



**CITY OF OSSEO**

415 CENTRAL AVENUE

OSSEO, MN 55369-1195

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[WWW.DISCOVEROSSEO.COM](http://WWW.DISCOVEROSSEO.COM)

# Request for Proposal for Cleaning Services

**RFP deadline is Thursday, January 25, 2018, by 4 p.m.**

Proposed schedule for Request for Proposal:

RFP approval on January 8, 2018

RFP deadline is January 25 by 4 p.m.

Council approves new cleaning service February 12

New cleaning service begins approximately March 1

## Introduction

The City of Osseo is soliciting proposals for a one (1) year Agreement for cleaning services for the Civic Campus Building (City Hall, Library, Fire, Police, and Community Center). Options for Years 2 and 3 will be considered. The Agreement will be awarded on the basis of the Year 1 cost. The City may at its sole discretion continue the Agreement in Years 2 and 3 by notifying the contractor at least 30 days before the end of the preceding year.

Contractors are required to submit written proposals that present the contractor's qualifications and understanding of the work to be performed. The contractor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 4 p.m. on Thursday, January 25, 2018, directly to City Hall at the following address:

City of Osseo

Attn: Proposal for Cleaning Services

415 Central Avenue

Osseo, MN 55369

OR Emailed to LeAnn Larson, City Clerk, at [llarson@ci.osseo.mn.us](mailto:llarson@ci.osseo.mn.us)

## General Information for Proposal

a) **Proposal Content** - A completed proposal must contain all of the following:

- **Proposal Form & Signature Page** – The proposal form and signature page must be completed and signed by an individual authorized to bind the contractor.
- **Worker's Compensation Certification & Client References** – Proposals must include proof of worker's compensation insurance and a list of three references including name, address, phone number, and contact person. The City reserves the right to contact references other than, and/or in addition to, those furnished by a contractor.
- **Independent Contractor Statement** – Proposals must include this signed statement.
- **Certificate of Insurance** – Proposals must include a copy of Certificate of Insurance showing policy limits that would protect the contractor and the City of Osseo from any claims and liability relating to injury or damages associated with providing cleaning services.

b) **Proposal Period** – Proposal prices are to be firm for ninety (90) days.

c) **Proposal Award** - It is the intent of the City to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents. If a proposal is selected it will be the most advantageous regarding price, quality of service, the contractors qualifications and capabilities to provide the specified service, and other factors which the City of Osseo may consider. The City reserves the right to accept or reject any or all proposals and to

waive irregularities therein.

- d) **Term and Renewal** – The term of the Agreement shall be for one (1) year unless earlier terminated. The Agreement may be terminated by either party with a ninety (90) day written notice. The Agreement may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Agreement.
- e) **Basis of Payment** – Payment will be made to the contractor within 30 days upon receiving the contractor’s monthly invoice and after approval by the City Council. The invoice shall state the date the service was performed. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.
- f) **Specifications (see ATTACHMENT A)**  
The specifications on Attachment A outline the requirements for cleaning services for the Civic Campus Building (Administration, Council Chamber, Library, Fire, Police, and Community Center). The approximate square footage is outlined below.

**Areas within Civic Campus Building for Cleaning Services**

- **Administration** – two floors – 2,800 sq. ft.  
  
Includes several entrances, hallways, reception area; Administration offices, kitchenette, and conference room; bathrooms.
- **Council Chamber** – one room – 1,400 sq. ft.
- **Library** – one room – 1,300 sq. ft.
- **Fire Department** – one room - 700 sq. ft.
- **Police Department** – two floors – 2,600 sq. ft.  
  
Includes several entrances, hallways, reception area; offices and conference rooms; bathrooms and lockers; storage and supplies.
- **Community Center** – one room – 3,000 sq. ft.  
  
Includes entrance and hallways, meeting rooms, and bathrooms.

- g) **Responsibilities of the Contractor**  
The cleaning instructions are outlined by cleaning location within the Building and a cleaning schedule as outlined on Attachment A (at a minimum).

***h) Damage***

The contractor shall report to the Administration Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly.

***h) Equipment and Cleaning Chemicals***

The City of Osseo will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps, and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Administration and/or Public Works Department.

**\*SPECIAL NOTES FOR POLICE DEPARTMENT CLEANING**

Cleaning within the Osseo Police Department must be done between the hours of 8 a.m.-12 noon or 1-4 p.m. on weekdays.

Cleaners must submit to background investigation and fingerprinting. A brief class in Security Training must be taken, also.

\*A walk-through tour may be scheduled. Please email LeAnn Larson at [llarson@ci.osseo.mn.us](mailto:llarson@ci.osseo.mn.us) if you desire a walk-through tour.

