



Request for Proposal

Cleaning Services

Village of Poynette
106 S Main Street
PO Box 95
Poynette, Wi 53955
www.poynette-wi.gov
(608) 635-2122

Introduction

The Village of Poynette is requesting proposals for a one (1) year contract for cleaning services for several buildings, to include: Village Hall, Police Station, and Library. Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal 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 4:30 p.m. on Friday, November 4th, directly to Village Hall at the following address:

Village of Poynette
Attn: Lisa Wilson, Clerk
106 S Main Street
PO Box 95
Poynette, WI 53955

General Instructions for Proposal

- a. **Proposal Content** – A completed proposal must contain the following:
 - Proposal Form and Signature Page – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
 - References – Proposals shall include a list of three (3) references including name, address, phone number and contact person. It is preferred that references are those of Wisconsin contacts. The Village reserves the right to contact references other than, and/or in addition to, those furnished by the vendor.
- b. **Proposal Period** – Proposal prices are to be firm for ninety (90) days.
- c. **Proposal Award** – It is the intent of the Village 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, and the vendors' qualifications and capabilities to provide the specified service, and other factors which the Village of Poynette may consider. The Village reserves the right to accept or reject any or all of the proposals and to waive irregularities. Proposals will be approved publically at the October 24, 2016 Village Board meeting.
- d. **Term and Renewal** – The term of the contract shall be for one (1) year unless earlier terminated. The contract may be terminated by either party with a ninety (90) day written notice. The contract 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 contract.
- 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 Village Board. The invoice shall state the date the service was performed and amount for each building. Special services provided will be billed via a separate invoice and described by service provided and the date it was provided.

Specifications

The specifications outline the requirements for cleaning services for three (3) Village of Poynette buildings. A list of each building, the address and approximate square footage is outlined to assist in providing a quote. A walk through of the buildings can be scheduled by appointment. To schedule such an appointment, contact Natalie Megow, Deputy Clerk/Deputy Treasurer at (608) 635-2122 or via e-mail at nmegow@poynette-wi.gov.

Building List

Village Hall

106 S Main Street

2 floors

Includes entryways and hallway, Village Board Room, bathrooms (upstairs and downstairs), main/personal office areas, kitchen areas (upstairs and downstairs), and lounge

Police Department

118 S Main Street

1 floor

Includes entryway and hallway, bathrooms, kitchen area, main/personal office areas

Poynette Public Library

118 N Main Street

1 floor

Includes bathrooms, breakroom, general office space, meeting rooms, and general library space.

Responsibilities of the Contractor

The following cleaning instructions are outlined below based upon general area within each building. All duties noted are to be completed weekly.

Entrances, Lobby, Hallways

- Empty all trash receptacles, replace liners, and remove trash to collection point. (Client to furnish trash receptacle liners.)
- Squeegee both sides of glass doors and windows removing prints and smudges.
- Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, furnishings, etc.
- Vacuum walk of mats and traffic lanes.
- Damp mop hard surface floors, taking care to get into corners, along the edges and beneath furniture.
- Clean drinking fountain(s) removing watermarks and splashes on sides, front, and surrounding walls.
- Spot wipe walls, light switches and doors removing fingerprints, smudges, and spills.

Main Office Areas, Individual Offices, Meeting Rooms

- Empty all trash receptacles, replace liners, and remove trash to collection point. (Client to furnish trash receptacle liners.)
- Thoroughly dust all horizontal and vertical surfaces, including desktops, file cabinets, windowsills, ledges, moldings, counter space, office furniture, etc.
- Vacuum traffic lanes.
- Dust horizontal window blinds.
- Squeegee both sides of glass doors and windows removing prints and smudges.
- Spot wipe walls, light switches and doors removing fingerprints, smudges, and spills.

Restrooms

Includes: 4 at Village Hall (both upstairs/downstairs), 2 at Police Department, and 2 at Public Library

- Empty all trash receptacles, replace liners, and remove trash to collection point. (Client to furnish trash receptacle liners.)
- Wipe/polish dispensers.

- Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
- Toilet seats to be wiped clean on both sides.
- Scour and sanitize all basins. Polish bright work.
- Remove splash marks from walls around basins. Remove soap residue from counter tops.
- Damp mop hard surface floors, taking care to get into corners, along the edges and beneath furniture.
- Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean mirrors.

Kitchenette (Village Hall, Police Department, Public Library)

- Empty all trash receptacles, replace liners, and remove trash to collection point. (Client to furnish trash receptacle liners.)
- Wipe clean fronts, tops, and sides of trash receptacles.
- Damp wipe counters and front of cupboards, refrigerator.
- Clean and sanitize the sink. (Client is responsible for dishes.)
- Clean interior of microwave removing food particles and stains.
- Vacuum area.

Other Areas

- Clean and sanitize the sink area in the evidence room at the Police Department.

Equipment and Cleaning Chemicals

The Village of Poynette will supply all chemicals, cleaning equipment, trash bags, paper towels, hand soaps, and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with Administration.

Damage

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

Proposal Instructions
Request for Proposal Cleaning Services

1. Based on the requirements and provider qualifications please provide two (2) copies of the proposal to the Village of Poynette.
2. Complete Proposal Form and Signature Page.
3. Complete Worker's Compensation Certificate.
4. Complete Independent Contractor Statement.
5. Complete Reference Form.

If delivered via mail or in person, vendor shall include items in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: **Request for Proposal Cleaning Services**. If delivered via e-mail, please include in the subject line: **Request for Proposal Cleaning Services**.

Proposals should be mailed or delivered in person to:

Village of Poynette
Attn: Lisa Wilson, Clerk
106 S Main Street
PO Box 95
Poynette, WI 53955

Proposals can be e-mailed to: lwilson@poynette-wi.gov

All proposals must be received by 4:30 p.m. on Friday, November 4th, 2016.

Proposal Form
Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the Village of Poynette buildings:

Village Hall \$ _____

Police Department \$ _____

Public Library \$ _____

Signature Page
Request for Proposal for Cleaning Services

Name and Title (please print): _____

Signature: _____

Vendor Address: _____

Contact (please print): _____

Phone: _____ Fax: _____

E-mail: _____

Worker's Compensation Certification

I hereby certify that effective the date of my contract with the Village of Poynette and at all times in the performance of such contract that:

- I have and will maintain in full force and effect, a policy of Worker's Compensation Insurance in compliance with the laws of the State of Wisconsin with the following insurance company.

Company Name

Agent's Name, Address, Phone Number

Policy Number and Effective Date

OR

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

I understand that this statement is made as a material part of the contract, I have contemporaneously made with the Village of Poynette.

Date

Signature of Contractor

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 Village for any purpose or in any manner. The contractor is to be and shall remain an independent contractor with respect to all services performed under this agreement.

The contract 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 Village, shall not be considered employees of the Village and any and all claims that may or might arise under the laws of the State of Wisconsin 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 Village; and the contractor shall defend, indemnify and hold the Village, 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, right or benefits of any kind whatsoever from the Village, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Worker's Compensation, Unemployment insurance, disability, severance pay or WRS.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. The Village reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____ E-mail: _____

2. Name: _____

Address: _____

Phone Number: _____ E-mail: _____

3. Name: _____

Address: _____

Phone Number: _____ E-mail: _____

**Public Notice
Request for Proposal
Cleaning Services**

The Village of Poynette is seeking proposals from qualified individuals to secure a one-year contract for cleaning services for several Village buildings.

Copies of the proposal forms are available at Village Hall, 106 S Main St, PO Box 95, Poynette, WI 53955; via e-mail at lwilson@poynette-wi.gov; or via the Village website at www.poynette-wi.gov.

Proposals must be submitted to the Village Clerk, no later than 4:30 p.m. on Friday, November 4th, 2016. Proposals must be clearly marked as “PROPOSALS FOR CLEANING SERVICES” and show the name and address of the submitting individual. Late or incomplete proposals will not be considered. The Village reserves the right to reject any and all proposals.

Village of Poynette
Lisa M. Wilson
Administrator/Clerk/Treasurer

Posted: October 7, 2016
Published: October 13, 2016
 October 20, 2016