



Request for Proposals Cleaning City Buildings City of Louisburg, KS

RFP due 10 a.m. Dec. 12, 2023

City of Louisburg Cleaning Services

The City of Louisburg is seeking a contractor to provide regular cleaning services for City Hall, 215 S. Broadway, and the Louisburg Police Station, 209 S. Metcalf, in addition to the semi-annual deep cleaning of Fox Hall, a community building, 201 S. Broadway.

1. Introduction

The City of Louisburg is seeking proposals from qualified firms to provide 24 annual cleaning services, generally to consist of cleaning two times per month every other weekend, at City Hall, approximately 9,405 square foot of office and meeting room space; the Louisburg Police Station, approximately 5,750 square foot of mostly office space; and two times a year deep-cleaning services of the almost 3,000 sq. ft. Fox Hall, a community building. The required services and performance conditions are described in the Scope of Work.

2. Instructions to Proposers

- 2.1 The submission of a proposal shall be deemed a representation and certification by the Proposer that they:
 - 2.1.1 Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of this proposal.
 - 2.1.2 Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
 - 2.1.3 Represent that all information contained in the proposal is true and correct
 - 2.1.4 Did not, in any way, collude, conspire to agree either directly or indirectly with any person, firm, corporation or other Proposer in regard to the amount, terms or conditions of this proposal.
 - 2.1.5 Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Proposer, and Proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on grounds that Proposer was not fully informed to any fact or condition.

2.2 Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City no later than 2 p.m. Dec. 1, 2023. Correspondence shall be addressed to Jessica McGowin, jmcgowin@louisburgkansas.gov. Responses from the City will be communicated in writing to all who notify the City of their firm's intent to submit a proposal. All addenda shall become a part of this RFP and shall be acknowledged on the Proposer's Form.

The City shall not be responsible for nor be bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

2.3 Submission of Proposals

All proposals shall be clearly marked "Cleaning Services" and submitted to:

Louisburg City Hall
215 S. Broadway
Louisburg, KS 66053

Sealed proposals must be delivered no later than **10 a.m. Tuesday, Dec. 12, 2023**. All proposals received after that time will be returned to the Proposer unopened. Proposals will be opened during a public meeting at 10 a.m. Tuesday, Dec. 12, 2023, at City Hall.

2.4 Rights of the City of Louisburg

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening for its own convenience;
- Remedy technical errors in the Request for Proposals process;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City.

An agreement shall not be binding or valid with the City unless and until it is executed by authorized representatives of the City and of the Proposer.

3. Proposed Tentative Timeline

RFP Issued	Nov. 10, 2023
Deadline for questions, clarifications	Dec. 1, 2023 2 p.m.
Answers provided to questions	Dec. 4, 2023, 2 p.m.
Proposals Due	Dec. 12, 2023, 10 a.m.
Proposals reviewed by Council	Dec. 18, 6:30 p.m.
Contract awarded	Dec. 19, 2023
Work commences	January 2024

4. Expectations of Work to be Performed

For City Hall and Police Station:

These buildings shall be cleaned 24 times annually (see introduction).

City Hall has 5 restrooms with 5 toilets and 1 urinal. The Police Station has a men's locker room with 2 showers, 2 urinals, 1 toilet and 2 sinks; a women's locker room with 1 shower, 1 toilet and 2 sinks and a public bathroom with toilet and sink.

The list of cleaning duties at City Hall includes:

- Bathrooms: clean sinks, mirrors, toilets/urinals -including scrubbing the inside of the toilet/urinal; outside of all trash cans and paper towel dispensers, baby changing stations; stock all toilet paper and paper towels; remove trash and replace trash bags; wipe down walls as needed; clean exhaust fans as needed; wipe down/dust doors and trim as needed.
- Kitchen: clean microwave; outside of the oven and stovetop; wipe down all counter tops, sink and refrigerator; clean the kitchen table; restock paper towel; clean outside of trash can; remove trash and replace trash bags.
- Offices: all offices should be dusted and vacuumed; remove all trash and replace trash bags; mop chair mats if needed; wipe down all guest office chairs with a wet cloth every clean, this includes arm rests and feet; wipe down staff chairs as needed.
- Council chambers: wipe down all executive-style council chairs with a wet cloth every clean, this includes arm rests and feet; clean the dais and the side tables; vacuum council room guest chairs every 2 months or more often as needed and wipe the legs of chairs with a wet cloth.
- Conference room: wipe down all executive-style council chairs with a wet cloth every clean, this includes arm rests and feet; clean table; wipe down refrigerator, sink, counter and cabinetry.
- Clean glass doors in the west and east side of the building inside and outside, as needed.
- Vacuum all mats and carpeted areas.
- Mop all areas with tile.
- Wipe down all surfaces including the copier and counters throughout the building, dust all desks.
- Dust trim and doors, cabinets, art, blinds as needed or at least 3 times a year.

