

NOTICE

The City of Bandon is accepting Proposals for Janitorial Services for:

City Hall, 555 Hwy 101, Bandon, OR
Community Center, 1200 11th St SW, Bandon, OR
Police Department, 555 Hwy 101, Bandon, OR
Public Library, 1204 11th St SW, Bandon, OR

The selected contractor will provide all services required according to the contract. The contract will begin in January 2016. The City invites qualified contractors to submit Proposals based upon the scope of the work contained in the Request for Proposal (RFP).

SUBMISSION OF PROPOSAL

To receive consideration, proposals must be submitted in accordance with the following instructions:

1. All proposals shall be sealed and delivered to:

City of Bandon
Attn: Administrative Assistant
P.O. Box 67
Bandon, OR 97411

2. Submit two (2) copies of the proposal by 2:00 p.m. on December 29, 2015.
3. The envelopes must be clearly marked "PROPOSAL FOR JANITORIAL SERVICES".

If you have questions, please contact City Manager, Chris Good at 541-347-2437 ext. 229.

The City of Bandon reserves the right to reject any and all proposals, and has the right, at its sole discretion, to accept the proposal it considers most favorable to the City's interest and the right to waive minor irregularities in procedures.

DATE: December 11, 2015

JANITORIAL SERVICE CONTRACT SUMMARY

SERVICE: JANITORIAL SERVICE FOR
CITY OF BANDON
BANDON, OR 97411

- CITY HALL, 555 HWY 101
- COMMUNITY CENTER, 1200 11TH ST SW
- POLICE DEPARTMENT, 555 HWY 101
- PUBLIC LIBRARY, 1204 11TH ST SW

AGENCY: CITY OF BANDON

CONTRACTOR: _____

TELEPHONE: _____

PRICE: SEE ATTACHED SCHEDULE

TERMS: PAYMENT MONTHLY UPON RECEIPT OF INVOICE

PERIOD: JANUARY 1, 2016 THROUGH DECEMBER 31, 2017
(With two additional annual renewal options being available, beginning on
January of each year.)

BOND: SURETY \$10,000

INSURANCE: COMPREHENSIVE GENERAL LIABILITY \$1,000,000
(City of Bandon to be named additionally insured)
COMPREHENSIVE AUTOMOBILE LIABILITY \$500,000
WORKER'S COMPENSATION

CONTRACT
ADMINISTRATION: CHRISTOPHER GOOD, CITY MANAGER

TERMINATION: MAY BE TERMINATED BY EITHER PARTY
UPON 30 DAY'S WRITTEN NOTICE

SUBCONTRACTORS: ALL SUB-CONTRACTORS MUST HAVE SAME AMOUNT OF BOND
AND INSURANCE COVERAGE AS THE GENERAL CONTRACTOR
NAMED ABOVE. A COPY OF ALL INSURANCE INFORMATION
WILL BE GIVEN TO THE CITY PRIOR TO ANY WORK BEING
PERFORMED.

THIS CONTRACT COVERS ONLY THOSE SERVICES LISTED

PRICE SCHEDULE

City Hall

	Cost
1. Furnish all labor, equipment and materials to maintain janitorial service at Bandon City Hall, 555 Highway 101, Bandon, OR 97411	_____ /month
2. Carpet Cleaning: Bi-Monthly	_____ /cleaning
3. Window Cleaning Outside: Bi-Monthly	_____ /cleaning
4. Window Cleaning: Quarterly	_____ /cleaning
5. Strip and re-wax kitchen restroom, and lower hallway floors: Annually	_____ /cleaning
6. Wipe down restroom walls: Semi-Annually	_____ /cleaning
7. Wipe down all walls: Annually	_____ /cleaning
8. Additional cleaning service beyond scope of contract	_____ /hour

Community Center

9. Furnish all labor, equipment and materials to maintain janitorial service at Bandon Community Center, 1200 11 th St. SW, Bandon, OR 97411	_____ /month
10. Additional cleaning service beyond scope of contract	_____ /hour

Public Library

11. Furnish all labor, equipment and materials to maintain janitorial service at Bandon Community Center, 1204 11 th St. SW, Bandon, OR 97411	_____ /month
12. Carpet Cleaning: Bi-Monthly	_____ /cleaning
13. Window Cleaning Outside: Bi-Monthly	_____ /cleaning
14. Window Cleaning: Quarterly	_____ /cleaning
15. Additional cleaning service beyond scope of contract	_____ /hour

SUPPLEMENTAL NFORMATION

No convicted felon may work under the terms of this contract, as a contractor, sub-contractor or employee.

All labor, janitorial tools, equipment, machines and supplies necessary for the performance of janitorial services as set forth in the attached **Exhibit "A"** and incorporated herein shall be furnished by the Contractor at no expense to the City. The City will furnish only hand soap, deodorants, toilet tissue, paper seat covers and paper toweling for use in restrooms and kitchen. The City may on occasion require cleaning services other than those listed in this contract. If this occurs, the City will assist in providing necessary equipment and supplies needed to accomplish the additional services.

The Contractor is responsible for assuring that adequate quantities of City-provided supplies are available in storage, and for notifying the City’s representative when less than one week of reserve supplies are on hand.

The Contractor will complete a weekly checklist of all tasks performed and leave the checklist in the “In Box” of the Administrative Assistant. (This check list will be provided by the City.)

