – 8116 Park View Blvd., La Vista, NE
 - 1.5 floors – approximately 12,950 sq. ft.
 - Includes entryway, lobby, game room, restrooms, locker and shower areas, meeting rooms, all office space, activity area of gym, fitness areas, craft room, first-aid room, vending area, and kitchen.
- Annex and Community Development Building – 8110 Park View Boulevard
 - 2 floors – approximately 4320 sq. ft.
 - Includes office area, entryways, lobbies, kitchen, restrooms, conference and training room, and break room.
- Police Department – 7701 South 96th Street
 - 1 floor – approximately 9,550 sq. ft.
 - Includes entryway, lobby, conference rooms, community rooms, break room, kitchen, fitness areas, interview rooms, restrooms, locker rooms and all clerical / office areas.
- Public Works Facility – 9900 Portal Road
 - 1 floor – approximately 4500 sq. ft.
 - Includes, entryway, all office areas, restrooms, locker rooms, conference rooms and break room.
- Parks Facility – 9810 Hupp Drive
 - 1 floor – approximately 3000 sq. ft.
 - Includes all office areas, restrooms, locker rooms, break rooms and conference rooms.

Holidays

Work will not be required on the days set forth below. However, Contractor can make arrangements for cleaning if needed.

| | |
|-----------------------------|-----------------------------|
| New Year's Day | January 1 st |
| Martin Luther King, Jr. Day | Third Monday of January |
| Presidents' Day | Third Monday of February |
| Memorial Day | Last Monday of May |
| Independence Day | July 4 th |
| Labor Day | First Monday of September |
| Columbus Day | Second Monday of October |
| Thanksgiving | Fourth Thursday of November |
| Day after Thanksgiving | Friday after Thanksgiving |
| Christmas | December 25 th |

Schedule

Contractor shall cooperate with the City to minimize conflict and facilitate operations.

Cleaning in the Community Center will be done 7 days a week, between the hours of 10:00 p.m. and 6:00 a.m. From May 1st through Labor Day, the Community Center is closed on Sundays, and therefore would only need to be cleaned 6 days per week.

Cleaning at the Police Department will be Monday through Friday, between 3:00 p.m. and 6:00 p.m. with limited services on Saturday & Sunday afternoons consisting of emptying trash, cleaning restrooms, and vacuuming.

Cleaning of City Hall, Annex, and Community Development will be Monday through Friday, between 5:00 p.m. to 6:00 a.m.

Cleaning Public Works and the Parks facility will be Monday, Wednesday, and Friday between 5:00 p.m. to 6:00 a.m.

Definition of Terms

All work performed under the approved Agreement shall satisfy, as a minimum, the cleaning requirements and standards set forth herein. As used throughout this Specification, the following terms shall be defined as set forth below:

1. **CLEAN:** Surfaces must be free of dirt, dust, spots, streaks, stains, smudges, litter, gum, debris, hard water deposits, scuff marks, and other residue; to restore all items to their original condition and appearance.
2. **DISINFECT:** Cleaning in order to destroy any harmful micro-organisms by the application of an approved chemical agent.
3. **TILE FLOOR:** All ceramic and vinyl tile and rubber, linoleum or other sheet type flooring products, which are affixed to the sub flooring with mastic or adhesive.
4. **PARTITION:** The barriers between restroom stalls and walls or dividers within a facility, which do not touch the ceiling.

5. **VACUUMING:** The complete removal of lint, dust, loose soil, and debris by the use of an industrial-type vacuum cleaner. A vacuum with a beater bar should be used on carpeted areas.

6. **POLISHING:** The application of an oil-based, high quality wood preservative to furnishings and wiping the furnishings using a soft, non-abrasive cloth, so as not to leave any residual surface polish.

7. **FIXTURE:** Toilets, urinals, toilet paper holders, hand towel dispensers, soap dispensers, sinks, floor drains, and any other items attached to the ceiling, wall, door or floor.

8. **FLOOR CARE:** For all floor care operations where furniture and equipment must be removed, no chairs, wastepaper baskets or other items shall be stacked on desks, tables or window sills. Upon completion of work, all furniture and equipment must be returned to its original location and position. Baseboards, walls, doors, furniture and equipment shall not be splashed, disfigured or damaged during floor care operations. The Vendor shall take precautions to advise building occupants of wet and/or slippery floor conditions. All tools and equipment shall be maintained in clean condition and neatly stored in the assigned storage areas, if available. All waxed surfaces must be maintained so as to provide safe anti-slip walking conditions.

9. **SWEEPING, DUST MOPPING AND DAMP MOPPING:** Hard surface floors shall be swept, dust mopped and damp mopped, leaving the floors clean and free of dirt streaks; no dirt shall be left in corners, under furniture, or behind doors. Entrances, or other outside surfaces included in the Agreement shall be swept of all dirt and trash. No dirt shall be left where sweepings were picked up.