The list of cleaning duties at Police Station includes:

- Bathrooms and locker rooms: clean showers, sinks, mirrors, toilets/urinals -including scrubbing the inside of the toilet/urinal; outside of all trash cans and paper towel dispensers, stock all toilet paper and paper towels; remove trash and replace trash bags; wipe down walls as needed; clean exhaust fans as needed; wipe down/dust doors and trim as needed.
- Kitchen: clean microwave; wipe down all counter tops, sink and refrigerator; clean the kitchen table; restock paper towels; clean outside of trash can; remove trash and replace trash bags.
- Offices: all offices should be dusted and vacuumed; remove all trash and replace trash bags; mop chair mats if needed; wipe down all office chairs with a wet cloth every clean, this includes arm rests and feet.
- 2 Holding cells: mop; clean glass in doors.

- Clean glass entry doors and windows in the front the building, inside and outside, as needed – this includes the security glass between the public and private area.
- Vacuum all mats and carpeted areas.
- Mop all areas with tile.
- Wipe down all surfaces including the copier and counters throughout the building, dust all desks. This includes dusting the window sills.
- Dust trim and doors, cabinets, art, blinds as needed or at least 3 times a year.

Fox Hall:

This community building with a great room, kitchen space and two restrooms, should be deep cleaned twice a year in January/February and July/August.

The list of cleaning duties at Fox Hall includes:

- Wash all windows.
- Dust all blinds.
- Dust ceiling fan blades/fans, located 12-15 ft above floor level.
- Dust metal rafter beams, located 12-15 ft above floor level.
- Dust & clean light fixtures, located 12-15 ft above floor level.
- Deep clean floor.
- Wipe down all chairs & tables – there are 112 chairs and 14 folding rectangle tables and 10 72-inch round tables.
- Dust all surfaces.
- Deep clean indoor bathrooms.
- Clean range and refrigerator.

The City will provide all necessary standard cleaning supplies and equipment to clean the facilities.

5. Information to be Submitted

The Proposer shall provide the following information in this order:

- Brief description of firm, including capacity and resources. This section shall include a listing of any lawsuit or litigation and the result of action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid by the contractor or its insurers within the last five years.
- Work plan & schedule.
- Project staffing including names and building assignments of cleaning staff.
- A list of 3-5 references of similar projects.

Please note: The City of Louisburg does not pay for services before it receives them. Therefore, do not propose contract terms that call for upfront payments or deposits.

6. Contract Type and Method of Payment

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a fixed fee

form of contract and will be for a three-year term subject to regular review for quality with a contractual clause for curing of issues and cancellation. The method of payment to the successful Proposer shall be a fixed fee basis with a maximum “not to exceed” fee as negotiated between the Proposer and the City as being the maximum cost to perform the work. Payments will be based on invoice. Proposers shall be prepared to accept the terms and conditions of this Agreement.

Insurance Requirements

The selected Proposer, at Proposer’s sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all the insurance requirements outlined below:

- General Liability - \$1 million each occurrence / \$2 million aggregate with City of Louisburg as an additional insured. Policy cannot be canceled without first notifying the City within 10 days of cancellation.
- Workers’ Comp – If the contractor has employees a workers’ comp policy is required. If the contractor has no employees and will not have assistance in performing these services, a completed workman’s comp affidavit would be required.
- Cancellation Notice: The City must be given written notice by mail at least 30 days in advance of cancellation for all policies evidenced on the certificate of insurance.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the City of Louisburg as to form and content. These requirements are subject to amendment or waiver if so approved in writing by the City representative. The selected Proposer agrees to provide the City with a copy of said policies, certificates and/or endorsement upon award of contract.

Background Investigation

The selected Proposer, at Proposer’s sole cost and expense and for the full term of the Agreement, must submit to and pass a fingerprint background check for access to secure government facilities. This check must be conducted yearly and for every person assigned to cleaning services at any of the City facilities. In addition, the contractor and any employees or subcontractors must also pass a non-user access awareness training on an annual basis. This training is free and available online.

7. Review and Selection Process

City Staff will evaluate the proposals based on the following criteria:

- 7.1 Quality and completeness of proposal;
- 7.2 Quality, performance and effectiveness of the solution, goods and/or services to be provided to the Proposer;
- 7.3 Proposer’s experience, including the experience of staff to be assigned to the project, engagements of similar scope and complexity;
- 7.4 Cost to the city;
- 7.5 Proposer’s ability to perform the work within the time specified;
- 7.6 Proposer’s prior record of performance with city or others;
- 7.7 Proposer’s compliance with applicable laws, regulations, policies (including any city council policies), guidelines and orders governing prior or existing contracts performed by the contractor.

Based on this review, Staff will make a recommendation to the Governing Body who will make the final selection. The acceptance of the proposal will be evidenced by written Notice of Award from the City to the successful Proposer with rights referenced in 2.4.

8. Public Nature of Materials

Responses to this RFP become the exclusive property of the City of Louisburg. All proposals received in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary". The City shall not in any way be liable or responsible for disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal as "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive.

Collusion

By submitting a proposal, each Proposer represents and warrants that its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

9. Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration.

- 9.1 Evidence of collusion, directly or indirectly, among Proposers in regards to the amount, terms or conditions of this proposal;
- 9.2 Any attempt to improperly influence any member of the evaluation team;
- 9.3 Existence of any lawsuit, unresolved contractual claim or dispute between Proposer and the City;
- 9.4 Evidence of incorrect information submitted as part of the proposal;
- 9.5 Evidence of Proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 9.6 Proposer's default under any previous agreement with the City, which results in termination of the Agreement.

10. Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.