

REQUEST FOR BID (RFB)

Janitorial Services

Goshen County Courthouse, Goshen County Extension, Public Health, WIC and the Goshen County Road & Bridge Office all located in Torrington, WY 82240

The Goshen County Commissioners (Owner) is seeking the services of a qualified and experienced vendor to provide janitorial services for the Goshen County Courthouse, Goshen County Extension and Goshen County Road & Bridge Office.

Buildings will be bid separately. Vendor can bid one, any combination of buildings, or all.

A two-year contract is required by the Owner with provisions to extend up to two additional years at the county's option with a renegotiation of price for years 3 and 4.

Selection of the successful vendor(s) shall be based on price proposal, qualifications, references or any combination thereof. Interview with short-listed prospective vendors may be performed.

A walk through of the buildings for all prospective vendors is required and is scheduled for May 3, 2023 at 4 p.m. While this date is preferred, if you can't make that date other arrangements must be made with the contact below.

For questions please contact Kevin Flock, Maintenance Manager via e-mail kflock@goshencounty.org or phone 307-532-7571.

Price Proposals shall be on the form provided by the county using one form per building, in a sealed envelope clearly marked "Janitorial Price Proposal – Building Name" and received no later than **3:00 pm local time, Wednesday, May 24, 2023** at the Goshen County Courthouse, County Clerks' Office, P.O. Box 160 or 2125 East A, Suite 120, Torrington, WY 82240. Proposals may be mailed or hand delivered. Faxed or electronically submitted proposals and late proposals will not be considered.

Price Proposal for Janitorial Services
Goshen County Courthouse, Goshen County Extension, Public Health, WIC and the Goshen County Road & Bridge Office
all located in Torrington, WY 82240

I, (print business name or personal name) _____ hereby submit the following price proposal to provide janitorial services per the *Goshen County Janitorial General Specifications*. I understand and acknowledge the proposal is for a period of two (2) years beginning July 1, 2023 ending June 30, 2025, with the option at the County's discretion to extend for an additional two year period beginning July 1, 2025 through June 30, 2027 with a price negotiation for the second two-year period.

Submit as an annual cost by building using one sheet per building.
Do not bid multiple buildings on one sheet

Building Name: _____

Annual Cost \$ _____

(In words): _____ Dollars

Submitted By:

Name & Title

Address

Signature

Phone

Company

e-mail

PLEASE ATTACH REFERENCES

Goshen County Janitorial General Specifications Dated April 18, 2023.

1. Contractor shall provide janitorial services for all areas of the Goshen County Courthouse only exceptions being areas specifically excluded by Department Heads, Goshen County Extension Office and Goshen County Road and Bridge including but not limited to offices, restrooms, vestibules, hallways, stairwells, elevators and common areas.
2. Daily cleaning must be performed after closing, not during business hours. (after 5:00 p.m., before 6:00 a.m. Monday through Friday and weekends as needed for Courthouse noting if court is in session the start time may be later, Monday through Friday for Goshen county Extension Office and Road & Bridge Department and weekends as needed outside normal business hours for any office) and before start of the next business day. Weekly and monthly cleaning must be performed on the same schedule. Contractor will be notified of annual holiday closing schedule and if not he/she should inquire.
3. Contractor will be supplied with access keys and will be responsible for locking the building and securing premises upon completion of cleaning. All non-emergency lights must be turned off and the building left neat and orderly. Buildings shall be locked while cleaning is done. No admittance shall be allowed of others except contractor, employees or subcontractor.
4. The County will supply all janitorial equipment and cleaning chemicals. Unless otherwise indicated, if county-owned equipment is provided, Contractor shall demonstrate competency in using equipment and be responsible for damages (equipment or county-owned property) occurring during use. County will supply all toilet paper, paper towels, hand soap and trash can liners. Contractor will alert county through the county's work order system if stock needs to be replenished.
5. Contractor employees shall abide by all building regulations and safety rules (sites are under video surveillance). All Contractors and Subcontractors shall sign a Confidentiality agreement.
6. Contractor shall carry a minimum \$1,000,000 commercial general liability, \$1,000,000 bodily injury and \$500,000 property damage insurance policy and provide proof of coverage to the county prior to beginning work unless the Goshen County Commissioner's agree to another proposed insurance amount.