10. **WET MOPPING AND SCRUBBING:** Floors shall be properly prepared by thoroughly sweeping to remove visible dirt and debris, and by removing of gum, tar, and similar substances from the floor surface. On the completion of mopping and scrubbing, floors shall be properly rinsed and dry-mopped to present an overall appearance of cleanliness; floors shall be clean and free of dirt, water streaks, mop marks, string, etc.; floors shall be dry and corners and cracks clean. When scrubbing is specified, it shall be performed by machine or by hand with a brush.

11. **CARPET CARE:** Carpets must be vacuumed thoroughly, preferably with an industrial-type vacuum cleaner with a beater bar. Carpeted floors shall be free of all visible litter and soil. Chairs, trash receptacles, and easily movable items shall be moved and the carpet vacuumed underneath. Any tears, burns or unraveling shall be brought to the attention of the City's Building Technician in writing.

12. **LOW MOISTURE/DRY EXTRACTION CARPET CLEANING:** All carpets shall be deep cleaned using low moisture/dry extraction method at the scheduled frequencies, using approved industrial carpet cleaning equipment.

13. **RUGS:** After thoroughly vacuuming, all rugs shall be cleaned and be free of dust balls, dirt, and other debris.

14. **DUSTING:** Dust shall be removed directly from the areas and surfaces on which it lies by the most effective means; appropriately treated dusting cloths, vacuuming tools, etc. When doing high cleaning, dust shall not be allowed to fall from high areas onto furniture and equipment below. Each dusting task shall result in the following:

- a. There shall be no dust streaks remaining.
- b. Corners, crevices, molding and ledges shall be free of all dust.
- c. There shall be no oils, spots or smudges on dusted surfaces caused by dusting tools.

d. Few traces of dust will be found on any surface during routine inspections.

15. **DAMP WIPING:** This task consists of using a clean damp cloth or sponge to remove all dirt, spots, streaks, fingerprints and smudges from walls, glass and other specified surfaces, then drying to provide a clean, polished appearance. The wetting solution shall contain an appropriate approved cleaning agent. When damp wiping in toilet areas, a multi-purpose (disinfectant - deodorizer) cleaner shall be used.

16. **BRIGHT METAL POLISHING:** This task may be performed by damp wiping and drying with a suitable cloth so a polished appearance can be attained. However, if a polished appearance cannot be produced, the City's Building Technician shall be contacted for direction as to the use of an appropriate, approved metal polish.

17. WINDOW WASHING AND GLASS CLEANING:

a. After each washing operation in accordance with the specified frequency, all glass, interior and exterior, shall be clean and free of dirt grime streaks, fingerprints and excessive moisture, and shall not be cloudy.

b. Window frames, sills and woodwork around interior and exterior glass and other surrounding areas shall be thoroughly wiped, free of any drippings and watermarks.

c. When building occupants will be seriously disrupted or inconvenienced by window cleaning operations, these activities shall be scheduled with the Department's designated contact person and/or the City's Building Technician.

18. PORCELAIN WARE CLEANING:

a. All porcelain fixtures (including drinking fountains, sinks, urinals, toilets, etc.) shall be clean and bright; there shall be no dust, spots, stains, rust, green mold, encrustation of any kind or excess moisture.

b. Walls, floors and other surfaces adjacent to fixtures shall be free of spots, stains, drippings and watermarks.

c. Toilets: Special attention shall be given to floors around urinals and commodes to assure elimination of odors and stains, and to provide a uniformly clean appearance throughout.

19. **SPOT CLEANING:** Where specified, this task shall result in the removal of all smudges, spots, stains or other marks from the designated area or surface without causing discoloration, staining or damage.

20. **POLICING:** This task includes picking up and removing trash, paper, empty cans or bottles and other debris inside the building, including all offices, passageways, lobby waiting areas, and outside landings at entrances and exits; maintaining cigar/cigarette ash receptacles in a neat and presentable condition at designated smoking areas (if located at or adjacent to entrances or exits); keeping entry and exit ways inside the building free of dirt, dust, trash, cigarettes, and any excess water caused by inclement weather. Recycle materials (paper) shall be deposited into the appropriate recycling receptacles, if provided.

Responsibilities of the Contractor

The following cleaning lists are outlined by facility and cleaning locations, however are not inclusive. The information below is not intended to be restrictive on how a contractor accomplishes the desired definitions of cleaning as described in the Definition of Terms section.

All Facilities:

ALWAYS

- Report any safety hazards to the Building Technician unless you can easily correct it yourself
- Report needed repairs (in writing)
- Keep equipment neatly stored, clean, and report needed equipment repairs
- Keep custodial room clean and orderly
- Use appropriate safety procedures and equipment

**CITY HALL
8116 PARK VIEW BLVD**

A. General Cleaning - Entire City Hall Facility – Daily unless otherwise noted

- Vacuum all floor mats
- Vacuum all carpet – approx. 7600 sq. ft.
 - Suggested Tuesday, Thursday, and Sunday – special consideration to be made for scheduling to avoid vacuuming during public meetings (schedule to be provided).
- Sweep and Wet mop tile floors (rinsing mop and changing water as necessary so floors are not smeared). (**During bad weather this may need to be done more than once**)
 - Quarry tile in foyer– approx. 1400 sq. ft.
 - Ceramic tile in restrooms – approx. 340 sq. ft. (with disinfectant)
 - Linoleum in rear entry and break room – approx. 210 sq. ft.
- Clean entryway glass
- Clean lobby glass as needed.
- Empty and clean ashtray at entrance
- Clean and polish all drinking fountains
- Check for and remove cobwebs as needed
- Empty all trash containers and replace liners as needed.
 - (including sanitary napkin bins in women's stalls)

Clean Offices, Clerical Area, Conference Room, and Break Room.

