



125 SW "E" Street, Madras, OR 97741 Telephone (541)475-2344 - Fax (541)475-1038

Date: March 15, 2024

To: Prospective Bidders

From: City of Madras

Re: Request for Procurement of Janitorial Services for the following facilities:

***Police Station/City Hall Building***

125 SW "E" Street, Madras, OR 97741

***General Aviation Building***

2028 NW Berg Drive, Madras, OR 97741

***South Wastewater Treatment Plant***

800 SE Grizzly Road, Madras, OR 97741

***Operations Building***

216 NW B Street, Madras, Oregon 97741

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In accordance with ORS 279B.070, the City of Madras is seeking proposals from qualified firms for Janitorial Services to perform the cleaning and general sanitary maintenance at the above indicated City facilities.

For the purposes of this Request for Proposals ("RFP"), "Janitorial Services" are defined as regular services performed including general commercial cleaning/sanitizing; this does not include (nor it is any part of this RFP) specialty services including professional carpet cleaning, stripping/deep cleaning tile & grout, or exterior or high-riser window washing (other than those specified in this RFP).

**PROPOSALS**

Proposals will only be accepted from firms that can demonstrate having a background and experience in the field of janitorial services.

No pre-proposal meeting will be held, but a walkthrough of some City facilities prior to bid can be accommodated upon request. Please contact Michele Quinn at 541-777-7347 if you wish to walk through any of the facilities seven (7) days prior to bid submission date.

Proposals are due by 2:00 PM (PST), Tuesday, April 2, 2024. Proposals must be marked "City of Madras Janitorial Services RFP" and be addressed to:

Jeff Hurd  
PUBLIC WORKS DIRECTOR  
CITY OF MADRAS  
125 SW "E" Street  
MADRAS, OR 97741

Proposals will be evaluated by the below-listed criteria. They should be organized and identified in the same order.

1. Cover letter (must be signed)
2. Capability and experience to perform all the listed services.
3. Key personnel's professional background and qualifications. Define their roles and extent of participation for the proposed services. Provide a list of all existing or previous companies worked for in the last three years, including references.
4. Completed bid schedule including alternates. Each blank in the bid schedule must be filled in. Each separate bid item must be bid on unless the bid schedule clearly indicates otherwise. A bid schedule shall contain no modifications, deletions, exceptions, reservations, or conditions.
5. Completed Bidder Certification Statement with background check information which includes a complete list of all personnel (including information to provide clearance of a background check) which will be used to execute the janitorial service.

Proposals must be clear, succinct and shall not exceed 5 pages, including cover letter, with a minimum font size of eleven (12) points. Proposers who submit more than the pages indicated may not have the additional pages of the proposal read or considered. Each side of an 8-1/2" x 11" sheet and each side of an 11" x 17" sheet will be counted as one page each. Blank pages and covers do not count in the overall page count of the proposal. Proposals shall be stapled or bound.

If a contract is awarded, the City will award the contract to the proposer whose proposal will best serve the City's interests, taking into account price and other considerations, including, without limitation, experience, expertise, and contractor responsibility. The City reserves the right to accept or reject any and all proposals, and to waive minor informalities and errors in such proposals, each in accordance with Oregon law. Proposers responding to this solicitation do so at their own expense. The City is not responsible for any expenses associated with the preparation of proposals.

**I. Project Objectives:**

1. Clean and maintain City of Madras facilities with the highest quality and standards of professional janitorial services.
2. The City expects to execute a contract for this work for one (1) year and can be extended for up to three years as agreed upon by both parties.

## **II. Project Summary:**

Contractor to furnish the following: All cleaning agents, equipment, machinery, transportation, and other implements necessary to execute this Contract. This includes, but is not limited to, scrubbing machines, buffers, vacuum cleaners, dust mops, brooms, rags, brushes, etc.

City to furnish the following: All paper products, trash bags & garbage disposal facilities, hand soap, and lotions. Air fresheners and replacements are stocked by another supplier.

