



City of Waconia

REQUEST FOR PROPOSALS

The City of Waconia is requesting proposals for janitorial services for Waconia City Hall and Library, Public Services, and the Fire Station. Waconia City Hall is located at 201 South Vine Street, Waconia, Minnesota. The building is approximately 28,500 square feet, which includes a current project involving finishing an additional 2,800 square feet of space. Waconia Public Services is located at 310 E. 10th Street, Waconia, Minnesota and the request is only for the upper level of the building. The Waconia Fire Stations is located at 26 S. Maple Street, Waconia Minnesota and the request is for the specific areas laid out in the proposal.

Questions regarding this request should be directed to Jackie Schwerm, Assistant City Administrator, 201 South Vine Street, Waconia, Minnesota 55387. Jackie can be contacted by phone at 952-442-3103 or via email at jschwerm@waconia.org.

In order to ensure a fair review and election process, interested parties submitting proposals should not contact City Staff or Council Members regarding their proposals.

Proposals must be received no later than **9:00 a.m. on Monday, July 15**. A walk through of the various buildings to see and measure the space may be scheduled for July 1-3 or July 8-10 by contacting Jackie Schwerm to schedule via email (jschwerm@waconia.org) or phone (952-442-3103). One copy of the proposal should be submitted to:

**Jackie Schwerm, Assistant City Administrator
City of Waconia
201 South Vine Street
Waconia, Minnesota 55387**

GENERAL INSTRUCTIONS

All of the nightly cleaning services shall be performed according to the schedule as designated by the City of Waconia.

City Hall
201 South Vine Street
Waconia, MN 55387
952-442-2184

Public Services
310 10th Street East
Waconia, MN 55387
952-442-2615

Fire Station
26 Maple Street South
Waconia, MN 55387
952-442-2316

Safari Island Community Center
1600 Community Drive
Waconia, MN 55387
952-442-0695

Ice Arena
1250 Oak Avenue
Waconia, MN 55387
952-442-RINK (7465)

Bids for Janitorial Services

Cleaning crews shall secure the building upon completion of work each night by locking all doors and turning off all lights. No entrance doors are to be propped open so as to breach security.

The cleaning crew shall respect the confidential nature of any information that is visible.

Thermostats shall be set at settings designated by the City of Waconia.

The City of Waconia shall designate the entrance to be used by cleaning crews for access to the building. The cleaning crew shall not use any other entrance to the building.

Lights shall not be turned on until required, as turned off as soon as cleaning is finished.

Contractor shall maintain a "log book" in the janitor's closet, for recording anything unusual that comes to the attention of the Contractor's employees. A written report of extra cleaning requests or anything of interest shall be written in the log book by the person designated by the City of Waconia. Such comments must be initialed to show that it was read. The designated cleaner should make a note in the log book logging each visit to the buildings.

Contractor shall supply competent supervisory personnel, proper cleaning materials and equipment including vacuum and cleaner, implements, machinery, and supplies for the satisfactory performance of all the services. MSDS sheets will need to be supplied for all supplies stored on the premise.

Please indicate any other services which are included, but go beyond the minimum specified.

INSURANCE REQUIREMENTS

All interested parties must file with the City a current policy of insurance providing for the following minimum coverages:

1) Comprehensive General Liability Insurance

- Against claims for personal injury, death, or property damage within each occurrence limit of \$1,000,000.

- General aggregate of not less than \$2,000,000.

The City of Waconia must be listed as an "Additional Insured" on your insurance policy.

2) Worker's Compensation insurance coverage shall be in accordance with Minnesota Statutes chapter 176, as may be amended from time to time, and shall be limited to \$500,000 per incident.

The City may require Evidence of a Crime Policy, including employee dishonesty, in the amount of \$10,000 or a Certified Bond in the amount of \$10,000.

Bids for Janitorial Services

SPECIFICATIONS OF SERVICES

City Hall

Entrance and Traffic Areas

Vacuum entrance mats or runners (mats are leased)	3x per week
Sweep/vacuum tile floors	3x per week
Vacuum carpets	3x per week
Spot clean door/vestibule glass	3x per week
Check and/or lock all doors	3x per week
Clean and disinfect drinking fountain	3x per week
Maintain janitors closet	3x per week
Damp mop tile floors	Weekly (more frequent in winter)
Dust and/or damp wipe baseboards	Monthly
Spot clean carpet when heavily soiled	As needed
	As needed (more frequent in winter)
Spray buff tile floors	