- Conference rooms clean as an office
- Council Chambers – check for cleanliness and empty trash if needed daily (clean, dust, vacuum, etc. weekly)
- Clean and/or dust tables, chairs, tops of file cabinets, trash receptacles, can recycle containers, tops of partitions, counter tops, exterior of refrigerator and microwave.
*****CLEAN ONLY CLEARED SPACES ON DESKS, CREDENZAS, FILE CABINETS, AND COUNTER TOPS. DO NOT MOVE OR REARRANGE PAPERS, BOOKS OR PERSONAL ITEMS.**
- Sweep or vacuum chair mats and under desks
- Clean walls and switch covers around light switches
- Wipe front of cupboards if needed

Restrooms (4 restrooms total; 2 men's, 2 women's)

- Clean walls and counter tops (especially by the light switches, around towel dispensers and under soap dispensers) – includes bathroom door partitions
- Clean or dust soap dispensers, towel dispensers as needed
 - towel dispensers, refill if less than ½ full
- Clean all sinks inside and out, including faucets
 - Polish stainless steel sinks
- Clean mirrors
- Clean all urinals. Remove the strainers and brush entire inside, wipe down the outside and clean all chrome
- Clean all stools inside and out, including all chrome
- Refill toilet paper as needed

B. WEEKLY

- Clean Council Chambers (dust, vacuum, empty trash)
- Burnish all linoleum floors
- Wipe down mopboards
- Vacuum chairs
- Dust Window sills

C. MONTHLY

- Vacuum under gravel mats in entryways
- Clean all mini-blinds

D. YEARLY

- Qualified person to strip and wax or reseal linoleum and quarry tile with wax or sealer approved by the Building Technician
- Qualified person to shampoo all carpets

COMMUNITY CENTER (RECREATION CENTER)
8116 PARK VIEW BLVD

A. General Cleaning - Entire Recreation Center- Daily unless otherwise noted

- Vacuum all floor mats in facility
- Vacuum carpet (Tuesday, Thursday, Sunday) – approx. 1600 sq. ft.
- Sweep and Wet mop tile floors (rinse mop and changing water as necessary so floors are not smeared. **(During bad weather this may need to be done more than once)**)
 - VCT tile – approx. 7500 sq. ft. (first-aid room, craft room, 5 meeting rooms, game room, activity area of gym)
 - Ceramic tile – approx. 2000 sq. ft. (restrooms, locker and shower areas, vending area, kitchen)
 - Quarry Tile – approx. 1850 sq. ft. (Lobby)
- Empty all trash containers and replace liners as needed
 - (including sanitary napkin bins in women's stalls)
- Clean entryway glass
- Clean Vending area
 - Sweep or vacuum under vending machines, wet mop where possible
- Clean and polish all drinking fountains
- Check for and remove cobwebs as needed
- Clean and/or dust tables, chairs, tops of file cabinets, trash receptacles, can recycle containers, tops of partitions, counter tops, window sills (whether facing out doors or interior of building).
 - **CLEAN ONLY CLEARED SPACES ON DESKS, CREDENZAS, FILE CABINETS, AND COUNTER TOPS. DO NOT MOVE OR REARRANGE PAPERS, BOOKS OR PERSONAL ITEMS.**
- Sweep or vacuum chair mats and under desks
- Check all meeting rooms, sweep and wet mop as needed
- Clean all sinks and countertops
- Polish stainless steel sinks
- Clean or dust paper towel dispensers, refill if less than ½ full
- Wipe fronts of cupboards if needed
- Clean wall and switch covers around light switches

Showers and Restrooms (2 total; 1 men's, 1 women's)

- Clean walls, with additional emphasis by the light switches, sinks, soap dispensers, and under soap dispensers
- Clean all sinks inside and out, including faucets
- Clean mirrors.
- Clean all urinals. Remove the strainers and brush entire inside, wipe down the outside, and clean all chrome
- Clean all stools inside and out, including all chrome
- Clean all shower faucets, walls, mirrors
- Wipe down lockers and towel hangers
- Wet mop floors daily with disinfectant
- Clean shower drain trough and drain cover
- Refill toilet paper holders as needed

B. WEEKLY

- Power scrub restroom, locker room and shower floors, making sure to clean next to walls, under sinks and urinals, and in stalls
- Buff linoleum floor in gym and meeting room areas

C. MONTHLY

- Vacuum under gravel mats in entryways
- Wipe down mopboards

D. YEARLY

- Qualified person to strip and wax or reseal linoleum with wax or sealer approved by the Building Technician
- Qualified person to shampoo all carpets

