

Madison Metropolitan Sewerage District



**REQUEST FOR QUOTE
FOR
CONTRACTED CLEANING
2016-2018**

Madison, Wisconsin

September, 2015

**REQUEST FOR QUOTE
MADISON METROPOLITAN SEWERAGE DISTRICT
Contracted Cleaning 2016-2018**

The Madison Metropolitan Sewerage District requests a quote for work associated with the District's Contracted Cleaning. Quotes will be received at the office of the District, 1610 Moorland Road, Madison, Wisconsin 53713, until 1:00pm. Thursday October 1 2015, at which time and place all quotes will be publicly opened and read aloud. 5 buildings at the District require weekly janitorial services. The agreement shall have a 3 year contract life; from January 1st 2016 through December 31st 2018. A mandatory pre bid conference will be held at 1:00pm Tuesday, September 22, 2015, at the Nine Springs Wastewater Treatment Plant.

For more information contact Mr. Brady Lessner at (608)-222-1201 Extension 281 or bradyl@madsewer.org.

Qualifications

All bidders must be qualified for this specific work. Before proposals will be accepted for the work contemplated herein, MMSD may conduct such investigation as is necessary to determine the performance record and ability of the Bidders to perform the work specified in the Contract Documents. Prospective bidders are required to submit in writing three references for review and approval at the time of the pre-bid conference Tuesday, September 22, 2015.

Proposal Requirements

Proposals are requested in terms of one specific bid:

- a) Contracted Cleaning 2016-2018.

All proposals must be made on the forms provided herein and shall be addressed to the Madison Metropolitan Sewerage District, 1610 Moorland Road, Madison, Wisconsin 53713, Attn: Mr. Brady Lessner, and shall be marked "Sealed Quote, Contracted Cleaning 2016- 2018."

Proposals shall include all labor, materials, equipment, tools, utilities, transportation, and all other services or items necessary to perform and complete the work in a professional manner.

The District reserves the right to reject any or all proposals or to waive any technicality and accept any proposal which may, in its opinion, be advantageous to the District.

This project is exempt from State of Wisconsin sales and use taxes in accordance with Wisconsin Administrative Rule Tax 11.11 pursuant to Section 77.54(26) of the Wisconsin Statutes.

Successful bidder must provide proof of insurance prior to signing of contract. The Contractor shall maintain, during the term of this Agreement, Comprehensive General Liability insurance in the amount of \$1 Million, Bodily Injury coverage of \$1 Million for injury to each person; Property Damage coverage of \$1 Million, Commercial Auto Liability coverage of \$1 Million, Workers Compensation at Statutory Limits, and an Umbrella/ Excess Liability coverage in the amount of \$1 Million. Contractor shall file with MMSD certificates of insurance. Contractor agrees to maintain said insurance in full-force and effect during the term of this Agreement.

Scope of Work

1. Contractor agrees to perform the following janitorial services 2 times weekly in the Operations Building, Maintenance Facility, Vehicle Loading Building, and 1 time weekly in Shop1 and the Effluent Building

Every Visit

- a) Vacuum all carpeting and rugs.
- b) Dust mop/ sweep and damp mop all hard surface floors
- c) Dust all furniture, fixtures, equipment, shelving, cabinets, tables, desk tops (free of paper), chairs, heating registers and window sills.
- d) Clean and sanitize kitchen counters, cabinets, sink, coffee maker, and microwaves. Sweep and mop kitchen floors.
- e) Clean and sanitize all bathroom sinks, counter tops, fixtures, faucets, , mirrors, doors, partitions and hallway water fountains. Refill expendable products (soap, paper products, etc.)(supplied by owner). Sweep and mop bathroom floors.
- f) Clean elevator, vacuum, wash walls, clean handrails.
- g) Empty trash and recyclables from containers, replace liners (supplied by owner) and transport refuse to owners dumpsters.

Monthly

- a) Dust high and low corners, vertical and horizontal surfaces

- b) Vacuum fabric covered furnishings

Every 3 Months

- a) Clean the interior surface of all windows.
- b) Clean all window blinds.
- c) Clean all inner partition glass to include internal door glass.

