

CITY OF CRAIG

REQUEST FOR PROPOSALS AND STATEMENT OF QUALIFICATIONS FOR CUSTODIAL SERVICES

General Information:

The City of Craig, Colorado is requesting proposals to provide custodial services at Craig City Hall and the Center of Craig. Cleanliness and attention to detail will be essential to facility operations and customer service. City Hall is located at 300 W. 4th St. and the Center of Craig is located at 601 Yampa Ave.

Please submit proposals by 2 pm, May 16, 2018 to:

City of Craig
Custodial Services Proposals
300 W. 4th St.
Craig, CO. 81625
Attention: Kathy Larson

General Conditions

1. The City of Craig is a tax-exempt municipality, with all goods quoted FOB Craig.
2. All bids or proposals will be based on those products described within the general specifications with products equal to or better than those described being acceptable. Specification sheets for all equipment and materials must be included with the bid or proposal.
3. Work By Illegal Aliens Prohibited. This paragraph shall apply to all Consultants/Contractors whose performance of work under this Agreement does not involve the delivery of a specific end product other than reports that are merely incidental to the performance of said work.
 - a. Consultant/Contractor hereby certifies that, as of the date of this Agreement, it does not knowingly employ or contract with an illegal alien and that Consultant/Contractor has participated or attempted to participate in the basic pilot employment verification program as defined in C.R.S. § 8-17.5-101(1) ("Program") in order to verify that it does not employ illegal aliens.
 - b. Consultant/Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or enter into a contract with a subcontractor that fails to certify to Consultant/Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.
 - c. Consultant/Contractor hereby certifies that it has verified or attempted to verify through participation in the Program that Consultant/Contractor does not employ any illegal aliens and, if Consultant/Contractor is not

accepted into the Program prior to entering into this Agreement, that Consultant/Contractor shall apply to participate in the Program every three (3) months until Consultant/Contractor is accepted or this Agreement has been completed, whichever is earlier.

- d. Consultant/Contractor is prohibited from using Program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.
- e. If Consultant/Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien, Consultant/Contractor shall be required to:
 - (i) notify the subcontractor and the City within three (3) days that Consultant/Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
 - (ii) terminate the subcontract with the subcontractor if within three (3) days of receiving the notice required pursuant to this subparagraph the subcontractor does not stop employing or contracting with the illegal alien; except that Consultant/Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- f. Consultant/Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment (“Department”) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. Article 17.5.
- g. If Consultant/Contractor violates this paragraph, the City may terminate this Agreement for breach of contract. If this Agreement is so terminated, Consultant/Contractor shall be liable for all actual and consequential damages.

Minimum Requirements

- Provide a brief description of your company.
- Include information and a minimum of three references regarding your company’s experience.
- Provide proof of liability insurance (750,000 per incident- 1,500,000 aggregate).
- All employees must pass a CBI Background Check.
- Provide an average weekly cost estimate, including number of estimated staff hours.
- Contractor and their employees are not permitted to bring family members (unless employees) into the facilities while cleaning the building. Nobody under the age of 14 will be allowed to assist in cleaning city facilities.

- The Building Maintenance Supervisor may request that contractor perform additional services not listed on the work schedule, a fee for those additional requested services will be negotiated prior to performance.
- Contractor will invoice the City of Craig every other Monday (2 week increments) after services have been performed.
- The contract will expire on December 31st, 2019.

Supplies and Equipment

The City of Craig shall provide all supplies and equipment for custodial services. Supplies and equipment not approved or provided by the City of Craig shall not be used for custodial purposes.

Schedule(s)

The majority of custodial services at City Hall will be scheduled after the facility is closed. The cleaning at the Center of Craig can be more flexible and will be set after the contract is awarded.

City Hall is open Monday thru Friday from 8:00am to 5:00pm. The Parks and Recreation Department (located downstairs) opens at 7:00am. City Hall will not require cleaning on the following holidays:

New Years Day	Memorial Day	4 th of July	Colorado Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve	Christmas Day

Tours

If you would like to tour the facilities (City Hall & the Center of Craig) before you submit your proposal please call Alicia Baker at (970) 826-2029.

Proposal Selection

- In addition to price the following criteria will be considered:
- Adequate staffing to perform the work specified.
- Relevant experience.
- References.
- Background and previous experience of each person to be assigned to this service contract.

