



## **Request for Proposals (RFP24019) Cleaning Services**

**RFP Submittals Due:**  
December 15, 2023 by 2:00pm

Deliver one (1) original RFP to the following address:

**City of Fargo Auditor's office**  
225 4<sup>th</sup> Street N  
Fargo, ND 58102

**CITY OF FARGO**  
**REQUEST FOR PROPOSALS: CLEANING SERVICES**

The City of Fargo is requesting proposals for cleaning services for its City Hall building at 225 4<sup>th</sup> Street North, Fargo, ND, and Sky Commons-West Wing at 207 4<sup>th</sup> Street North, Fargo, ND 58102. Sealed proposals will be received by the City of Fargo Auditor’s office at 225 4<sup>th</sup> Street North, Fargo, ND 58102, for the purpose of evaluating costs and operating parameters. Office hours are 7:45 am to 4:30 pm, Monday through Friday, excluding holidays.

All RFQ submittals must be placed in an envelope securely sealed therein and labeled:

**"Fargo City Hall/Sky Commons-West Wing cleaning RFP24019".**

The City reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal(s) which is/are in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any/all submittals.

Discussions may be conducted with responsible proposers whose submittals have an opportunity to be reasonably susceptible of being selected for award for purpose of classification to assure full understanding of, and responsiveness to, the solicitation requirements.

Submittals will be accepted from vendors who have maintained an office for a minimum of five years within the Fargo/Moorhead area.

Vendors will be selected by an evaluation committee and will be based on the qualifications, cost and references from the proposers.

**CONTACT INFORMATION**

**Mark Fournier**  
Maintenance Supervisor  
Office: 701.298.6959  
Cell: 701.540.8890  
[MFournier@FargoND.gov](mailto:MFournier@FargoND.gov)

**TENTATIVE SCHEDULE**

<b>Schedule Item</b>	<b>Date</b>
RFP Posted	December 4, 2023
Proposals Due	December 15, 2023, at 2:00pm
Evaluation and Selection	December 18, 2023
Contract and Signature Due	December 20, 2023
Commission Approval/Contract	December 26, 2023
Begin Contract Work	January 1, 2024

## **QUALIFICATIONS AND REQUIREMENTS**

All staff are required to be fingerprinted and pass a background check. Staff working in City of Fargo facilities must be direct employees of the custodial contractor. The only exception is to provide professional carpet and window cleaning twice a year. The custodial contractor will provide facilities with the name of the companies, times, and dates of the service. This work must be supervised by the custodial contractor.

All insurance (Worker's Compensation, Comprehensive General Liability, and/or Automobile) shall be maintained at the expense of the contractor during the term of this contract.

A minimum of five (5) years of successful professional janitorial service experience involving building facilities comparable in size and cleaning requirements to this facility.

Contractor should have a minimum of five (5) years' expertise and experience in providing cost-effective janitorial/cleaning, sanitizing, and disinfection services.

Contractor must have familiarity with the use and application of third-party certified cleaning products and be able to provide Safety Data Sheets (SDSs) for all cleaning products used.

Use of computers, phones, and other City of Fargo office items prohibited. Do not scan items on desks/bulletin boards, etc. Files, drawers, overhead bins, etc. Are not to be opened. No pictures or video shall be taken of any areas within city facilities, unless it is to report maintenance concerns or to document non-routine custodial work being performed.

## **SITE VISITS**

Contractors are required to visit the site(s) and may contact Mark Fournier at 701-540-8890 or [Mfournier@fargond.gov](mailto:Mfournier@fargond.gov) to set up a walkthrough of the building. Please call or e-mail to make an appointment.

## **PAYMENT**

Invoices are to be submitted monthly on the last scheduled cleaning day of that month. City of Fargo will remit payment within 30 days of receipt of invoice. Contractor must include reference number **(RFP24019)** on monthly invoice.

## **CLEANING SUPPLIES AND EQUIPMENT**

The City of Fargo will provide the following supplies:

- Hand soap
- Hand sanitizers
- Garbage liners
- Urinal screens
- Urinal mats
- Baby changing liners
- Paper products

The contractor shall provide all the necessary cleaning supplies and equipment to clean and keep clean all portions of the building.

The City of Fargo shall provide, without cost to contractor, a janitorial closet for storage of equipment and supplies.

Contractor shall maintain janitorial closets in a neat and professional manner. Keep well stocked.

### **BUILDING LOCATIONS, INFORMATION, AND SCHEDULE**

#### **Sky Commons – West Wing: 207 4th Street North, Fargo, ND 58102**

*(Contractor may verify space measurements)*

- 12,000 sq. feet total
- 10,850 sq. feet of carpet flooring
- 750 sq. feet of porcelain tile flooring
- 400 sq. feet of rubberized tile flooring
- 5,000 sq. feet Office/Breakroom area
- 1,050 sq. feet Skyway/Hallway area
- 1,120 sq. feet Skyway pre function area
- 3,250 sq. feet Sky Commons meeting room
- 1,580 sq. feet Stairwells and first floor landings
- 2 elevators, 2 bathrooms, 2 stairwells

**Sky Commons-West Wing Business Hours:** Monday through Friday 7:30AM-5:30PM

**Sky Commons-West Wing Cleaning Hours:** Between 5:45PM and 7:00AM Monday through Friday, excluding City holidays.

**No Cleaning required on City holidays:** New Year's Day, M.L. King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day Thanksgiving Day, and Christmas Day.