It is understood and agreed between the parties that the Contractor is not an employee of the City and is in fact an independent contractor.

CONTRACTOR'S WORK SCHEDULE

City Hall - Service is to be provided daily, weekly, monthly, et cetera, as specified in **Exhibit "A"**, at any times other than 7:30 AM to 11:00 PM, Monday through Friday except holidays.

Community Center – Service is to be provided daily, weekly, monthly, et cetera, as specified in **Exhibit "A"**. Work must be performed at times as specified by the Barn Manager.

Public Library – Service is to be provided daily, weekly, monthly, et cetera, as specified in **Exhibit "A"**, at any time other than during library open hours.

BILLINGS

Contractor shall direct monthly billings to the City at: City of Bandon
P.O. Box 67 Bandon, OR 97411

Monthly billings shall include an accounting of all services performed during the month with specific date notations about all periodic maintenance projects.

Payments by City to contractor for bona fide services performed shall be made monthly, as promptly as possible and in accordance with the City's regular payment procedure. The City reserves the right to withhold payment for services not performed.

PERFORMANCE

Contractor shall perform all services required by this Contract within the time specified in this Contract, including extensions.

All services shall be performed in the most highly professional manner and in accordance with the utmost industry standards. Unless the means or methods of performing a task are specified elsewhere in this Contract, Contractor shall employ methods that are generally accepted and used by the industry.

By written notice to the Contractor, the City may cancel the whole or any part of this Contract:

- A. If Contractor fails to provide the services required by this Contract within the time specified or fails to perform any other provision of this Contract; and
- B. If Contractor, after receipt of written notice from the City, fails to correct such failures within the number of days specified in the written notice.

CONTRACT EXTENSION

Upon mutual agreement of the Contractor and the City, this Contract may be extended for up to two (2) additional one (1) year periods, upon 30 days' written notice to Contractor. The total term of the Contract, including extensions, may not exceed three years.

This Contract is entered into this ____ day of _____, 2016 at the City of Bandon, Coos County, Oregon.

Contractor - _____
Title: _____

City of Bandon - Christopher Good
Title: City Manager

JANITORIAL SERVICE CONTRACT EXHIBIT "A"

CITY OF BANDON JANITORIAL TASKS

DAILY TASKS

- Vacuum and spot clean carpet and floor mats in public areas in all facilities as needed.
- Wash front counters in all facilities and individual departments.
- Clean and sanitize public restrooms.
- Wet mop restrooms and kitchens.
- Restock all dispensers in kitchens and restrooms as needed with toilet paper, paper towels, soap, etc.
- Empty cigarette butt containers outside facility entrances.
- Empty all trash receptacles in facilities.
- Sweep front walkways.
- Remove cardboard for recycling.
- Sweep all areas for spider webs.

WEEKLY TASKS (Friday or during weekend)

- Wash council dais and tables in Council Chamber.
- Dust bookcases in Council Chamber.
- Dust tops of file cabinets and any flat surfaces.
- Wet mop lower hallways and lobbies.
- Wash counter tops in kitchens or as needed.
- Clean sinks in kitchens.
- Vacuum shelf space under council dais and back stairs.
- Vacuum office areas.
- Clean and sanitize staff restrooms
- Check front trash can outside City Hall, empty if needed each Monday.

MONTHLY TASKS

- Wax kitchen, dining room, restroom and hallway floors the first week of the month.
- Dust and wash all tabletops (Library only.)

SEMI-ANNUALLY (January and July)

- Wipe down walls in kitchens and restrooms. Use degreaser where necessary.
- **Community Center** - Strip and re-wax restrooms and dining room floors
- **Public Library** – Clean the carpet in the entire library to include shampoo and agitate, rinse steam/clean – clean water rinse all carpets. To be completed during Sunday and Monday hours with all to be dry by 8:30 AM on Tuesday.

ANNUALLY (January)

- Wipe/Dust all walls.
- Strip & re-wax kitchen, restroom and lower hallway floors.
- **Public Library** – Wash all second level windows inside and outside

EVENT CLEANING – Community Center

- Check carpets and spot clean prior to event.
- Vacuum and spot clean carpets after event

- Clean mural area tables
- Clean bar area counters, etc.
- Additional cleaning of restrooms if needed.

**THE FOLLOWING MAY BE SUB-CONTRACTED OUT IF DESIRED
BY JANITORIAL SERVICE**

IF THE FOLLOWING ARE SUB-CONTRACTED OUT THE SUB-CONTRACTOR MUST MEET THE MINIMUM BOND AND INSURANCE REQUIREMENTS AS THE GENERAL CONTRACTOR. THE BOND AND INSURANCE MUST BE PRESENTED TO THE CITY PRIOR TO ANY WORK BEING DONE AT CITY HALL.

BI-MONTHLY

- **City Hall** - Wash windows outside first week of bi-monthly.
- **City Hall** - Shampoo & agitate, rinse steam/clean - clean water rinse all carpets. (to be completed during the weekend. All to be completed and dry by 8:00 AM Monday)

QUARTERLY

- **City Hall** - Wash windows inside first week of quarter
- **Public Library** – Wash all ground level windows both inside and out

ANNUALLY

- Strip and re-wax kitchen and restroom floors, and lower hallway