Scope of Services

CITY HALL
DAILY (3X) – BASIC REQUIREMENTS

- Sweep tile/vinyl floors and stairs.
- Wet mop all tile/vinyl floors and stairs.
- Disinfect stairway banisters.
- Vacuum all carpeted floors.
- Empty waste baskets/replace liners when needed.
- Clean, polish and sanitize restrooms, toilets, fixtures.
- Check and fill restroom supplies.
- Clean front door glass (both sides).
- Clean all inside windows and glass.

- Remove finger prints and smudges from all vertical surfaces including doors, door faces, cupboard doors, light switches and refrigerator doors.
- Wipe clean counter tops, clean and polish sink and wipe clean microwave in all (3) break areas.
- Arrange tables and chairs neatly in conference rooms (2) and council chambers.
- Remove any foreign matter (such as gum) and spot clean carpet as needed.
- Perform special cleaning requests according to notes left by employees at their respective work stations.
- Notify building contact person of any irregularities (I.E. defective plumbing, unlocked doors, lights left on, inventory requirements, etc.)
- Turn off lights, close windows and assure the building is secured.

CITY HALL QUARTERLY – BASIC REQUIREMENTS

- Wash window sills.
- Dust window blinds.
- Clean and wipe all baseboards.
- Dust all high areas.
- Clean all light covers inside and out.
- Clean and wipe inside of refrigerator.
- Wipe clean and disinfect all telephones, especially the handset.
- Clean/wipe walls in high traffic areas.

NOTE: Please base your proposal on the assumption that the City Hall cleaning will only take place 3 times per week (Mondays, Wednesdays & Fridays). The City of Craig reserves the right do adjust this schedule at any time.

CENTER OF CRAIG DAILY (2X) – BASIC REQUIREMENTS

- Visual inspection of wooden (Chapel) and vinyl floors (kitchen, upstairs) to determine sweeping and or mopping needs.
- Visual inspection of upstairs carpet to determine vacuuming needs.
- Empty waste baskets/replace liners when needed.
- Mop restroom & hallway floors.
- Clean, polish and sanitize restrooms, toilets, fixtures.
- Check and fill restroom supplies.
- Clean both sides of front door glass (large windows as needed).
- Clean all inside windows and glass.
- Remove finger prints and smudges from all vertical surfaces including doors, door faces, cupboard doors, light switches and refrigerator doors.
- Wipe clean counter tops, clean and polish sink and wipe clean microwave.
- Remove any foreign matter (such as gum) and spot clean carpet as needed.
- Perform special cleaning requests according to notes left by employees at their respective work stations.

- Notify building contact person of any irregularities (I.E. defective plumbing, unlocked doors, lights left on, inventory requirements, etc.)
- Turn off lights, close windows and assure the building is secured.

**CENTER OF CRAIG
MONTHLY – BASIC REQUIREMENTS**

- Wash window sills.
- Dust window blinds.
- Clean and wipe all baseboards.
- Dust all high areas.
- Clean all light covers inside and out.
- Clean and wipe inside of refrigerator.

NOTE: Please base your proposal on the assumption that the Center of Craig cleaning will only take place 2 times per week (Tuesdays and Fridays). The City of Craig reserves the right do adjust this schedule at any time.

BID/PROPOSAL FORM

The signer of this proposal declares and agrees:

- A. That he/she has received and examined the proposal specifications and is cognizant of the service requirements.
- B. That if this proposal is accepted, he/she will contract to furnish and deliver the required services as specified.
- C. That the proposal price is for services completely, as specified.
- D. That the City of Craig reserves the right to reject any or all proposals, re-advertise or negotiate any proposal, and determine what contractors and services are the best for the City which may not necessarily be the lowest proposal.
- E. The City of Craig reserves the right to terminate this agreement at any time if, in the opinion of the City, the contractor is not providing adequate service under the contract, including failure to perform the cleaning services adequately, or commission of the contractor or its agents of any action that places the City property at risk of damage. Additionally, the City may terminate the agreement for any reason with or without cause upon giving the contractor thirty days written notice of intent to terminate the agreement.

Minimum Requirements (may attach additional information)

- Provide a brief description of your company. _____

- Include information and a minimum of three references regarding your company's experience. _____

- Provide proof of liability insurance (1,000,000 per incident- 2,000,000 aggregate).
Yes _____ No _____
- All employees must pass a CBI Background Check.
- Provide an average weekly cost estimate, including number of estimated staff hours. _____

- A Contract between the City of Craig and the selected Contractor, incorporating this Request for Proposals, will be executed by the Parties before the Contractor begins work, and will expire on December 31st, 2019.

Name: _____

Address: _____

Phone: _____

Officer's Signature: _____

Title: _____ Date _____