## **Proposal Instructions**

\*Please provide one original copy of your proposal to the City of Osseo:

1. Completed Proposal Form and Signature Page
2. Completed Worker's Compensation Certification and Client References
3. Completed Independent Contractor Statement
4. Copy of Certificate of Insurance from contractor insurance company

If delivered via mail or in person, contractor shall include one original copy of items 1-4 above in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope:

### **Proposal for Cleaning Services.**

Proposals should be mailed or delivered in person to:

City of Osseo  
Attn: Proposal for Cleaning Services  
415 Central Avenue  
Osseo, MN 55042

If delivered via email, please include as subject line: "Proposal for Cleaning Services." Proposals may be emailed to LeAnn Larson, City Clerk, at [llarson@ci.osseo.mn.us](mailto:llarson@ci.osseo.mn.us)

PROPOSALS MUST BE RECEIVED NO LATER THAN 4 P.M. ON THURSDAY, JANUARY 25, 2018

**Proposal Form**

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Civic Campus building for Years 1, 2, and 3:

**Civic Campus Building** \$ \_\_\_\_\_ **Year 1**  
(includes City Hall, Library, Fire, Police, and Community Center)

**Civic Campus Building** \$ \_\_\_\_\_ **Year 2**  
(includes City Hall, Library, Fire, Police, and Community Center)

**Civic Campus Building** \$ \_\_\_\_\_ **Year 3**  
(includes City Hall, Library, Fire, Police, and Community Center)

**Signature Section**

By: Name and Title (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Contractor Address \_\_\_\_\_

\_\_\_\_\_

Contact (please print) \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Worker's Compensation Certification**

I hereby certify that effective the date of my Agreement with the City of Osseo and at all times in the performance of such Agreement that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Agent's Name, Address, and Telephone Number

\_\_\_\_\_  
Policy Number and Effective Date

OR

- I will perform said Agreement myself and do not have and will not have any employee or employees assisting me with the performance of the Agreement and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Agreement.

I understand that this statement is made as a material part of the Agreement, which I have contemporaneously made with the City of Osseo.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

**Client References**

Please list three (3) client references. It is preferred that those references are clients within the State of Minnesota. The City reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

3. Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

**Independent Contractor Statement**

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay, and PERA.

Company/Individual Name \_\_\_\_\_

Official Address \_\_\_\_\_

Signature and Title \_\_\_\_\_

Date \_\_\_\_\_



**Administration**

Administration entrances, hallways, reception area

Three times/week:

1. Empty all trash and recycling receptacles (EXCEPT pop cans), replace liners as needed, and remove trash and recycling to a collection point. (City to furnish trash receptacle liners)
2. Vacuum walk off mats and traffic lanes.

Weekly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Squeegee both sides of glass entrance doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, pop machine, office furniture, and furnishings.
4. Damp mop hard surface floors, taking care to get into corners, along edges, and beneath furniture.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Spot treat soiled carpet areas.

Quarterly:

1. Thoroughly clean windows (interior and exterior on ground level) and window glass on both sides. Damp wipe all window/glass frames. (Weather permitting).
2. Thoroughly clean inside and outside of glass for all glass cabinets holding displays and memorabilia.

Administration offices and conference room

Three times/week:

1. Empty all trash and recycling receptacles, replace liners as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Damp wipe conference table.
3. Damp wipe front counter.
4. Vacuum mats and traffic lanes.

Weekly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture, and furnishings.
3. Spot treat soiled carpet areas.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Clean telephones with disinfectant.

4. Damp mop hard surface mats at desks.

Quarterly:

1. Thoroughly wash windows and partition glass on both sides. Damp wipe all window/glass frames.

Administration kitchenette area

Three times/week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Damp wipe counters and table.

Weekly:

1. Wipe clean fronts, tops, and sides of trash receptacles.
2. Clean and sanitize sink (City responsible for dishes).
3. Spot clean cabinets and exterior of appliances to present a neat appearance.
4. Clean interior of microwave removing food particles and stains.
5. Stock and wipe/polish dispensers as needed. (Client to furnish supplies)
6. Damp mop hard surface floor, taking care to get into corners, along edges, and beneath furniture.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

City Hall bathrooms (2)

Three times/week [see special note on bathrooms at end]:

1. Empty all trash and sanitary napkin receptacles, replace liners as needed, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Clean and sanitize toilets and urinals inside and outside. Polish bright work.
4. Clean toilet seats on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Clean and polish mirrors.
8. Thoroughly mop hard surface floors, taking care to get into corners, along edges, and around facilities.
9. Report any restroom repairs needed to Administration Department.

Weekly:

1. Dust horizontal surfaces, including partitions, top of mirrors, and frames.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Disinfect door handles.