ANNEX & COMMUNITY DEVELOPMENT 8110 PARK VIEW BLVD

A. General Cleaning - Community Development Office (Daily) and Annex twice per week or as needed

- Vacuum all floor mats
- Vacuum all carpet (Tuesday, Thursday, Sunday) – approx. 3600 sq. ft.
- Sweep and Wet mop all tile floors (ring mop and change water as necessary so floors are not smeared)
 - Ceramic tile (all restrooms) – approx. 380 sq. ft.
 - Vinyl tile (break room, kitchen, entry's) – approx. 340 sq. ft.
- Sweep and mop brick floor in vestibule
- Clean entryway glass
- Empty all trash containers and replace liners as needed
 - (including sanitary napkin bins in women's stalls)
- Empty and clean ashtray at entrance
- **Clean Offices, Clerical Area, Conference Rooms, Training Room, and Break Rooms (This also applies to adjoining stair wells)**
- Clean and/or dust tables, chairs, tops of file cabinets, trash receptacles, can recycle containers, tops of partitions, counter tops, exterior of refrigerator and microwave.
******CLEAN ONLY CLEARED SPACES ON DESKS, CREDENZAS, FILE CABINETS, AND COUNTER TOPS. DO NOT MOVE OR REARRANGE PAPERS, BOOKS OR PERSONAL ITEMS.**
- Sweep or vacuum chair mats and under desks
- Check all conference rooms, clean as an office
- Clean all sinks
 - Polish stainless steel sinks
- Clean or dust paper towel dispensers, refill if less than ½ full
- Wipe front of cupboards if needed
- Clean walls and switch covers around light switches
- Check for and remove cobwebs as needed

Restrooms and Shower (5 total; 2 men's, 2 women's, 1 shower room)

- Clean walls, with additional emphasis by the light switches, sinks, soap dispensers, and under soap dispensers – including partitions
- Clean all sinks inside and out, including faucets
- Clean mirrors.
- Clean all urinals. Remove the strainers and brush entire inside, wipe down the outside, and clean all chrome
- Clean all stools inside and out, including all chrome
- Clean shower faucet & walls
- Wet mop floors daily with disinfectant
- Clean shower drain
- Refill toilet paper holders as needed

B. WEEKLY

- Burnish all linoleum floors
- Window sills (whether facing out doors or interior of building)

C. MONTHLY

- Clean all mini-blinds
- Wipe down mop boards

D. YEARLY

- Qualified person to strip and wax or reseal linoleum if needed with wax or sealer approved by the Building Technician
- Qualified person to shampoo all carpets

**POLICE DEPARTMENT
7701 SOUTH 96TH STREET**

A. General Cleaning: Lobby, Offices, Clerical Area, Conference Rooms, Training Room and Break Room - Daily

- Empty wastebaskets and place trash in dumpster; replace liners as necessary
- Empty exterior urns and ashtrays
- Clean and/or dust tables, chairs, tops of file cabinets, trash receptacles, tops of partitions, counter tops, window sills, exterior of refrigerator and microwave.
- Sweep or vacuum chair mats and under desks
- Clean all doors around door knobs and push plates
- Remove all cobwebs at ceilings, corners, and crevices

******CLEAN ONLY CLEARED SPACES ON FILE CABINETS AND COUNTER TOPS. DO NOT MOVE OR REARRANGE PAPERS, BOOKS OR PERSONAL ITEMS.**

- Vacuum all carpeted floors including entry mats
- Spot Clean all carpeted floors as needed.
- Sweep and damp mop all hard surface floors with treated mop, and remove scuff marks
- Sweep and Wet mop all tile (rinsing mop and changing water as necessary so floors are not smeared). (During bad weather this may need to be done more than once)
 - Quarry tile (foyer) – approx. 800 sq. ft.
 - Ceramic tile (restrooms, community room) – approx. 1600 sq. ft.
 - VCT (copy room, break room, entry's) – approx. 550 sq. ft.
 - Epoxy floor in booking room, restroom and interview room – approx. 450 sq. ft.
 - Sweep and clean rubber sports floor in fitness – approx. 350 sq. ft.

Restroom Cleaning (RESTROOMS/LOCKER ROOMS (7 total; 3 men's, 2 women's, 2 locker rooms.

- Clean walls and counter tops (especially by the light switches and under soap dispensers) – includes bathroom door partitions
- Clean and refill soap dispensers, towel dispensers
- Clean all sinks inside and out, including faucets
- Clean mirrors
- Clean all urinals. Remove the strainers and brush entire inside, wipe down the outside and clean all chrome
- Clean all stools inside and out, including all chrome
- Clean shower faucets/drains/walls
- Wet mop floors daily (with disinfectant)
- Refill toilet paper as needed
- Wipe down locker room benches and lockers
- Empty trash receptacles and replace liners as needed (including sanitary napkin bin in women's stalls)

B. WEEKEND SERVICE (Saturday and Sunday)

Breakroom

- Sweep and wet mop floors
- Clean and refill soap dispensers, towel dispensers
- Clean and disinfect sinks, countertops, and tables.
- Empty all trash

