**CITY OF SHUEYVILLE**

2863 120th St NE

Swisher, IA 52338

319-848-7626

Shueyville@soutslope.net

**2020 Contractual Janitorial Request for Proposals**

The purpose for the Request for Proposal (RFP) is to obtain quotes and/or bids for providing janitorial services for the City of Shueyville, Iowa for 2020-2021. All Communications regarding this RFP and for obtaining a complete RFP packet of information should be directed by email to the City Clerk, Shueyville@southslope.net

To be considered, each contractor must submit a completed proposal bid form, certificate of liability insurance, and any additional information requested in the RFO with their proposal packed. The proposal bid form must be signed and include a statement as to the period during which the proposal remains valid.

Responses to this RFP will be evaluated based on a selection process consisting of:

* A review by the City of the contractor’s response to the RFP, to determine if the proposal meets all criteria for consideration
* Relevant experiences, project understanding, project requirements, strength of the proposal, and proposed fees.

Every effort will be made to adhere to the following schedule:

* Distribute RFP July 30, 2020
* Proposal Submission Deadline August 11, 2020 by 2 pm
* Selection August 11, 2020 Council Meeting 6:30 pm

Proposals will be accepted until 2:00 p.m. on August 11, 2020 and are to be submitted to Teresa Eadie, City Clerk, at the address listed above for the City of Shueyville, IA

Envelopes shall be clearly marked “Request for Proposal – Janitorial 2020 on the outside of the envelope.

**2020 Contractual Janitorial Request for Proposal**

**Instruction for Bidders**

The City of Shueyville is requesting bids to provide Janitorial Services. The City desires contractors to supply janitorial service for City Hall / Community Center located at 2863 120th St NE, Swisher, IA 52338. The selected contractor will responsible for janitorial services to the City of Shueyville for the 2020-2021 calendar year from August 2020 through December 31, 2021. Please refer to Exhibit A for the completed list of duties expected to be cleaned.

Selection Process

The City will take into account such matters it considers appropriate in selecting the successful contractor.

* The contractor’s understanding of the assignment and ability to follow bidding instructions
* The contractor’s proposed fee for janitorial services
* The experience and qualifications of the contractor
* References (provide a minimum of three account references)

**Bidder Qualifications & Proposals**

The City requests that contractors interested in submitting proposals:

1. Clearly outline (on the provided bid form) the unit price for each cleaning
2. Submit a summary of your experience and qualifications.
3. Submit three account references that you currently service
4. Submit a certificate of liability insurance

The contractor should be aware of the following

* All proposals will be property of the City of Shueyville, IA
* The lowest proposal will not necessarily be accepted. The City reserves the right to reject all bids, award the agreement, interview contractors, negotiate specific terms of the agreement, and make other adjustments as required in consultation with the successful contractor.
* Sealed envelopes marked “Request for Proposal – Janitorial 2020 with the proponent’s name and address shown on the upper left hand corner of the envelope, must be received by the City of Shueyville, Attn: Teresa Eadie, City Clerk, at 2863 120th Street NE, Swisher, IA 52338 prior to 2:00 PM on August 11, 2020.

**Cleaning Duties Include the following:**

* Clean, sanitize, stock supplies, mop men’s and women’s restrooms
* Dust, vacuum and/or mop front entry and hallways
* Clean tables and chairs, dust window ledges, mop floor and spot clean windows in Council Chambers
* Dust window ledges, mop floor and spot clean windows in meeting room
* Clean, sanitize and mop kitchen area
* Dust and wet mop gym floor
* Wipe all door handles
* Spot clean windows & front door as needed
* Clean drinking fountain

**City of Shueyville**

**Janitorial Services Application**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly rate $\_\_\_\_\_\_\_\_\_ Hours requested to clean \_\_\_\_\_\_\_\_\_\_\_\_

Cost per cleaning $\_\_\_\_\_\_\_\_\_\_\_\_\_

Summary of cleaning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**References:**

Company, Name and contact number

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach: Certificate of Insurance**