

Request for Proposal
For
Janitorial and Maintenance Services
WCDA Building and Grounds
155 North Beech
Casper, Wyoming 82602

Part 1: RFP Purpose

The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide janitorial and maintenance services for the WCDA building and grounds located at 155 North Beech, Casper, Wyoming 82602.

This RFP does not constitute a contract for services performed or to be performed. After the selection of a contractor, WCDA and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of WCDA and will not be returned. WCDA is not responsible for any costs incurred by the respondent in proposal preparation, site visits, or any other activity necessary for the preparation of the RFP.

Part 2: Scope of Work/Background Information

WCDA is seeking a qualified vendor to provide janitorial and maintenance services for the WCDA building and grounds located at 155 North Beech. Some of the services include but are not limited to minor building repairs and maintenance, grounds maintenance, snow removal, janitorial work, and providing supplies such as paper towels, light bulbs, etc.

Part 3: Proposal Instructions

- **A job showing is scheduled for January 23rd at 9 a.m. at 155 North Beech to view job site.**
- **Term of contract-** 1 year. WCDA may renew the contract up to two additional years if desired. There will be a termination clause for either party to terminate the agreement with notice.
- **Submission instructions-** submit two original proposals in a sealed package to this address:
WCDA Attn: Rick Juday
P.O. Box 634
Casper, Wyoming 82602
- **Deadline-** proposals must be received by 3 p.m. February 13th, 2012.

- **Proposal acceptance and rejection.** WCDA reserves the right to accept, reject or negotiate any or all bids, to waive or not to waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by WCDA to be in the best interest of WCDA, regardless of price.
- **Questions.** Direct questions about this RFP to:

Rick Juday
 Construction Manager
 155 North Beech
 P.O. Box 634
 Casper, Wyoming 82602
 307-265-0603

Part 4: Selection Criteria

WCDA will open and review all proposals and select the contractor based on the technical merit and bid price.

Upon a satisfactory selection and successful negotiations WCDA will initiate the contract award.

Part 5: Proposal Format

All proposals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all required components in order. The aim of the required format is to simplify the proposal preparation and evaluation process and to ensure that all proposals receive the same orderly review.

All proposals must include the following components:

| <u>SECTION</u> | <u>TOPIC</u> |
|----------------|--------------------|
| 1 | Cover letter |
| 2 | Company overview |
| 3 | Project services |
| 4 | Project team |
| 5 | Related experience |
| 6 | Cost proposal |

Part 6: Services Provided by the Contractor.

The successful contractor must be able to provide the following services to WCDA.

A. Janitorial Services. Contractor is responsible for providing janitorial services and supplies for the WCDA building and grounds located at 155 North Beech, Casper, Wyoming. All janitorial work shall be performed between the hours of 6 p.m. to 6 a.m. the following morning, Monday through Friday except for recognized holidays.

Some of the routine cleaning includes but is not limited to the following:

1. Furnishings shall be dusted and wiped as needed.
2. Windows, doors, countertops, walls and baseboards shall be dusted and cleaned as needed.
3. Light fixtures shall be dusted and bulbs replaced as needed. Ballasts will be replaced when needed.
4. Floors shall be swept or mopped as needed.
5. Trash shall be emptied and liners changed as needed, and trash shall be removed and disposed of offsite.
6. Carpets shall be vacuumed and spot cleaned as needed. Carpets will be steam cleaned twice per year.
7. Bathroom sinks, bowls, urinals, trash bins and fixtures shall be cleaned and sanitized daily Monday – Friday. Strip and wax the bathroom floors twice per year.
8. Hand soap, tissue paper, and hand wipe dispenser shall be filled.
9. Windows must be cleaned inside and out at least twice a year.
10. Vents must be cleaned at least twice a year.
11. Fire inspections shall be completed twice per year.
12. The entire building will be pressure washed (once each month)-May thru September.
13. Wash all interior windows twice per year.
14. Wash all exterior windows twice per year.
15. Clean the grounds Monday thru Friday.
16. Snow removal in the parking lot and sidewalks, includes ice melt on the sidewalks.
17. Per hour cost of on call person to complete work orders as needed.
18. Per hour cost to shred documents and bag on site. Shredding machine provided.

B. Maintenance Services. Contractor is responsible for providing maintenance services and supplies for WCDA building and grounds listed in this RFP. This includes a variety of activities with a few examples including patching walls and painting, repairing/replacing attached fixtures, repairing minor water leaks etc. Rough square footage in the basement is 3000 square feet, the first floor has 9200 square feet and the second floor has 9200 square feet. The Contractors are responsible for determining exact dimensions. All work will be coordinated with WCDA and will normally be conducted between the hours of 6 p.m. to 6 a.m. the following morning, Monday through Friday except for recognized holidays.

C. Snow and Ice Removal. Contractor is responsible for removing snow and ice, on an as needed basis, from all entrances, parking lots, and the sidewalks. Ice melt will be spread as needed to prevent injury due to slips and falls. The building area must be ready by 8 a.m. on Monday thru Friday and kept reasonably clear of snow until after 5 p.m. on all Mondays thru Fridays except

for recognized holidays.

- D. Equipment. Contractor will supply all necessary equipment to complete all janitorial and maintenance services.
- E. Supplies. Contractor will supply all necessary supplies to complete all janitorial and maintenance services. All supplies will be itemized on submitted invoices. Replacement toilet paper, light bulbs, towels ect. will be maintained in each storeroom (on each floor) as directed by WCDA.
- F. Repairs/Replacements. Contractor will notify WCDA of any repair in excess of \$100.00 and provide a detailed estimate and will need to get approval prior to completing the repair.

Part 7: Obligations of WCDA.

Major repairs over \$500.00 will be coordinated and be the responsibility of WCDA.

Part 8: Insurance/ Indemnification.

The contractor must maintain during the term of the contract the following insurance coverage at a minimum:

General liability insurance in the amount of \$1,000,000.00 per occurrence for property damage and bodily injury, with a \$1,000,000.00 aggregate.

Worker's compensation insurance.

Motor vehicle liability insurance.

Bodily injury \$300,000.00 each person each accident

Property damage \$100,000.00 property damage

Indemnification agreement.

Proof of insurance must be provided by the contractor to WCDA by January 1 of each year of the contract.

Part 9: Termination.

This agreement may be terminated prior to the expiration of its terms as follows:

- A. By mutual written agreement of the parties; or
- B. In the event of default or breach of this agreement by either party, the other party may give the defaulting party written notice of each claimed default or breach and a date after receipt of such notice by which the default or breach is not remedied by this date, the non-defaulting party may terminate this agreement by giving written notice of the same, and the defaulting party may also be liable for all damages sustained by the other party by reason the default or breach; or
- C. Either party may terminate this agreement, with or without cause, upon 30 days prior written notice to either party.
- D. In the event of termination of services, the contractor will be entitled to the monies provided herein only through the date of termination.

Part 10: Compliance with law.

Contractor shall comply with all applicable federal, state and local laws and ordinances, rules and regulations, as well as any applicable WCDA policies.