The City of Fargo Leases the Sky Commons-West Wing spaces to several organizations. There are times when some of these spaces are unoccupied. If the occupancy of these areas falls below 50%, the city reserves the right to renegotiate a new monthly fee. The Vendor will be notified by facilities in these instances. Please quote the Sky Commons-West Wing separate from City Hall as noted in the proposal response requirements.

Contractor shall notify facilities of their schedule for each building.

**City Hall: 225 4th Street North, Fargo, ND**

*(Contractor may verify space measurements)*

- 100,000 sq. feet total, 4 floors including basement
- 2 elevators, 4 entryways, 4 stairwells
- **Basement**
  - 2,300 sq. feet total
  - 325 sq. feet concrete flooring
  - 80 sq. feet tile flooring
  - 580 sq. feet rubberized flooring
  - 1,315 sq. feet carpet flooring
  - 1 Office/Breakroom
  - 1 Bathroom – 1 toilet, 1 sink
- **First Floor**
  - 36,400 sq. feet total
  - 800 sq. feet concrete flooring
  - 195 sq. feet VCT flooring
  - 895 sq. feet vinyl flooring
  - 8,850 sq. feet tile flooring
  - 25,430 sq. feet carpet flooring
  - 4 Breakrooms
  - 9 Bathrooms – 21 total toilets/urinals, 16 total sinks
- **Second Floor**
  - 32,000 sq. feet total
  - 700 sq. feet vinyl flooring
  - 1,850 sq. feet tile flooring
  - 29,450 sq. feet carpet flooring
  - 3 Breakrooms
  - 4 Bathrooms – 13 total toilets/urinals, 10 total sinks
- **Third Floor**
  - 29,000 sq. feet total
  - 1,690 sq. feet VCT flooring
  - 700 sq. feet vinyl flooring
  - 1,440 sq. feet tile flooring
  - 25,170 sq. feet carpet flooring
  - 3 Breakrooms
  - 5 Bathrooms – 12 total toilets/urinals, 10 total sinks

**City Hall Business Hours:** Monday through Friday 7:30AM – 5:00PM

**City Hall Cleaning Hours:** Between 5:00PM and 7:00AM Monday through Friday, excluding City holidays. After hours meetings in the Commission Chambers and Conference rooms occur often in City Hall, and require some flexibility on timing of cleaning. Most meetings are completed by 8:00PM. In addition to the cleaning hours, once a day between 11:00AM and 1:00PM Monday through Friday, high touch areas need to be wiped down with an approved disinfectant. This applies to all floors listed in the building information section of this RFP. High touch areas included, but not limited to: doorknobs, panic bars, meeting/conference room tables, elevator buttons/controls, breakroom tables, countertops, appliance handles, bathroom countertops/stall latches/faucets, and touch pads.

**No Cleaning required on City holidays:** New Year’s Day, M.L. King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran’s Day Thanksgiving Day, and Christmas Day.

Contractor shall notify facilities of their schedule for each building.

**CONTRACT PERIOD**

The City of Fargo will enter into an initial three (3) year contract from the effective date.

This initial contract may be renewed upon satisfactory completion of the original contract term. The City of Fargo reserves the right to execute the option to automatically renew for a successive period of two (2) years.

If the contract is extended, the City of Fargo reserves the right to renegotiate price and terms, provided that such negotiated price and terms fall within the original scope of work for this proposal. Such changes will be documented by amendment to the contract.

## **SCOPE OF SERVICES**

The contractor shall satisfactorily perform the following cleaning services which include the following:

### **Daily (Monday through Friday)**

#### **All Areas**

- Vacuum all carpeting/area rugs/inlaid entryways
- Sweep and Mop/disinfect all hard surface flooring
- Clean and disinfect non-restroom sinks
- Clean and sanitize drinking fountains
- Spot clean glass up to 6 feet high
- Empty all interior/exterior trash cans and place in outside dumpster, reline with appropriate liners provided by the City
- Empty all recycle containers and dispose of properly
- Bring city provided containers to designated pick up area on recycling days
- Disinfect all high traffic knobs, buttons, and surfaces
- Dust/wipe down all horizontal surfaces; *Note: Employees will be responsible for wiping down their individual workstation surfaces. However, employees may opt to clear their work surfaces entirely and leave a note for the custodial crew requesting they be cleaned*
- Clean all stairways and entryways

#### **Lunch/Break Rooms**

- Clean Floors
- Clean all counters/tabletops/chairs/sinks; *Note: If any item is left in the sink, do not clean that sink.*
- Wipe down exterior surfaces of all appliances; *Note: Contractor is not responsible for cleaning the **inside** of fridges, stoves, microwaves, coffee machines, toasters, etc.*

#### **Restrooms**

- Clean and disinfect toilets
- Clean mirrors, sinks, counters, and baby changing stations
- Clean and disinfect floors
- Wipe down partition walls
- Wipe down light switch plates/doorknobs
- Empty trash cans, diaper disposal units, and feminine napkin dispensers. Replace with appropriate liners provided by the city
- Restock/refill all products (paper towels, toilet paper, soaps, lotions, baby-change paper etc.)