Restroom Cleaning

- Clean all stools inside and out, including all chrome using an acid type bowl cleaner
- Clean and refill soap dispensers, towel dispensers
- Clean all sinks inside and out, including faucets using an abrasive cleaner such as Ajax or a similar product
- Clean mirrors
- Clean all urinals. Remove the strainers and brush entire inside, wipe down the outside and clean all chrome
- Empty all trash

Carpet Care

- Vacuum hallway carpet, Report Writing Room carpet

C. WEEKLY SERVICE (Fridays)**Window Washing and Glass Cleaning**

- Clean entry doors glass inside and out
- Clean glass in Records, CIB and Administration
- Clean interior lobby windows and all interior door glass

Detention Area

- Clean restroom and interview rooms in detention area
- Clean both stools inside and out.

D. MONTHLY SERVICE (During Last Week of the Month)

- Vacuum under gravel mats in entryways
- Clean all mini-blinds.
- Power scrub restroom and shower floors, making sure to clean next to walls, under sinks and urinals, and in stalls

E. YEARLY (April or October)

- Strip and wax or reseal linoleum and quarry tile with wax or sealer approved by the Building Technician
- Steam/Extraction clean all carpet areas
- Deep clean and disinfect surfaces, sinks and floor in Break Room

**PUBLIC WORKS FACILITY
9900 PORTAL ROAD**

A. General Cleaning -Three nights of service per week, Monday, Wednesday and Friday.

- Empty trash and replace liners as needed.
 - Clean glass and mirrors.
 - Front entryway glass – inside and outside
 - Mirrors (5) – Front office restrooms, men's and women's locker room.
 - Vacuum carpet and mats.
 - Carpet in front office, director's office, deputy director's office, engineer's office, street superintendent office, conference room – Approximately 1200 sq. ft.
 - Mats – (3) 4' x 6' (2) 3' x 5'
 - Dust mop and wet mop tile floors. Approximately 2,240 sq. ft.
 - Front office including entryway, restrooms, storage room – 1050 sq. ft.
 - Shop Foreman office – 120 sq. ft.
 - Men's Locker Room – 407 sq. ft.
 - Women's Locker Room – 204 sq. ft.
 - Break Room – 459 sq. ft.
 - Clean sinks, toilets and urinals. Fill tissue, towel and soap dispensers as needed.
 - Front Office Restrooms: (2) sinks, (2) toilets, (4) tissue holders, (2) towel dispensers.
 - Men's Locker Room: (2) toilets, (2) urinals, (1) multi-station sink, (4) tissue holders, (2) towel dispensers.
 - Women's Locker Room: (2) toilets, (1) sink, (4) tissue holders, (1) towel dispenser, (2) sanitary napkin receptacles.
 - Clean drinking fountains.
 - Check for and remove cobwebs. All locations.
 - Break Room:
 - Wipe outside of refrigerator, ice machine, microwave and coffee pot machine.
 - Fill paper towel dispenser (1) as needed.
 - Dust tables, cabinets and vending machine.
 - Dust desks in offices, counter tops and file cabinets and Conference room table.
- **Clean only cleared spaces on desks, counter tops and file cabinets. Do not move or rearrange papers, books or personal items.**

B. MONTHLY

- Dust and clean walls and light fixtures in front office restrooms and locker rooms.
- Dust all window blinds and sills. Clean glass – inside only.

C. ALTERNATE ITEMS:

- Carpet cleaning when requested by City. Will include pre-treating of carpet before cleaning. City will remove all furniture and fixtures from carpet area prior to cleaning. Approximately 1200 sq. ft.

Service Fee for Carpet Cleaning - \$_____

- Stripping and waxing tile floors when requested by City. City will remove all furniture and fixtures prior to cleaning. Approximately 2,240 total square footage.
 - Front office including entryway, restrooms. Approximately 1050 sq. ft.
 - Shop Foreman office. Approximately 120 sq. ft.
 - Break Room. Approximately 460 sq. ft.

Service Fee - \$_____

- Men's and Women's Locker Rooms. Approximately 611 sq. ft.

Service Fee - \$_____

PARKS FACILITY 9810 HUPP DR

A. General Cleaning - Three nights of service per week, Monday, Wednesday and Friday.

- Empty trash and replace liners as needed.
- Clean glass and mirrors.
 - Interior window.
 - Mirrors – Front office restroom, men's locker room and rear restroom.
- Vacuum carpet and mats.
 - Carpet in 3 offices – Approximately 460 sq. ft.
 - Mats
- Dust mop and wet mop tile floors. Approximately 1,300 sq. ft.
 - 1000 sq. ft. tile (front conference room, locker room, office, rear restroom)
 - 300 sq. ft. linoleum (front office restroom, hallway, kitchen)
- Clean sinks, toilets and urinals. Fill tissue, towel and soap dispensers as needed.
 - Front Office Restroom: (1) sinks, (1) toilet, (1) tissue holders, (2) towel dispensers.
 - Men's Locker Room: (2) toilets, (2) urinals, (2) sinks, (2) tissue holders, (2) towel dispensers.
 - Rear Restroom: (1) toilets, (1) sink, (1) tissue holders, (1) towel dispenser, (1) shower
- Check for and remove cobwebs. All locations.
- Break Room:
 - Wipe outside of refrigerator, microwave and coffee pot machine.
 - Fill paper towel dispenser as needed.
 - Dust tables & cabinets.
- Dust desks, counter tops and file cabinets in offices and conference room.
****Clean only cleared spaces on desks, counter tops and file cabinets. Do not move or rearrange papers, books or personal items.**

B. MONTHLY

- Dust and clean walls and light fixtures.
- Dust all window blinds and sills. Clean glass – inside only.