## **III. Work Hours:**

Work will be performed as outlined for each of the following facilities:

### **Police Station/City Hall:**

Work will be performed Saturday and/or Sunday of each week (at the discretion of the Contractor), between the hours of 7 a.m. and 5 p.m. Contractors will be mindful of public meetings, police station shift schedules (likely times that locker rooms will be in use), and other sensitive police station activities such as interrogations of criminal suspects, interviews of witnesses, and handling of evidence, and refrain from disruptive cleaning acts. Contractor will verify building is secure before leaving and turn off all lights.

### **SWWTP & Operations Building:**

Work can be performed during business hours coordination with the Utility Manager and Operations Manager will be needed. Work may also be completed after hours or on weekends. If work is to be completed during afterhours contractors will be responsible to open and close gate as well as secure the building before leaving including turning off all lights.

### **General Aviation Building:**

Work to be completed will need to be coordinated with the Airport Manager. If work is to be completed during afterhours contractors will be responsible to open and close gate as well as secure the building before leaving including turning off all lights.

## **IV: Standard Weekly Services (once per week):**

### **General:**

- Disinfect water fountain
- Empty and remove all trash in all offices and replace wastebasket liners
- Dust all counters, desks, and workstations.
- Vacuum all carpeted areas
- Dust all windowsills, ledges, baseboards, and other horizontal surfaces
- Sweep and mop all hard surface floors
- Spot clean doors and doorframes
- Spot clean all cabinets and walls
- Sanitize all countertops
- Clean all customer service windows at City Hall and Police Department
- Clean all office door glass including the recent cubicle recording table area in City Hall.

- Sweep exterior entrances
- Vacuum walk-off mats
- Clean door entry glass to City Hall and Police Department Breezeway
- Wall smudges will be cleaned
- Light switches and handles will be cleaned
- Spider webs will be knocked down when observed

Restrooms:

- The interior and exterior of toilet bowls and sinks shall be thoroughly washed with a commercial disinfectant including the rim leaving no discoloration, rust encrustations or water rings.
- Paper towel, toilet paper, and soap dispensers will be checked to ensure they are at full capacity
- Any hard water stains will be removed
- Mirrors will be cleaned and polished
- Doors, doorframes, walls and light switches will be spot cleaned
- Floors will be swept then mopped with a disinfectant cleaner
- Sinks and showers will be cleaned and disinfected

Break rooms/Kitchen:

- Sweep and mop floor
- Tables and counters will be cleaned
- All faces of cabinetry will be cleaned
- Faces of appliances will be cleaned
- Microwave will be cleaned inside and out
- Kitchen recycle bins will be emptied and discarded as needed
- All dishes will be placed in the dishwasher, ran, dried and put away each week

**V: Standard Monthly Services:**

General:

- Dust ceiling vents, bookcases, windows, walls, doors, baseboards, chairs, tables, and file cabinets.
- Clean all interior window glass.

**VI. Contract Information/Minimum Requirements:**

1. Contractor will be licensed within the City of Madras
2. Contractor will be bonded & insured
3. Provide a minimum of three (3) commercial references
4. All personnel are legally allowed to work within the United States

5. All personnel will be finger-printed by Jefferson County Sheriff's Office (or be able to show finger printing on file; at the expense of the bidder; must schedule an appointment with Jefferson County Sheriff's Office)
6. All personnel backgrounds will be checked by the Madras Police Department (at the expense of the City) prior to a contract award.
7. Any new employee hired after the award of the contract must pass a criminal background check and be fingerprinted prior to beginning work. Contractor and employees must be at least 18 years old.
8. Contractor is responsible for ensuring that proper Personal Protective Equipment (PPE) is used at all times – both by themselves and their employees.
9. Contractors, employees and subcontractors must agree to abide by all lawful privacy and HIPAA regulations.
10. Items on desks are not to be disturbed.
11. Contractor is responsible for building security while work is performed under this contract. Contractor will work with the Police Department to ensure security through adaptive janitorial practices. Building security will be addressed with the Contract holder. Security includes locking outside doors while work is being performed and locking all outside doors upon completion of work. Contractor will be issued a key to the building and will be responsible for all costs associated with replacing lost keys. Contractor is not to allow non-employees to enter the building.
12. Contractor may not allow any person under the age of 18 in any building while work is performed under this contract.
13. Communicate with the City of Madras Operations Manager or their designee when supplies are low to ensure that the janitor's closets remain fully stocked. The janitor closets are to be kept clean and orderly at all times. Janitor's closets have tape marking off areas on the floor where they are to be kept free and clear of supplies (usually around electrical panels, etc.) These areas need to be maintained free and clear of supplies, buckets, vacuums, etc. at all times.

