



REQUEST FOR PROPOSAL (RFP) FOR JANITORIAL SERVICES

The City of Elgin is requesting proposals for general janitorial services for two city facilities/premises. Bids must meet all requirements addressed in the bid criteria outlined below. The **deadline for bids is June 29th, 2023 at 5:00 p.m.** Any bids received after this time will not be accepted. Bid documentation is available online at www.cityofelginor.org or at the Elgin City Hall at 790 South 8th Avenue, Elgin, OR 97827. Bids may be mailed or hand-delivered to this address. The bid tabulation must be completed in full and placed in a sealed envelope marked ***BID ENCLOSED: JANITORIAL SERVICES*** on the outside of the envelope.

Bid Criteria:

The City of Elgin is seeking an independent contractor to provide general janitorial services to two city facilities/ premises throughout Elgin.

➤ **Including all janitorial duties listed in the scope of work, the bidder/contractor will also be responsible for:**

- providing all supplies, materials, equipment, and tools necessary for the provision of completing janitorial services required. The city will provide paper towels, toilet paper, hand soap, sanitizer, and trash liners.
- reporting facility maintenance issues to the city.
- traveling between city facilities within Elgin city limits.
- performing additional cleaning for special events with prior notification from the city (additional fees may apply).
- providing the city with a list of names of all employees that will be assisting with these services.
- understanding contractor and all employees will be contracted as independent contractors and are not employees or agents of the city.
- understanding that the contractor is responsible for carrying general liability insurance in the minimum amount of \$1,000,000.00 and shall protect all contractor's employees.
- having an in-full-force-and-effect worker's compensation policy covering all employees.
- understanding that the city is offering an initial contract term for the winning bidder of 2 years and, upon review of services, the option to continue a month-to-month contract after those 2 years.

➤ **SCOPE OF WORK:**

Equipment Shop		/ Week	/ Month
Restroom	Clean all toilets and lavatory bowls	1	
	Check and fill all toilet paper, paper towels, soaps, sanitizers, etc.	1	
	Clean/wipe down/sanitize sink, countertops, mirrors, etc.	1	
	Empty garbage's – replace liners	1	
	Wipe down/sanitize fixtures, dispensers, etc.	1	
	Clean/wipe down/sanitize walls, light switches, door handles, etc.	1	
<u>Total Monthly Shop Cost</u>		/ Week	/ Month

City Hall		/ Week	/ Month
Restrooms	Clean all toilets and lavatory bowls	1	
	Clean/wipe down/sanitize all sinks, countertops, mirror, etc.	1	
	Wipe down/sanitize fixtures, dispensers, etc.	1	
	Check and fill all toilet paper, paper towels, soaps, sanitizers, etc.	1	
	Clean/wipe down/sanitize walls, stalls, light switches, door handles etc.	1	
	Empty garbage – replace liners	1	
	Sweep/mop floors	1	
Break Room	Empty garbage – replace liners	1	
	Wipe down/sanitize table tops, countertops, microwave, sink, etc.	1	
	Sweep/mop floors	1	
Council Chambers	Wipe down/sanitize tabletops, countertops, etc.	1	
	Dust and spot clean chairs (or as needed)		1
	Vacuum carpets	1	
Offices	Empty garbage's – replace liners	1	
	Vacuum carpets	1	
	Dust and spot clean chairs (or as needed)		1
	Clean glass on doors and windows (or as needed)		1
	Wipe down/sanitize tabletops, countertops, etc.	1	
	Dust shelves, etc. (or as needed)		1
Entryways	Sweep/mop tile floors	1	
	Vacuum carpets	1	
	Dust and spot clean chairs (or as needed)		1
	Clean glass on doors and windows (or as needed)		1
	Empty garbage's – replace liners	1	
	Sweep/wipe baseboards and trim (or as needed)		1
	Pull chairs out and vacuum	1	
Main Areas	Vacuum carpets (including hallways, etc.)	1	
	Empty garbage's – replace liners	1	
	Check and fill sanitizers (or as needed)	1	
	Clean ceiling/ledges (cobwebs)		1
	Wipe down/sanitize tabletops, countertops, etc.	1	
	Dust and spot clean chairs (or as needed)		1
	Clean/wipe down/sanitize drinking fountains	1	
<u>Total Monthly City Hall Cost</u>		/ Week	/ Month

HU-NA-HA RV PARK		/ Week	/ Month
Bathrooms / Amenities	Clean all showers, sinks, other appliances	2	
	Clean all toilets and lavatory bowls	2	
	Clean glass on doors and windows (or as needed)		1
	Clean/wipe down/sanitize walls, light switches, door handles, etc.	2	
	Empty dryer vents	2	
	Wipe down/sanitize fixtures, dispensers, etc.	2	
	Wipe down all window seals	1	
	Empty garbage's – replace liners	2	
	Sweep/mop laundry room	2	
	Sweep/mop restrooms	2	
	Check and fill all toilet paper, paper towels, soaps, sanitizers, etc.	2	
<u>Total Monthly Hu-Na-Ha RV Park Cost</u>		/ Week	/ Month

Final Bid Totals

TOTAL MONTHLY COST FOR ALL FACILITIES/PREMISES

TOTAL ANNUAL COST FOR ALL FACILITIES/PREMISES

NOTE: Bids need to be inclusive of all charges. Price increases throughout the bid term will not be accepted.