

**REQUEST FOR PROPOSALS/QUOTES**  
**PROFESSIONAL CLEANING AND DISINFECTING SERVICES**  
**FOR CITY OF FARGO BUILDINGS AND EQUIPMENT**

The City of Fargo seeks a professional cleaning service to provide cleaning and disinfecting services for municipal offices, work areas, and equipment on an as needed basis. The City seeks to provide safe and sanitary working space for City employees. The exact amount and type of services needed is currently unknown and may vary from time to time or location to location. The services to be provided must meet or exceed the Center for Disease Control and Prevention Environmental Cleaning and Disinfection Recommendations, Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019.

Responses are due no later than **Monday, June 1, 2020 at 2:00 p.m. (Central Time)**. Due to the 2020 Emergency Declaration Related to COVID-19, we encourage the public to deliver Requests for Proposals in the manner of one of the preferred methods listed below, by the due date:

1. Mail to City of Fargo, Auditor's Office, 225 4th St N, Fargo ND 58102 (Write your project name on the outside of your envelope)
2. Deposit your envelope in the Drop Box located at the entrance of the City Hall employee parking ramp, on 3rd Ave N. (Write your project name on the outside of your envelope)

Questions regarding this Request for Proposals/Quotes may be submitted to Brock Morrison Director of Facilities Management 701-476-6966 [BMorrison@FargoND.gov](mailto:BMorrison@FargoND.gov)

**Scope of Services.** The selected service provider or providers will work with the City of Fargo to provide cleaning and disinfecting services as needed on an on-call basis. The scope of services does not include general custodial services. Appendix A lists City of Fargo Facilities

The Scope of Services also includes cleaning and disinfecting equipment utilized in providing city services such as vehicles, trucks and heavy equipment.

Interested persons should submit the following:

- A brief summary of the company, firm or individual proposing to provide such services and products for cleaning and disinfecting.
- A brief summary of past experience for similar services including reference information.
- A description of availability to provide the services including a description of current work load.
- Identify the number of personnel or workforce available to provide such services to the City of Fargo.
- Please include a list of potential products to be used for cleaning and disinfecting and appropriate SDS forms and information for each product.
- Fees/charges. Identify the fees/charges for such services and products. This request is seeking proposals or bids on an hourly basis plus products (time and material).

Service providers are expected to provide all cleaning equipment, tools, products and staff necessary to clean or disinfect as provided herein.

Time is of the essence and this Request for Proposals/Quotes is intended to create a speedy and efficient process for the procurement of professional cleaning and disinfecting services to address the impact of COVID-19.

The City will review responses and contact firms providing responses on a rolling basis as it deems necessary and appropriate. The factors to be evaluated will include price and ability to fulfill the needs of the City. No one factor will be dispositive or determinative. The City reserves the right to accept one or more proposals. Any selection will be based upon the best interests of the City.

Dated: \_\_\_\_\_

\_\_\_\_\_

**Return instructions: Persons interested in submitting a proposal or quote should submit their response no later than 2:00 PM Central Time, Monday June 1, 2020 to the City of Fargo Auditor's Office, 225 4<sup>th</sup> St N, Fargo ND 58102 or by the preferred methods listed within the RFP.**

Appendix A Sample list of buildings and facilities (list is not exhaustive)

**City Hall**

Entry Restrooms

Main Stairwell

Back Stairwells

Breakrooms

Office Spaces-Desks, PC/Keyboard/Mouse, Chairs, Copiers/Tech equipment, etc.

Meeting Rooms (A101, A102, Council Chambers, Department Conference Rooms)

**Public Works**

Entry/Reception Areas Shop Entry/Exit Areas

Restroom Areas

Breakroom, Kitchen Areas

Office Spaces-Desks, PC/Keyboard/Mouse, Chairs, Copiers/Tech equipment, etc.

Mobile Equipment-Light, Medium, Heavy Duty Equipment, including Enclosed Cabs and

Exterior Mechanical Control Panels/Toolboxes etc. Installed Mechanical Equipment

Maintenance Mechanic Stations

Refuse Containers (Steel, Molded Plastic) Interior/Exterior

**Water Treatment Plant**

Office Areas

Lab Area

Breakroom, Kitchen Areas

Restrooms

**Wastewater Treatment Plant**

Office Areas

Lab Area

Breakroom, Kitchen Areas

Restrooms

**Solid Waste Department**

Office Areas

Landfill offices

Shop Areas

Breakroom, Kitchen Areas

Restrooms

**Seven (7) Fire Stations with varying configurations and Public Safety Building**  
637 NP Ave N, 3020 25 St S, 1101 25 Ave N, 2701 1 Ave N, 930 40 St S, 4630 15 Ave N,  
3857 Village Lane

Entry/Reception Areas Apparatus Bay/Bays Mechanical Rooms  
Installed Mechanical Equipment  
Restroom Areas Breakroom, Kitchen  
Areas Bedrooms  
Classrooms  
Storage Rooms and Storage Spaces  
Office Spaces-Desks, PC/Keyboard/Mouse, Chairs, Copiers/Tech equipment, etc.  
Mobile Equipment – Light, Medium, Heavy Duty Equipment, including Enclosed Cabs and  
Exterior Mechanical Control Panels/Toolboxes etc.  
Refuse Containers (Steel, Molded Plastic) Interior/Exterior

**Police Department**

Entry/Reception Areas  
Mechanical and janitorial rooms to include Entry/Exit Areas  
Restroom Areas  
Breakroom, Kitchen Areas  
Classroom Areas  
Squad Room Area  
Office Spaces-Desks, PC/Keyboard/Mouse, Chairs, Copiers/Tech equipment, etc.  
Interview rooms and equipment  
Mobile Equipment – to include marked and unmarked police vehicles  
Specialized response vehicles and areas to include Special Operations Group vehicles  
Installed Mechanical Equipment  
Evidence Intake area and equipment  
Garage Bay Areas  
Indoor and Outdoor Firing Ranges  
Evidence storage areas both indoor and at the outdoor facility  
Refuse Containers (Steel, Molded Plastic) Interior/Exterior

**Fargo Cass Public Health**

Entry Restrooms  
Clinic Areas  
Patient Areas Breakrooms  
Office Spaces-Desks, PC/Keyboard/Mouse, Chairs, Copiers/Tech equipment, etc.  
Meeting Rooms