



Request for Proposals: Janitorial Services

The City of Parkville, Missouri ("City") is pleased to issue this Request for Proposals ("RFP") for Janitorial Services.

1. INTRODUCTION

The City of Parkville is accepting proposals for janitorial services taking place two (2) days per week at Parkville City Hall (8880 Clark Avenue, Parkville, MO) and one (1) day per month at the Parkville Train Depot (8701 NW River Park Drive, Parkville, MO). Proposals clearly labeled Proposal for Janitorial Services will be received until May 19, 2014 at Parkville City Hall. Proposal instructions and service specifications are below.

2. PROJECT OVERVIEW

A. Square Footage:

- i. Parkville City Hall- 22,000 square feet,
- ii. Parkville Train Depot- 1,800 square feet.

B. General Requirements:

- i. **Cleaning Time:** Access for cleaning the building will be Monday through Friday 8:00 p.m. till 5:00 p.m.
- ii. **Safety:** Companies submitting cleaning proposals must be OSHA compliant and show details of their safety training.
- iii. **Business License:** Companies must submit or obtain a current Parkville Business License.
- iv. **Cleaning Products:** Companies proposing to do this work must list all cleaning products and equipment to be used on site in the cleaning process.
- v. **Training:** Companies shall explain in detail the training process employees go through prior to reporting to the work site.
- vi. **Supervision:** Cleaning inspections need to be performed at least bi-annually by a management supervisor, or upon request by the City of Parkville. Special requests, service concerns, and items found during inspection should be acted upon and resolved in a prompt manner.
- vii. **Security Clearance (For Police Department Only):** All cleaning personnel must have a background clear of any theft, fraud, drug abuse, and felonies.
 1. The City reserves the right to prohibit any employee from providing services on site.

3. BUILDING WALKTHROUGH

- A. An optional City Hall walkthrough will be held Friday, May 9, 2014, at 10:00 a.m. for interested companies. An optional walkthrough of the Parkville Train Depot will be held immediately following the City Hall walkthrough.

4. SCOPE OF SERVICES

SPECIFICATIONS FOR CITY HALL CLEANING

A. General Cleaning Two Times a Week ("Daily")

- i. Empty wastebaskets/shredder, replace liner, and recycle material in proper receptacles.
- ii. Dust and disinfect (where appropriate) furniture, including desktops, computers equipment, tables, and chairs with treated cloth.
- iii. Remove coffee and soda rings/smudges from accessible desk, table and counter tops.
- iv. Vacuum carpeting and runners.
- v. Damp mop all tile floors.
- vi. Clean and sanitize plumbing fixtures, refill dispensers, remove splash marks from areas around sinks, counters, and towel cabinets.
- vii. Clean and sanitize drinking fountains and door handles.
- viii. Damp mop hard surface floors with germicidal disinfectant in restroom areas.
- ix. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture.
- x. Remove trash and recycling to appropriate outside dumpster(s).

B. Monthly

- i. Spot clean and dust all walls.
- ii. Damp wipe waste containers.
- iii. Vacuum upholstered furniture.
- iv. Damp wipe air distribution units and radiators.
- v. Dust Venetian blinds.
- vi. Damp wipe frames and trim of doors.
- vii. Polish wood furniture and wood wall surfaces.
- viii. Vacuum cobwebs along baseboard, ceiling and in corners.

C. Quarterly

- i. Wash and scrub the inside and outside of garbage cans.
- ii. Wash elevator interior and exterior surfaces.
- iii. Scrub and recoat floors with approved floor finish.
- iv. Dust air return vents.

D. Semi-Annually

- i. Wash exterior office windows in and out.

E. Annually

- i. Shampoo carpeted areas and strip and wax tile floors (may be requested more often, as needed).
- ii. Clean bugs from light fixtures.

ADDITIONAL SPECIFICATIONS FOR CITY HALL CLEANING

A. Office Area and Private Offices

- i. All cleaning as specified under general cleaning A, B, C, D, and E.
- ii. Clean and disinfect telephones weekly.
- iii. Spot clean walls, partitions, drawers and file cabinets weekly.

B. Restrooms

- i. Clean daily with sanitary spray and polish to a shine all dispensers, mirrors, sinks and faucets. Wipe clean and polish all splash areas.
- ii. Hand scrub toilet and urinal interiors with a liquid abrasive and flush afterwards on a daily basis.
- iii. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall. Fill all soap and feminine hygiene product dispensers.
- iv. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface on a daily basis.

C. Break Area

- i. All cleaning as specified under general cleaning A, B, C, D, and E.
- ii. Clean, disinfect and polish (as applicable) daily all sinks, counters, tables, cabinet fronts, appliances, and adjacent walls.

D. Conference Rooms/Lobbies & Entrances

- i. All cleaning as specified under general cleaning A, B, C, D, and E.