**VIII: Insurance Requirements:**

Contractor shall provide and maintain, the following minimum levels of insurance: (a) general liability insurance for all losses or claims arising out of or related to Contractor's performance of its obligations under this Agreement (including, without limitation, damages as a result of death or injury to any person or destruction or damage to any property) with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; (b) comprehensive automobile liability insurance for all owned, non-owned, and hired vehicles that are or may be used by Contractor in connection with Contractor's performance of the Services with limits of not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate; and (c) workers' compensation insurance in form and amount sufficient to satisfy the requirements of applicable Oregon law.

Contractor shall immediately notify City if any insurance coverage required by this Contract will be canceled, not renewed, or modified in any way.

Each insurance policy required under this Contract will be in a form and content satisfactory to City, will list the City of Madras, its officers, agents, and employees as additional insured, and will contain a severability of interest clause.

**IX. Bid Schedule: City of Madras Janitorial Services 2024**

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>UM</b>	<b>Unit Cost</b>	<b>Total Cost</b>
1	Weekly Janitorial Services – PD/City Hall	52	Each	\$	\$
2	Monthly Janitorial Services – PD/City Hall	12	Each	\$	\$
3	Weekly Janitorial Services – General Aviation Bldg	52	Each	\$	\$
4	Monthly Janitorial Services – General Aviation Bldg	12	Each	\$	\$
5	Weekly Janitorial Services – South Wastewater Plant	52	Each	\$	\$
6	Monthly Janitorial Services – South Wastewater Plant	12	Each	\$	\$
7	Weekly Janitorial Services – Operations Building	52	Each	\$	\$
8	Monthly Janitorial Services – Operations Building	12	Each	\$	\$

From time-to-time, the City may need additional janitorial services (i.e. emergency cleanup, more frequent cleaning any given month,) beyond the regular service schedule as outlined in this RFP.

Additional janitorial services would be similar to those outlined in this RFP (refer to definition of “janitorial services” on page 1 of RFP.)

Please provide a fixed hourly rate that would be charged the City for additional janitorial services: \$\_\_\_\_\_/hr.

Bidder Company Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**X. Bidder Certification (initial each statement):**

\_\_\_ We hereby certify to do the work as specified in this document at the above pricing.

\_\_\_ We hereby certify to provide the goods at the price as quoted in conformance to all the City, State and Federal Regulations that are applicable and will indemnify the City of Madras against all claims arising out of any actions caused by our company during the performance of this Price Agreement.

\_\_\_ We hereby certify that all personnel expected to assist our company in executing this contract have been or will be finger-printed by the Jefferson County Sheriff's Office.

\_\_\_ Bidder certifies that it shall do the work as specified and at the price as quoted in conformance to all applicable City, State and Federal Regulations and shall indemnify the City of Madras against all claims arising out of any actions caused by bidder or bidder's subcontractors.

\_\_\_ That in the performance of any contract awarded by the City of Madras, shall comply with the City of Madras' policy of non-discrimination, which prohibits discrimination on the basis of race, color, religion, sex, disability, family status, national origin, gender preference or gender identity.

**Personnel Background Check (needed for all personnel assisting in executing this contract):**

1) Name: \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_ DOB: \_\_\_\_\_

2) Name: \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_ DOB: \_\_\_\_\_

3) Name: \_\_\_\_\_ Driver's Lic. No. & State \_\_\_\_\_ DOB: \_\_\_\_\_