Execution

Contractor shall perform the aforesaid janitorial services at the time or times indicated; and MMSD shall permit access to the Plant by Contractor in order to perform such services. Contractor shall notify MMSD in advance of going upon the premises for purposes of scheduling the performance of the work at a mutually satisfactory time. All materials and equipment required in order to perform the aforesaid janitorial services shall be provided for at Contractor's sole cost and expense.

MMSD or the Contractor may cancel and terminate this contract upon thirty days written notice.

Proposal
Contracted Cleaning 2016-2018
MADISON METROPOLITAN SEWERAGE DISTRICT

Company: _____

Address: _____

Contact Person: _____

E-Mail: _____

Bids to be received until 1:00pm, Thursday, October 1, 2015,

The undersigned Bidder declares that he/she has carefully inspected the site of the work and examined the Request for Proposal and plans and hereby proposes to provide all labor, materials, equipment, tools, transportation, and all other services or items necessary to perform and complete, in a professional manner, Contracted Cleaning 2016-2018, for the Madison Metropolitan Sewerage District at the price for said work as follows:

BID

To perform service in accordance with the Request for Proposal:

Operations Bldg	2016	2017	2018
Per Month	\$	\$	\$
Maintenance Fac	2016	2017	2018
Per Month	\$	\$	\$
Vehicle Loading Bldg	2016	2017	2018
Per Month	\$	\$	\$
Shop 1	2016	2017	2018
Per Month	\$	\$	\$
Effluent Bldg	2016	2017	2018
Per Month			