SPECIFICATIONS FOR TRAIN DEPOT CLEANING

A. General Cleaning One Time a Month ("Monthly")

- i. Vacuum carpeting and runners.
- ii. Damp mop all tile floors.
- iii. Clean and sanitize plumbing fixtures, refill dispensers, remove splash marks from areas around sinks, counters, and towel cabinets.
- iv. Clean and sanitize drinking fountains and door handles.
- v. Damp mop hard surface floors with germicidal disinfectant in restroom areas.
- vi. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture.
- vii. Damp wipe air distribution units and radiators.
- viii. Dust window coverings.
- ix. Damp wipe frames and trim of doors.
- x. Polish wood furniture and wood wall surfaces.
- xi. Vacuum cobwebs along baseboard, ceiling and in corners.

B. Quarterly

- i. Wash and scrub the inside and outside of garbage cans.
- ii. Scrub and recoat floors with approved floor finish (as applicable).
- xii. Dust air return vents

ADDITIONAL SPECIFICATIONS FOR TRAIN DEPOT CLEANING

A. Office Area and Private Offices

- i. All cleaning as specified under general cleaning A and B.

C. Restrooms

- i. Clean monthly with sanitary spray and polish to a shine all dispensers, mirrors, sinks and faucets. Wipe clean and polish all splash areas.
- ii. Hand scrub toilet and urinal interiors with a liquid abrasive and flush afterwards on a monthly basis.
- iii. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface on a monthly basis.

D. Sink/Break Area

- i. All cleaning as specified under general cleaning A and B.
- ii. Disinfect and polish (as applicable) monthly all sinks, counters, tables, cabinet fronts, appliances, and adjacent walls.

E. Exhibit Rooms/Lobbies & Entrances

- i. All cleaning as specified under general cleaning A and B.

5. PROPOSAL AND EVALUATION CRITERIA

A. Instructions to Applicants:

- i. The response to this RFP should be delivered as follows: Three (3) hard copies plus one (1) electronic PDF file version (on a CD or flash drive) shall be submitted to the address below in a sealed package clearly marked to the attention of Tim Blakeslee and must be received at the address below by 5:00 PM Central Time on May 19, 2014.

Tim Blakeslee
 Assistant to the City Administrator
 City of Parkville
 8880 Clark Ave.
 Parkville, MO 64152

- ii. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
- iii. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
- iv. The City reserves the right to request a change in any proposed sub-consultants, if applicable.
- v. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any company submitting a proposal.
- vi. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
- vii. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

B. Proposal Requirements

The following are the contents that all proposals must include. All the listed criteria should be addressed completely and should follow, as closely as possible, the order and format in which it is listed below. These categories and criteria will be major considerations in the evaluation and

determination of the most qualified and capable company(s). Note: The sequence of the listing is not intended to reflect relative weight of each category.

i. Cover Letter:

The cover letter should briefly state the understanding of the work to be performed, and a statement as to why the company believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.

ii. Related Experience and References:

Provide a list of at least three (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name and a current telephone number.

iii. Cost of Services Respondents shall the Scope of Services to provide:

1. A fixed monthly cost for the janitorial services identified in the scope of services taking place two (2) days per week at Parkville City Hall (8880 Clark Avenue, Parkville, MO) and one (1) day per month at the Parkville Train Depot (8701 NW River Park Drive, Parkville, MO)
2. Provide estimate for initial cleaning service (optional).
3. A fixed cost for specific extra services listed by service type.
4. An hourly rate for on-call or out of scope work.

Proposal should clearly state basis for the proposed fee (hourly, lump sum, other) and the method for billing additional services beyond the initial scope of service. The fee proposal shall itemize the methodology for billing reimbursable expenses such as travel, production of documents, purchase of data, etc. The City reserves the right to negotiate a final fee and scope of work as part of contract negotiations following the selection process.

iv. Disclosure

Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City. Consultant shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts.

v. Insurance

1. Provide a certificate of insurance showing the company' current limits of liability for commercial, general, and professional liability, workers compensation, and business automobile liability.
2. List all current and unresolved litigations, arbitrations, or mediations of the company.

PROPOSED PROCESS AND TIMELINE (subject to change)

- April 29, 2014 RFP issued and posted on the City of Parkville website
- May 19, 2014 Receipt of proposals due by 5:00 PM Central Time
- May 23, 2014 A selection committee comprised of city officials will evaluate the proposals and select a preferred company to begin contract negotiations. If multiple

- Week of May 26
 - June 2, 2014
 - June 9, 2014
 - June 17, 2014
 - June 29, 2014
- companies have exceptional Proposals, the selection committee will select a short-listed group of finalists for interviews.
Short-listed companies are interviewed (optional)
Preferred company is notified of selection and contract negotiations
Finance Committee takes action on recommended contract
Board of Aldermen takes action on recommended contract
Notice to Proceed

END OF REQUEST FOR PROPOSALS