



## **Request for Proposals (RFP23208) Cleaning Services**

**RFP Submittals Due:**  
November 8, 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 Fargo Public Works West building at 2401 3<sup>rd</sup> Ave N, Fargo ND. 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 Public Works West Cleaning Services RFP".**

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 five years within 65 miles of Fargo.

Vendors will be selected by an evaluation committee and will be based on the qualifications of 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	October 26, 2023
Proposals Due/Final Selection	November 8, 2023, at 2:00pm
Commission approval of selection	November 13, 2023
Notice of award	November 14, 2023
Contract and signatures due	November 20, 2023
Contract to Commission for approval	November 27, 2023
Contract approved/Begin Contract Work	December 1, 2023

## **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 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 to make an appointment. Building location: 2401 3<sup>rd</sup> Ave N. Fargo ND

## **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 **(RFP23208)** 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 LOCATION, INFORMATION, AND SCHEDULE**

Fargo Public Works West: 2401 3<sup>rd</sup> Ave N, Fargo ND 58102  
(Contractor may verify space measurements)

- ~ 9,000 sq. feet, one story building
- 7,500 sq. feet of carpet
- 750 sq. feet of VCT
- 600 sq. feet of tile
- 7 offices, 27 cubicles, 2 conference rooms
- 2 bathrooms with a total of 4 sinks, 10 toilets, and 2 urinals
- Breakroom with 1 sink, 60 sq. feet of countertops
- Breezeway, Entryway, and Lobby

**Business Hours:** Monday through Friday 7:45AM – 5:00PM

**Cleaning Hours:** Between 5:00PM 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.

Contractor shall notify facilities of their schedule

### **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, schedule of hours 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. **PRICING SCHEDULE:** Monthly price, yearly price, and a three (3) year contract total price  

<b>Year-1</b>	December 1 2023-November 30 2024	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>Year-2</b>	December 1 2024-November 30 2025	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>Year-3</b>	December 1 2025-November 30 2026	<u>(add price)monthly</u>	<u>(add price)yearly</u>
<b>THREE-YEAR CONTRACT TOTAL</b>		<u>(add price)</u>	

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

**EVALUATION**

Qualifications and Experience –	50 Points
Price –	30 Points
References –	20 Points