	2016	2017	2018
Per Year Lump Sum	\$	\$	\$

Signature: _____ Date: _____

Print Name: _____

Title: _____

References
Contracted Cleaning 2016-2018
MADISON METROPOLITAN SEWERAGE DISTRICT

Reference _____

Address _____

Telephone No. _____ FAX _____

Contact Person _____

E-Mail _____

Years of Service _____

Reference _____

Address _____

Telephone No. _____ FAX _____

Contact Person _____

E-Mail _____

Years of Service _____

Reference _____

Address _____

Telephone No. _____ FAX _____

Contact Person _____

E-Mail _____

Years of Service _____


C

C

Legend

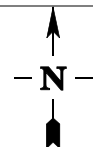
 Building
  Digester

 Tunnel
  Tank

 Acid Digester



Nine Springs Wastewater Treatment Plant Building Locations



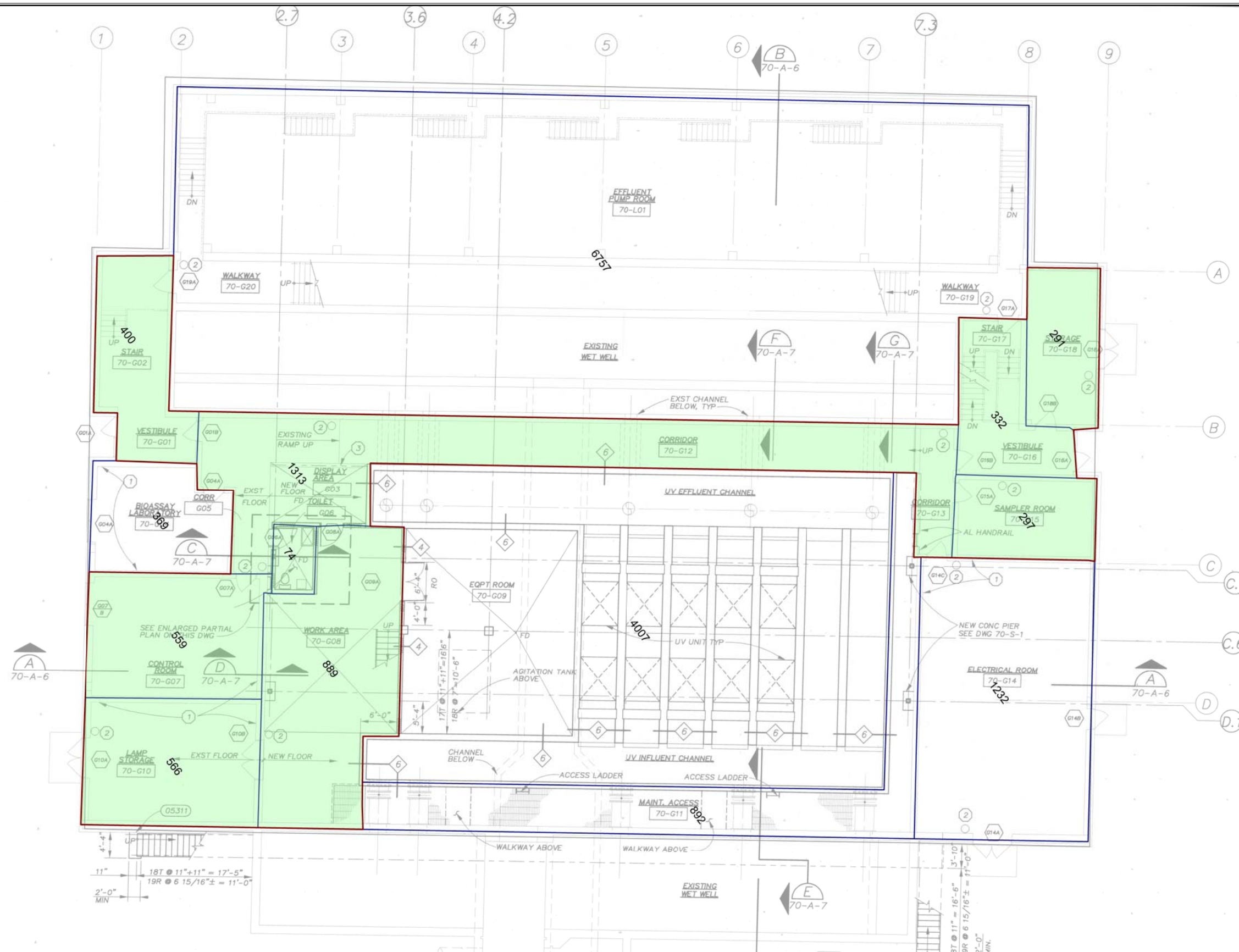
Prepared by: JP
Date: 6/10/13

DRAWING NUMBER

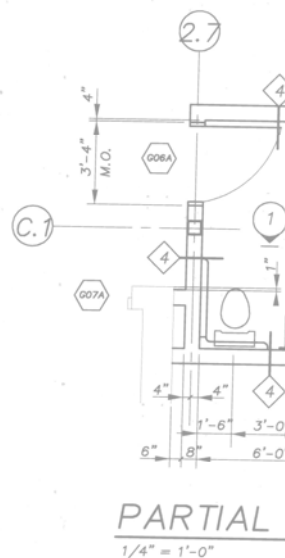
PLAN HOLD CORPORATION • IRVINE, CALIFORNIA
REVISION BY NUMBER (DSAR)

DRAWING NUMBER

PLAN HOLD CORPORATION • IRVINE, CALIFORNIA
REVISION BY NUMBER (DSAR)

