

# Town of Linn - RFP -Custodial Cleaning Services

**Issue Date:** 06/29/2021

**Deadline: Must be received by Thursday, July 29, 2021 at 4:00 p.m.**

## **MUNICIPAL AND POLICE COMPLEX**

**PROPOSALS REQUESTED:** Formal sealed proposals (IN DUPLICATE & A DIGITAL PDF COPY) will be received until Thursday, July 29, 2021 at 4:00 P.M. by the Town of Linn Administrator-Treasurer, at Town Hall, W3728 Franklin Walsh St., P.O. Box 130, Zenda, WI 53195 and admin@townoflinn.com. The proposals are for furnishing custodial services at the Town's Municipal and Police Complex for a period of three (3) years beginning October 1, 2021 and ending September 30, 2024, with an option for three (1) year extensions, upon mutual consent.

### **Scope of Services**

- Empty waste containers, wipe out containers and put in new liners. Place waste in appropriate dumpsters.
- Empty paper recycling containers, wipe out containers as necessary, and place contents in appropriate recycling bins. Empty remaining recycling containers and place contents in recycling bins.
- Disinfect tables, desks and counter tops.
- Vacuum all carpet, lobby entrance mats and area rugs, and spot clean in all areas.
- Sweep and wet mop entrance area; Town Hall on a monthly basis.
- Clean and sanitize all bathroom fixtures.
- Disinfect all mirrors and drinking fountains.
- Replenish towels, toilet paper and soap in dispensers. Check dispenser operation.
- Clean and polish glass at front entrance and clean entrance area inside and out.
- Dust cobwebs from ceilings and walls; spot clean and disinfect walls as needed.
- Remove cigarette butts, paper, cobwebs and any other debris from the exterior front entrance.
- Check on plumbing, including faucets, toilets and drainage, and report defective equipment.
- Break-down cardboard boxes and place in recycling as needed.

Tours and inspection of the buildings can be scheduled with the Town Administrator-Treasurer.

### **Work Schedule**

The exact schedule will be discussed prior to acceptance of contract. The work shall be performed one time per week. Contractor is not required to perform services on Town Holidays. Hours Available for cleaning are Monday – Wednesday between 8:30 a.m. – 2:00 p.m.

### **Evaluation / Selection Process**

The Town Administrator-Treasurer will coordinate with the Town Board to review each proposal to ensure proper coverage and make a determination based on the premium. The total score will be determined by the following criteria:

- Price of Proposal

- Vendor Background and Experience
- Dedicated Team/Qualified Resources
- Professional References

During the evaluation process, the Town reserves the right, where it may serve their best interest, to request additional information or clarifications from vendor, or to allow corrections of error or omissions.

### **Proposal**

All proposal prices shall be firm for the life of the contract subject to acceptance of a proposal within sixty (60) days from date of proposal opening. Unit prices to govern.

Proposal shall include at least three (3) professional references, preferably at least one municipal client, proposed schedule, and a list of cleaning products.

Proposer certifies that their proposal has been made without connection to any other vendor and is, in all respects, fair and without collusion or fraud, and is made with the understanding that no elected official or Linn Town employee has an interest, directly or indirectly, unless otherwise stated.

Copies of the contract documents may be obtained by contacting the Town Administrator-Treasurer, (262) 275-6300 ext. 12. All requests for documents will be fulfilled via email only.

The Town of Linn reserves, exclusively to itself, the right to reject any or all proposals, or to accept the proposal deemed most advantageous to the Town and to waive any or all technicalities or informalities in submitted proposals. No alterations or modifications to bids shall be allowed after bid opening.

Questions concerning this request should be directed to Jim Hurley, at (262)275-6300 ext. 12 or [admin@townoflinn.com](mailto:admin@townoflinn.com). All questions shall be submitted by Noon, July 16, 2021.