Professional Services Minimum Requirements

The following are minimum qualifications and licensing requirements that the Contractor must meet in order to be eligible to submit a bid. Responses must clearly show compliance to these minimum qualifications. The City reserves the right, but is not obligated, to obtain clarification from the Contractor if compliance to the minimum qualifications is not clear in the Contractor's response. The City without further consideration shall reject those that are not clearly responsive to these minimum requirements.

- Contractor shall have a minimum of three (3) years' experience in providing cleaning services in similar office and industrial facilities.
- Contractor shall have successfully performed at least two contracts of a similar scope with a public or private agency.

Non-Discrimination, Conflict of Interest and Residency Clauses

Non-Discrimination Clause: Pursuant to Neb Rev. Stat. § 73-102 (Reissue 1996), Vendor declares, promises, and warrants it has and will continue to comply fully with the Title VI of the Civil Rights Act of 1964, as amended, (42 U.S.C.A. § et seq.) and the Nebraska Fair Employment Practice Act, Neb Rev. Stat. § 48-1101, et seq., (Reissue 1998), in that there shall be no discrimination against any employee which is employed in the performance of this contract, or against any applicant for such employment, because of age, color, national origin, race, religion, creed, disability or sex.

Conflict of Interest Clause: Pursuant to Neb Rev. Stat. § 23-3113 (Reissue 1997), the parties hereto declare and affirm that no officer, member, or employee of the City, and no member of its governing body, and no other public official of the City who exercises any functions or responsibilities in the review or approval of the undertaking described in this contract, or the performing of services pursuant to this contract, shall participate in any decision relating to this contract which affects his or her personal interest, or any corporation, partnership, or association in which he or she is directly or indirectly interested; nor shall any employee of the City, nor any member of its governing body, have any interest, direct or indirect, in this contract or the proceeds thereof.

Residency Verification: The Vendor agrees to comply with the residency verification requirements of Neb. Rev. Stat. § 4-108 through § 4-114. The Vendor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

If the Vendor is an individual or sole proprietorship, the following applies:

1. The Vendor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at www.das.state.ne.us.
2. If the Vendor indicates on such attestation form that he or she is a qualified alien, the Vendor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify the Vendor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
3. The Vendor understands and agrees that lawful presence in the United States is required and the Vendor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. Sect. 4-108.

Licensing and Fees:

Contractor is responsible to be licensed in the State of Nebraska and City of La Vista. It is the responsibility of the contractor to pay for and maintain any licenses, fees, assessments, permits charges, etc. which are necessary for Contract performance.

Insurance Requirements:

The following insurance coverage shall be kept in force and shall be primary with respect to any insurance or self-insurance programs covering the City, supervisors, officials, agents, representatives, and employees.

Worker's Compensation and Employers Liability Insurance: The minimal acceptable limits shall be the statutory limits as required by the State of Nebraska for Coverage A, Workers' Compensation and \$500,000 each accident for Coverage B, Employers Liability.

Commercial General Liability Insurance: Coverage should include broad form coverage written on a commercial general liability form and written on an occurrence basis. The coverage must protect against claims for damages resulting from bodily injury, including death, personal injury, and property damage.

The minimum acceptable limits of liability shall be \$1,000,000 each occurrence. If the coverage contains a general aggregate, such limit shall not be less than \$2,000,000. The products/completed operations limit shall not be less than \$2,000,000.

Automobile Liability Insurance: Coverage shall be against claims for damages resulting from bodily injury, including death and property damage, which may arise from the operations of any owned, hired, or non-owned automobile. The minimum acceptable limit of liability shall be \$1,000,000 Combined Single Limit for each accident.

Certificate of Insurance: Contractor shall furnish the City with a certificate(s) of insurance evidencing the coverage required in this section. Such certificate(s) shall specifically state that the insurance company or companies underwriting the insurance coverage shall give the City at least thirty (30) days written notice in the effect of cancellation of, or material change in, any of the coverage. If the certificate(s) is shown to expire prior to completion of all the terms of this Agreement, Contractor shall furnish a certificate(s) of insurance evidencing renewal of its coverage to the City.

Insurance Company: All insurance coverage herein required of Contractor shall be written by an insurance company or companies transacting business as an admitted insurer in the State of Nebraska or under the Nebraska Surplus Lines Insurance Act. All insurance companies must possess a minimum A.M. Best Insurance Company rating of A-. Upon request by the City, Contractor shall furnish evidence that the insurance company or companies being used by Contractor meet the minimum requirements listed in this section.