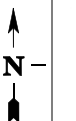
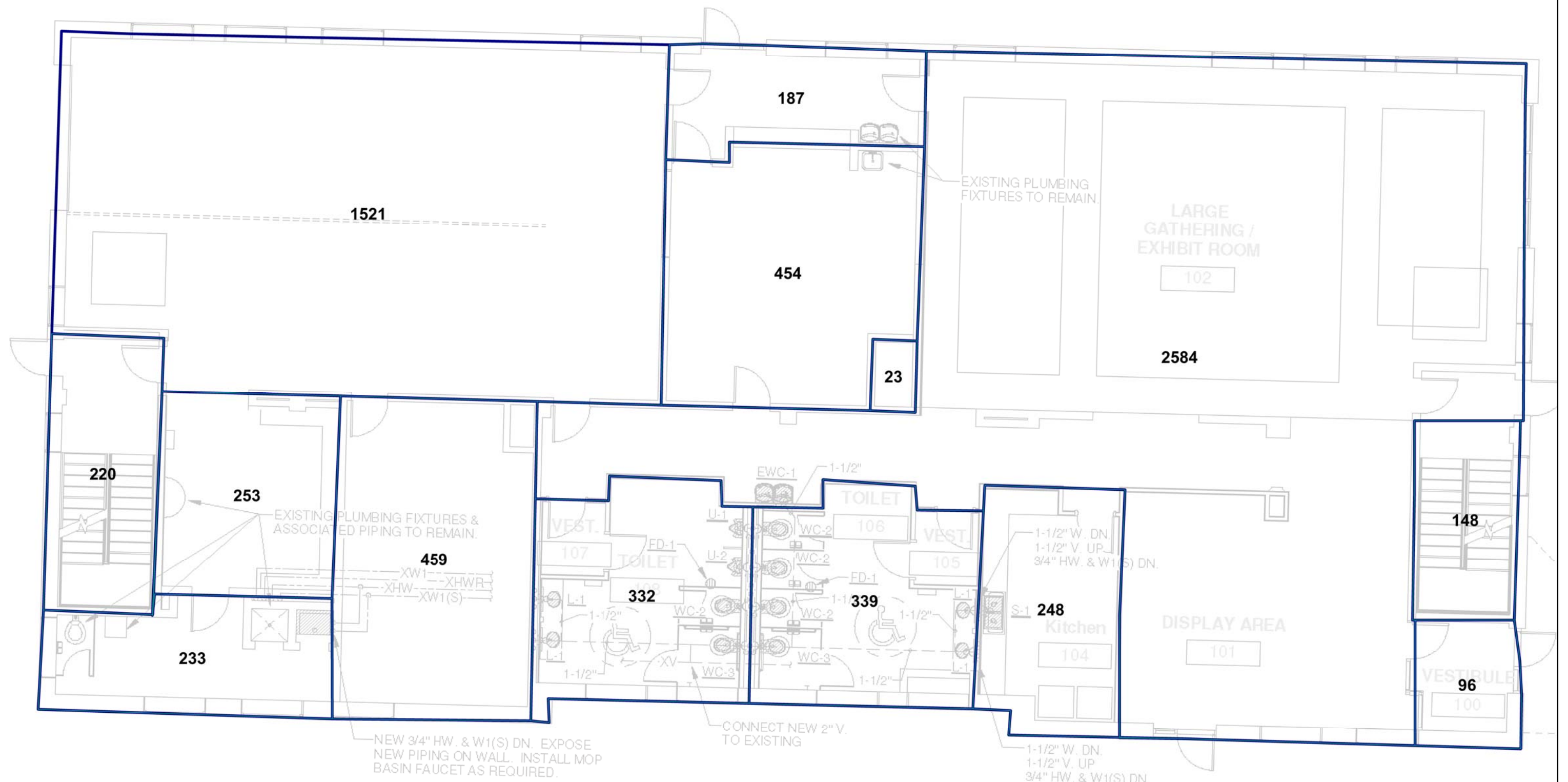


INTERIOR ELEV
1/4" = 1'-0" (TOILET)