### **Weekly**

- Perform high dusting in all areas

### **Bi-Weekly**

- Edge-clean all carpet

### Monthly

- Detail Edges of hard surface flooring and coving
- Dust, clean, vacuum chairs, chair legs, table legs and bases

### Quarterly

- Dust/clean/wash air vents
- Clean light fixtures within 60 feet of entryways for bugs

### Semi-Annually

- Dust window treatments (blinds/shades etc.) between April and October *Note: Submit anticipated dates 14 days in advance of this service to facilities*
- Clean all glass internal and external two times per year. Once between April-May, and once between October-November. *Note: Submit anticipated dates 14 days in advance of this service to facilities*
- Shampoo all carpeting two times per year. Once between October-November, and once between April or May *Note: Submit anticipated dates 14 days in advance of this service to facilities*
- Maintain hard surface flooring according to recommendations for type of floor. Includes edging, machine scrubbing, grout cleaning, re-waxing, applying sealants, etc. *Note: Submit anticipated dates 14 days in advance of this service to facilities*
- Vacuum ceiling vents in Restrooms

### Yearly

- Strip and refinish hard surface flooring in accordance with manufacturers recommendations *Note: Submit anticipated dates 14 days in advance of this service to facilities*
- Shampoo upholstered furniture. Apply a non-water-based fabric protector. April or May *Note: Submit anticipated dates 14 days in advance of this service to facilities*

### As needed

- Clean chair mats and trash receptacles
- Clean desk side trash/recycle cans
- Report any lights out, non-working electrical outlets, plumbing issues, heating/cooling concerns etc. to facilities
- Notify facilities of any plumbing issues, items needing repair, or if the sharps container is full

**At end of each shift, shut off designated lights, secure designated doors, and ensure no exterior windows are open.**



**PROPOSAL RESPONSE REQUIREMENTS**

The proposal shall include the following information:

- A. **PROPOSER’S INFORMATION** Full name, business address, and business telephone number of the partnership, joint venture, or corporation submitting the proposal shall be provided.
  
- B. **QUALIFICATIONS OF PERSONNEL** Identify the Owner, the key person responsible for the quality, and the person who will be the main contact. List the team members to be utilized. Provide background steps completed by Vendor for proposed employees. Briefly describe the responsibilities of each person.
  
- C. **EXPERIENCE** Number of years your company has been in business under its present business name. If applicable, other names which your organization has been known and the length of time known by each name. Submit a plan for staffing schedule, number of hours per week, and training required to perform the services required.
  
- D. **REFERENCES** Provide three (3) professional references from past or current clients of similar facilities that the City of Fargo may contact.

E. **1. PRICING SCHEDULE:** Monthly price, yearly price, and a three (3) year contract total price for **City Hall only:**

<b>Year-1</b>	January 1 2024-December 31 2024	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>Year-2</b>	January 1 2025- December 31 2025	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>Year-3</b>	January 1 2026- December 31 2026	<u>(add price)monthly</u>	<u>(add price)yearly</u>
		<u>THREE-YEAR CONTRACT TOTAL (add price)</u>	

**2. PRICING SCHEDULE:** Monthly price, yearly price, and a three (3) year contract total price for **Sky Commons - West Wing only:**

<b>Year-1</b>	January 1 2024-December 31 2024	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>Year-2</b>	January 1 2025- December 31 2025	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>Year-3</b>	January 1 2026- December 31 2026	<u>(add price)monthly</u>	<u>(add price)yearly</u>
		<u>THREE-YEAR CONTRACT TOTAL (add price)</u>	

**3. PRICING SCHEDULE:** Monthly price, yearly price, and a three (3) year contract total price for **City Hall and Sky Commons combined:**

<b>Year-1</b>	January 1 2024-December 31 2024	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>Year-2</b>	January 1 2025- December 31 2025	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>Year-3</b>	January 1 2026- December 31 2026	<u>(add price)monthly</u>	<u>(add price)yearly</u>
		<u>THREE-YEAR CONTRACT TOTAL (add price)</u>	

The contractor is permitted to supply additional information that will assist in the City of Fargo's understanding of the contractor's organization.

**EVALUATION**

Qualifications and Experience – 50 Points

Price – 30 Points

References – 20 Points