Subcontracting

Contractor may not subcontract the work to be performed, without prior written consent of the City. If such consent is granted, Contractor will retain responsibility for all work associated. Contractor must identify any subcontractors they intend to use in the execution of this contract.

Independent Contractor

Contractor shall at all times be an independent contractor and not an employee or agent of the City. Contractor, its offers, employees and agents shall at no time represent Contractor to be other than an independent contractor or represent themselves to be other than employees of Contractor.

Indemnity

Contractor shall indemnify and hold harmless the City, its officers, employees, and agents from all loss, claim, suits, or actions of every kind and character made upon or brought against the City, its officers, employees, agents, for or sustained by any party or parties as a result of any act, error, omission, or negligence of Contractor or its servants, agents, and subcontractors; and also from all claims of damage in fulfilling this contract.

Personnel

Senior Supervisor: Contractor shall provide a Senior Supervisor who can be contacted seven (7) days a week, 24 hours a day. This individual shall be responsible for the overall management, coordination, and inspection of this contract and shall act as the central point of contact with the City. When work is being performed at times other than as described within; a supervisor will be designated to act for the Senior Supervisor.

Other Personnel: Contractor shall employ fully qualified, competent personnel, skilled in janitorial work. Contractor must provide a list of custodians and supervisory personnel that will be assigned to the City buildings. Personnel shall be consistent. The same personnel will clean the facility daily with 1-2 alternate personnel that will fill-in when needed. The City reserves the right to pre-approve all personnel being assigned to the City buildings.

Minors, including family members of Contractor and employees, shall not be on the City facilities during contract work hours and those under the age of 16 years are prohibited from any work under this contract.

Security and Confidentiality

All personnel will be required to have a background check, and successfully pass a controlled substance/drug test. The City will conduct the background check on all employees included on the list submitted by Contractor. All employees working in the Police Department facility must meet or exceed the Police Department security requirements. Cost of the substance/drug test shall be the responsibility of Contractor. Contractor will ensure that all personnel wear uniforms and are clearly identified with the company name and an employee identification picture. Contractor personnel will have access with either a key and security code or proximity card issued by the Building Technician. Copying of keys is prohibited. Any lost keys or proximity cards must be reported immediately upon discovery.

The Contractor shall ensure that all Contractor's personnel designated to work in the City facilities have the ability to perform their assigned duties in a reliable and trustworthy manner. The Contractor shall obtain personal Surety Bonds for each of the Contractor's employees assigned to perform work in the City office and shall provide written proof of such bonding within 10 days after award date.

All Contractor personnel designated to work in the City facilities shall have the ability to read and/or follow written and verbal instructions, and must be able to speak and understand English sufficient to communicate with others when required in the performance of their job duties.

All Contractor personnel designated to work in the City facilities shall sign a release form to authorize background checks within ten (10) days after award date unless there are extenuating circumstances beyond the Contractor's control. If such circumstances occur, the City must be so advised in writing prior to the tenth (10th) day after award date and a new deadline approved by the City. The City will pay for the cost of the background checks during the term of the Agreement. The Contractor shall be responsible for all the costs of background checks for new or replacement personnel only if the City is unable to complete the background checks and has to contract the background checks through a third party. The City shall have sole authority in determining if Contractor personnel is qualified to provide services on City property.

Damage to Building

Building finishes that are soiled or damaged due to Contractor operations will be cleaned, repaired, restored, replaced, or otherwise returned to a condition not less than that existing prior to the damage at no cost to the City. Misuse, abuse, or repeated damage to the property due to negligence, carelessness, or willful act, shall be reason for default action.

Circumstances to be reported

Contractor or Contractor employees shall report any circumstances of needed repair of facility or of unusual soiling of an area which may affect the performance of the work or any delays or interference with the work caused by Contractor employees to the facility as soon as possible. Hazardous or unhealthful conditions shall be reported to the facility immediately upon discovery. Lost keys or proximity cards shall be reported immediately.

Lost and Found Property

It is the responsibility of Contractor to ensure that all articles of personal or facility property found by Contractor personnel while in the City facilities are turned in to the facility.

Inspection

The Senior Supervisor will be in charge of all inspections, which should be performed at least once per month. The City's Building Technician will also be performing spot checks. If the facility is not satisfactory, the Contractor's Senior Supervisor will be contacted and shall discuss options for improvement.

Contractor is to keep current with effective industry practices and incorporate those practices into the services provided if appropriate.

Material Safety Data Sheets (MSDS) aka Safety Data Sheets (SDS) under the Global Hazard System (GHS) shall be maintained by the Contractor for all chemical materials and supplies to be brought on site, as required by Federal, State and local policies and regulations. The Contractor shall submit copies to the City Building Technician for all hazardous materials prior to bringing the materials onsite. The Contractor shall provide to the City Building Technician an inventory of all hazardous materials brought onto City property. No hazardous material shall be brought on site without prior approval by the City Building Technician.