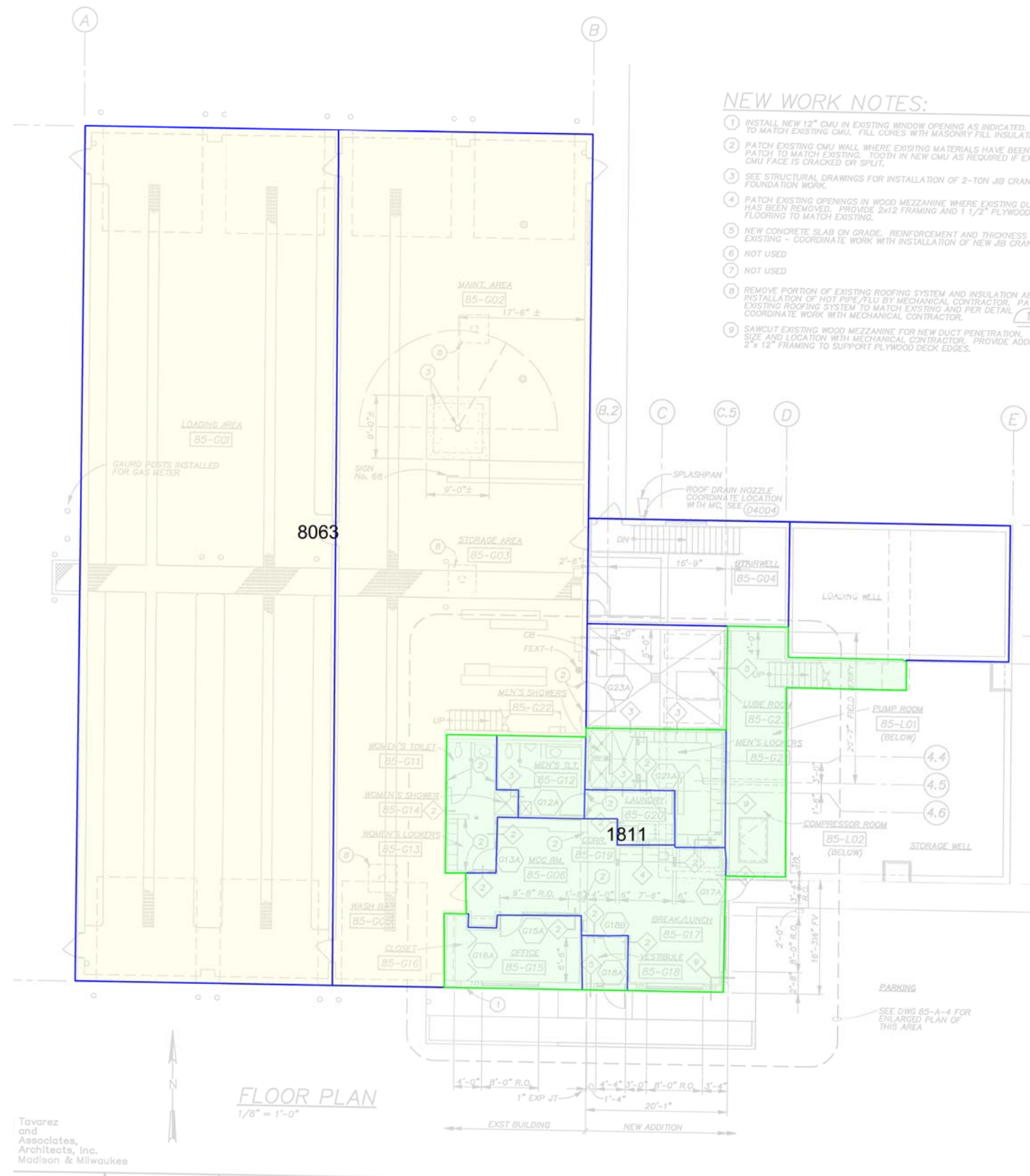
- NOTES:
- 1. EXISTING CMU WALL TO REMAIN.
 - 2. EXISTING FIRE EXTINGUISHER TO REMAIN.
 - 3. INSTALL NEW ALUMINUM HANDRAIL AND NEW CONCRETE CURB.