Monthly:

1. Pour fresh water down floor drains to refresh water in sewer line.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

### **Council Chamber**

**Weekly:**

1. Empty all trash and recycling receptacles, replace liners as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Damp wipe tables.
3. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture, and furnishings.
4. Vacuum traffic lanes.

**Monthly:**

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Spot treat soiled carpet areas.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

**Quarterly:**

1. Thoroughly wash windows and partition glass on both sides. Damp wipe all window/glass frames.

### **Library**

**Three times/week:**

1. Empty all trash and recycling receptacles, replace liners as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Damp wipe tables and counters.

**Weekly:**

1. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, book cases, ledges, moldings, chair bases, telephones, computers, pictures, office furniture, and furnishings.
2. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
3. Spot treat soiled carpet areas.

**Monthly:**

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Clean telephones with disinfectant.
4. Damp mop hard surface mats at desks.

**Quarterly:**

1. Thoroughly wash windows and partition glass on both sides. Damp wipe all window/glass frames.

## **Fire Department**

### Fire meeting room

**Weekly:**

1. Empty all trash and recycling receptacles, replace liners as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Damp wipe tables and counters.

**Monthly:**

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture, and furnishings.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.
5. Spot treat soiled carpet areas.
6. Thoroughly mop hard surface floors

**Quarterly:**

1. Perform any other obvious cleaning measures not outlined above.

## **Police Department**

### Police entrances, hallways, reception area, offices, conference rooms

**Weekly:**

1. Empty all trash and recycling receptacles, replace liners as needed, and remove trash and recycling to a collection point. (City to furnish trash receptacle liners)
2. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
3. Squeegee both sides of lobby glass at entrance door removing prints and smudges. Damp wipe ledge.
4. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
5. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture, and furnishings.
6. Wipe all conference tables, counters, and work surfaces.
7. Disinfect all phones.

**Monthly:**

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Spot treat soiled carpet areas.

**Quarterly:**

1. Thoroughly wash windows (interior and exterior on ground level) and window glass on both sides. Damp wipe all window/glass frames. (Weather permitting).

Police bathrooms, lockers, booking room

Weekly:

1. Empty all trash and sanitary napkin receptacles, replace liners as needed, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels, hand soap, and sanitizer. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Clean and sanitize toilets and urinals inside and outside. Polish bright work.
4. Clean toilet seats on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Clean and polish mirrors.
8. Thoroughly mop hard surface floors/tiles, taking care to get into corners, along edges, and around facilities.
9. Thoroughly clean shower areas in both locker rooms.
10. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
11. Wet wipe all handrails.
12. Dust horizontal surfaces, including partitions, top of mirrors, and frames.
13. Disinfect all door handles.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.
4. Thoroughly mop epoxy hallways, steps, and booking area.

**Community Center**

Community center rooms

Three times/week:

1. Empty all trash and recycling receptacles, replace liners as needed, and remove trash and recycling to a collection point. (Client to furnish trash receptacle liners)
2. Damp wipe all tables and counters.

Weekly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
2. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture, and furnishings.
3. Spot treat soiled carpet areas.
4. Thoroughly mop hard surface floors, taking care to get into corners, along edges, and around facilities.
5. Disinfect all door handles.

Monthly:

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.

2. Complete all high dusting, including exhaust fans and air ventilators within reach.
3. Clean telephones with disinfectant.

Quarterly:

1. Thoroughly wash windows and partition glass on both sides. Damp wipe all window/glass frames.

Bathrooms

Three times/week [see special note on bathrooms at end]:

1. Empty all trash and sanitary napkin receptacles, replace liners as needed, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock towels and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Clean and sanitize toilets and urinals inside and outside. Polish bright work.
4. Clean toilet seats on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Clean and polish mirrors.
8. Thoroughly mop hard surface floors, taking care to get into corners, along edges, and around facilities.
9. Clean drinking fountain(s) or water cooler(s) removing watermarks and splashes on sides, fronts and surrounding walls.
10. Report any restroom repairs needed to Administration Department.
11. Disinfect door handles.

Weekly:

1. Dust horizontal surfaces, including partitions, top of mirrors, and frames.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Wipe all restroom partitions on both sides.

Monthly:

1. Pour fresh water down floor drains to refresh water in sewer line.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

**SPECIAL NOTE ON ALL BATHROOMS:**

Cleaning three times/week must include the following cleaning schedule:

- 1) Tuesday nights after 5 p.m. and before Wednesday morning at 7 a.m.
- 2) Thursday nights after 5 p.m. and before Friday morning at 7 a.m.
- 3) Weekend cleaning prior to Monday morning at 7 a.m. (Sundays preferred)