The Contractor must ensure employees working on this contract have documented Hazmat and Blood-borne pathogen training.

Attachment A – Janitorial Proposal Package

Submission Requirements: Responses should be clearly marked so that there is no doubt in the reader's mind what section the Contractor is responding to. Proposals should be thorough and detailed as possible so that City may properly evaluate your capabilities to provide the required goods/services. Contractors are required to submit the following items as a complete proposal:

Section A- Minimum Qualifications: submit (Attachment B) detailing how you meet the minimum qualification

Section B – Price: The Contractor should complete and return the pricing offer (Attachment C)

Section C - Technical Proposal

Management Plan

The management plan should be limited to no more than 10 typewritten pages, including any charts, resumes, lists, and brochures.

The Management plan should include:

- a. An organizational chart identifying key personnel both on site and off site identifying all individuals considered key to the success of this contract, and outline their roles and responsibilities and levels of authority;
- b. Describe your management approach and how it supports accomplishing the work described herein. Describe your proposed organization sufficiently to enable the evaluators to understand the proposed structure, staffing, distribution of authority, and distribution of work functions;
- c. Describe your Customer Service philosophy explaining your proposed methods and techniques for assessing and measuring customer needs, wants, preferences and degree of satisfaction;
- d. Describe your method of corrective action. Discuss your company's procedures for detecting causes of nonconformance, implementing corrections and making procedural changes to prevent reoccurrence;
- e. Describe your approach for the smoothest possible transition from the current contract and achieving full contract capability on the first day of the contract. Show how you will ensure the necessary staffing, equipment, materials and management systems will be in place.

Technical

1. Provide a statement of work that describes the tasks and processes that will be performed, the methodologies and techniques that will be used, and the personnel and non-personnel resources that will be applied to achieve the overall contract objectives and the functional results specified in RFP. The statement of work will describe the work requirements proposed by the Contractor to successfully meet the specified contract outcomes. State work task units and population and frequencies as appropriate to the work requirements;

2. Discuss the unique problems associated with City janitorial care and how the statement of work proposes to address them. Describe the performance metrics and the quality standards that will determine successful accomplishment of the work tasks, e.g., response times for emergencies, supply outages, etc.; and
3. For any non-recurring work, the proposal shall clearly state the hourly rate for such services.

References

Provide a list of no more than three (3) relevant active contract references with the following information:

- company name;
- contact name;
- phone number; and
- e-mail address.

Your company must have contracted with them for a minimum of 12 months or completed contracted work within the last three (3) years. Relevant contracts are defined as contracts for custodial services of the similar size and scope contemplated herein.

ATTACHMENT B - MINIMUM QUALIFICATIONS

Please check the applicable box to signify compliance or non-compliance to each minimum qualification. If you do comply, describe exactly how you achieve each minimum qualification. The determination that you have achieved all the minimum qualifications is made from this document or a document with the same information.

| Item # | Minimum Qualification | Complies | Does Not Comply | If you comply, describe how you meet the minimum qualification and attach necessary documentation. |
|--------|---|----------|-----------------|--|
| 1 | Contractor shall have a minimum of three (3) years' experience in providing cleaning services in similar office and industrial facilities | | | |
| 2 | Contractor shall have successfully performed at least two contracts of a similar scope with a public or private agency. | | | |

Attachment C: Offer Sheet
City of La Vista
Title: Janitorial Services

| Facility | Monthly Rate |
|---|--------------|
| 1. City Hall | |
| 2. Community Center (Recreation Center) | |
| 3. Annex and Community Development Building | |
| 4. Police Department | |
| 5. Public Works Facility | |
| 6. Parks Facility | |
| Total | |

1. The bid prices shall include and cover all duties, handling and transportation charges and all charges incidental to the requested work excluding Sales Tax or Use Tax. Contractor shall agree to all City Contract Terms and Conditions without exception.

2. If you make an error in typing your prices or any corrections to your Offer Submittal, you may mark it in ink and initial the correction. If it is not marked in ink and or it is not initialed, the Buyer may reject your bid. Do not use whiteout.

3. Any future contract price changes shall be in accordance with this RFP.

By submitting this proposal, the Contractor acknowledges he/she has read and understands the entire Request for Proposal (RFP) and agrees to comply with its terms and conditions. The Contractor also agrees to fulfill the offer made in their Bid through any subsequently awarded Contract.

Non-collusion: The undersigned declares under penalty of perjury that the bid/proposal submitted is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person or firm not therein named. That the bidder/Contractor has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding. Lastly, that said bidder/Contractor has not in any manner sought by collusion to secure to the bidder an advantage over any other bidder or bidders.

Mailing Address, City, State, Zip Code _____

Telephone Number _____ Fax Number _____

Email Address _____

Nebraska State Contractor's License No. _____ Date of Issue _____

Expiration Date _____ DUNNS Number _____

Unified Business Identifier (UBI) No. _____ Federal Tax Id No. _____

Full Legal Name of Company: _____

Signed By: _____

Printed Name: _____ Date: _____