7. Contractor employees and subcontractors shall carry a current surety bond in an amount not less than \$10,000.
8. Contractor employees must pass a pre-employment background check performed by the county at the Contractor's expense. Each new employee during the term of the contract shall pass a background check and provide the bond, referenced in #7 above, prior to being allowed to work in any county building. Contractor and their employees are required to immediately notify Goshen County of any arrests or changes to background.
9. Additional security clearance may be needed if working in a secure area and the county reserves the right to deny access to any and all buildings at its discretion for any reason.
10. Each employee of the Contractor must be able to lift and carry 40 pounds.
11. Contractor employees shall not eat, drink or smoke in the buildings. They shall not disturb paper/objects on desks, open drawers or cabinets, or use telephones, computers, monitors or other office equipment.
12. Contractor employees shall keep any nonpublic personal information encountered while performing services confidential.
13. Contractor employees will immediately notify Owner of any maintenance conditions including but not limited to leaky faucets, stopped toilets and drains, broken fixtures, burned out lights, etc.
14. Contractor employees will immediately notify Goshen County of any items/objects damaged or broken while performing services.
15. Goshen County will assign sufficient space on premises for storage of cleaning materials and equipment. Utilities will be provided by Goshen County.
16. Goshen County reserves the right to change/add additional duties, rules/requirements as needed but only after 24 hour written notice to the Contractor. If Contractor deems the additional duties to be substantial, a change in price may be requested and the Board of County Commissioners would have to approve such request.

17. Contractor employees will leave all cleaning materials and equipment storage areas in a neat and orderly condition.
18. Contractor is solely responsible to its own employees' taxes, safety, etc. All contractor employees and subcontractors are the sole responsibility of the contractor; they are not considered employees of Goshen County.
19. If Contractor is unable to perform scheduled cleaning, payment will be prorated accordingly.
20. Owner or Contractor can terminate this agreement at any time or for any reason with a minimum of sixty-days' notice, and the Owner may terminate the contract for cause at any time.
21. Payment for services shall be made by Owner after receipt of an invoice and only after work has been performed and on a monthly basis (i.e., an invoice for July work will not be paid until August).

Goshen County Courthouse Janitorial Cleaning Schedule

Daily Cleaning

- a. Empty all county owned trash receptacles (interior and exterior), damp wipe interior and exterior of container when needed, replace liners as needed.
- b. Empty all outdoor ashtrays, damp wipe interior and exterior of the containers as needed.
- c. Dust and damp wipe all surfaces, including but not limited to tables, counters, cabinets, appliances, handrails, windowsills, etc.
- d. Wet mop all tile and resilient flooring, including main hallways and stairs.
- e. Clean and polish sinks, faucets, toilets, partitions, mirrors, drinking fountains. This includes interior and exterior of toilets and sinks and flooring in/around toilets including the bolted toilet area.
- f. Spot clean glass dividers/sidelights, inside windows.
- g. Replenish soap, toilet paper, Kleenex and paper towels.
- h. Thoroughly vacuum high use public and high traffic areas including rugs.

Weekly Cleaning

- a. All the above, plus:
- b. Use furniture polish and cleaner for fine wood surfaces.
- c. Damp wipe and disinfect all phones, door handles, light switches, etc.
- d. Thoroughly vacuum entire building, moving small items and using crevice tools to reach difficult areas.
- e. Spot clean carpet and chairs.
- f. Spot clean glass/plastic chairmats.
- g. Clean all glass dividers/sidelights, inside windows.
- h. Buff high traffic area flooring.

Monthly Cleaning

- a. All the above, plus:
- b. Vacuum and/or damp wipe all chairs as needed.
- c. Wipe chair/furniture legs. This includes furniture legs, casters and unseen areas under chairs/desks/tables.
- d. Wet clean glass/plastic chairmats.
- e. De-scale all sinks, toilets and drinking fountains.
- f. Dust and spot clean light covers and other hard to reach places.
- g. Clean all handrails in buildings.