Restrooms

Clean and sanitize fixtures	3x per week
Damp mop floors	3x per week
Replenish all empty paper product dispensers	3x per week
Clean mirrors	3x per week
Empty all waste containers	3x per week
Polish all chrome fixtures	3x per week
Spot clean walls and partitions	3x per week
Clean HVAC Vents	Monthly
Clean and sanitize walls and partitions	As needed

City Administrative Offices, Library, Chamber of Commerce, Heritage Association, Sheriff's Office, and Conference Rooms

Vacuum carpeting	3x per week
Vacuum/clean computer and electronic equipment	3x per week
Dusting of office furniture, telephones, eye-level surfaces, window sills, etc.	3x per week
Clean and sanitize sink and fixtures	3x per week
Empty waste paper receptacles	3x per week
Empty recycling receptacles in conference rooms and copy center	3x per week
Dust high level ledges, moldings, window areas, and blinds	Monthly
Clean HVAC vents	Monthly

Bids for Janitorial Services

Vacuum all furniture	Monthly
Dust or damp wipe baseboards	Monthly
Clean floor mats that the chairs are on	Monthly (weekly in winter)

*Please note that only the first level of City Hall is City owned and occupied.

Public Services

Entrance and Traffic Areas

Vacuum entrance mats or runners (mats are leased)	2x per week
Sweet/vacuum tile floors	2x per week
Vacuum carpets	2x per week
Spot clean door vestibule glass	2x per week
Check and/or lock all doors	2x per week
Clean and disinfect drinking fountain	2x per week
Maintain janitors closet	2x per week
Damp mop tile floors	Weekly
Dust and/or damp wipe baseboards	Monthly
Spot clean carpet when heavily soiled	As needed
	As needed (more frequent in winter)
Spray buff tile floors	

Restrooms

Clean and sanitize fixtures	2x per week
Damp mop floors	2x per week
Replenish all empty paper product dispensers	2x per week
Clean mirrors	2x per week
Empty all waste containers	2x per week
Polish all chrome fixtures	2x per week
Spot clean walls and partitions	2x per week
Clean HVAC vents	Monthly
Clean and sanitize walls and partitions	As needed

Offices, break room, common areas, cubicles, etc.

Vacuum carpeting	2x per week
Vacuum/clean computer and electronic equipment	2x per week
Dusting of office furniture, telephones, eye-level surfaces, window sills, etc.	2x per week
Clean and sanitize sink and fixtures	2x per week

Bids for Janitorial Services

Empty waste paper and recycling receptacles	2x per week
Dust high level ledges, moldings, window areas and blinds	Monthly
Clean HVAC vents	Monthly
Vacuum all furniture	Monthly
Dust or damp wipe baseboards	Monthly
Clean floor mats chairs are on	As needed (more frequent in winter)

The following areas at Public Services are not the cleaner's responsibility:

- Vehicle Garage
- Lower level

Fire Station

Entrance and Traffic Areas

Vacuum entrance mats or runners (mats are leased)	2x per month
Sweet/vacuum tile floors	2x per month
Damp mop tile floors	2x per month
Vacuum carpets	2x per month
Spot clean door/vestibule glass	2x per month
Check and/or lock all doors	2x per month
Clean and disinfect drinking fountain	2x per month
Spot clean carpet when heavily soiled	2x per month
Spray buff tile floors	2x per month
Maintain janitors closet	2x per month
Dust and/or damp wipe baseboards	Monthly

Restrooms

Clean and sanitize fixtures	2x per month
Damp mop floors	2x per month
Replenish all empty paper product dispensers	2x per month
Clean mirrors	2x per month
Empty all waste containers	2x per month
Polish all chrome fixtures	2x per month
Spot clean walls and partitions	2x per month
Clean HVAC vents	2x per month
Clean and sanitize walls and partitions	As needed

Bids for Janitorial Services

Offices, training area, common space, etc.

Vacuum carpeting	2x per month
Vacuum and clean computer and electronic equipment	2x per month
Dust office furniture, telephones, eye level surfaces, window sills, etc.	2x per month
Clean and sanitize sink and fixtures	2x per month
Empty waste paper and recycling receptacles	2x per month
Dust high level ledges, moldings, window areas, and blinds	Monthly
Clean HVAC vents	Monthly
Vacuum all furniture	Monthly
Dust or damp wipe baseboards	Monthly
Clean floor mats chairs are on	As needed (more frequent in winter)

The following areas at the Fire Station are not the cleaner's responsibility:

- Apparatus bay
- Gambling office
- Elevator equipment room
- Work room and adjacent spaces
- Showers off apparatus bays
- Mezzanine