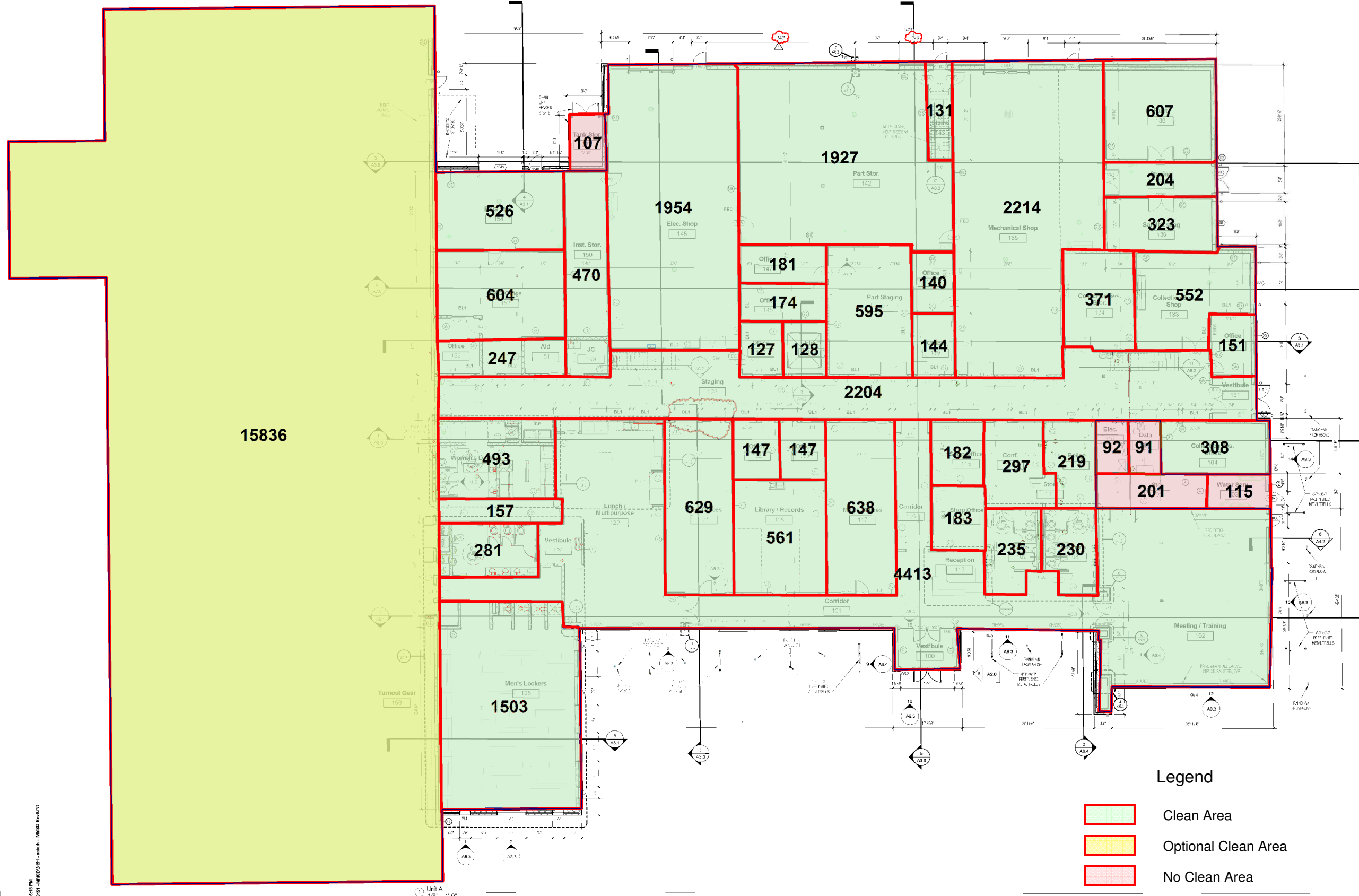
GENERAL PLAN NOTES:
1. SEE DRAWING 95-A-1 FOR WALL TYPE











Legend

- Clean Area
- Optional Clean Area
- No Clean Area



Office Locations:
 Milwaukee
 173 North Broadway
 Milwaukee, Wisconsin 53202
 T: 414.226.0200
 Sheboygan
 1202A North 8th Street
 PO Box 955
 Sheboygan, Wisconsin 53082
 T: 920.459.4200
 www.brayarch.com

Project Title:
 Madison Metro Sewerage District
 Maintenance Facility
 1610 Mootland Road
 Madison, WI 53713

Project Number:
 3151
Issued For:
 CONSTRUCTION DOCUMENTS
Issue Dates:
 Addendum #1 2015.01.07
 CD Set 2014.12.12

Sheet Title:
 Ground Floor Plan
 -Unit 'A'

Sheet Number: