

**Project Manual
For
Janitorial Services**

Bid # 06-18

City of Cañon City



November 22, 2017

CITY OF CANON CITY
P.O. BOX 1460
128 Main Street.
CAÑON CITY, COLORADO 81215-1460

Date: November 22, 2017
Request for Proposal
Invitation to Bid on
Bid #:06-18

The City of Cañon City, Colorado is soliciting sealed offers, hereinafter referred as Bids, in original and 2 copy until 11:00 A.M, **Tuesday January 2, 2018**, at which time bids will be opened, for furnishing the supplies or services to the conditions herein set forth. **A mandatory pre-bid conference will be held 10:00 A.M., Wednesday December 13, 2017, on site at City Hall, 128 Main Street, Canon City, Co.** The Director of Finance, the procuring officer, is accepting the sealed bids, for Janitorial Service for 8 City Facilities. Department address is 1555 S. 9th Street, Canon City, Co. 81212, the user department. Please direct inquiries concerning this bid to George Stepleton, 719-371-2135, the Contract Manager. **Bids must be mailed to or delivered to the Director of Finance, P.O. Box 1460 or 128 Main Street, Canon City, Colorado 81215-1460.** All bids must be submitted in sealed envelopes, clearly marked on the outside, lower left face of the envelope with Bid number, the date and hour of opening, and the bidders name and address. It is the responsibility of the Bidder to cause the sealed bid to be delivered, as specified herein, by the time and date specified, late bids will not be accepted or considered. If delivering by Fed Ex or UPS, please note that Canon City is not a priority delivery town and delivery times are not guaranteed to arrive by 11:00 a.m.

Bids will be opened at the time and date indicated above, and then referred to the City Council. The intended time and date for consideration of this bid to come before the City Council, the awarding agent of the City, is expected to be 6:00 p.m., **Tuesday January 16, 2018.**

Freight and Delivery Schedule: Items or goods shipped are to be F.O.B City of Canon City at the department address; and, shipped items or goods are the responsibility of the bidder until received

by the City. Time is of the essence. Delivery will be required by 120 days after receipt of the purchase order by the bidder. Proposals exceeding this schedule will be rejected, unless accepted in writing by the Contract Manager prior to bid opening date and time.

Each bidder shall furnish the information required; the unit price for each item bid must be shown. A total for each item bid must be entered. In case of error in extension, the unit price prevails. The bid must be submitted by completing the sections below. Add, as necessary, additional schedules, a summery cover sheet, a letter of transmittal, a general description of the proposed service or goods configuration, schedules and delivery dates for goods and services (see deliver by date requirement on first page), and any installation schedule including usage and maintenance costs.

ITEM	Complete Description of Items and Services	Quantity	Unit	Unit Price	Amount
	see Attachment "A"				

This quotation is submitted by:

Name of Vendor _____
 Fed. ID# (or SS#) _____
 Address _____

City/State/Zip _____
Signature _____
Title _____
Telephone No. _____

The quotation is subject to the Terms and Conditions on page 3 through 5 and any additional pages or attachments of this Bid Form

Bid #06-18

Date: _____

Terms and Conditions of the invitation for Bids:

1. Bidders are expected to examine the drawings, specifications, and schedule of delivery, visit the site, and examine all instructions; failure to do so will be at the bidder's risk.
2. All equipment shall be new and of manufacturer's current model, unless otherwise stipulated. The equipment shall be of superior quality in design, materials and craftsmanship or a quality acceptable to the City, and suitable to the use for which it is intended.
3. Brochures and/or specifications must be submitted where applicable, if unable to quote on items specified, quote on "or equal items" specifying catalog number, brand, etc.
4. Samples of items, when requested, must be furnished free of expense to the City, and if not destroyed by testing, will be returned at bidder's request and expense.
5. No bids shall be withdrawn for a period of thirty (30) days subsequent to opening of bids without the consent of the City.
6. Bidders must supply a Name/TIN (Tax Identification Number) combination on the bid. If the Contractor Federal Law does not supply a name/TIN requires the City to withhold 31 percent of the contract payment as a backup withholding.
7. Specifications - for the purpose of identification on the quality desired the reference numbers and specifications are for identification purposes and do not construe a "closed bid"

however, bids shall be equal in every respect as to quality, workmanship, etc.

8. Opening of Bids, review, and award:

All bids will be opened at the time and date indicated above, read aloud, and then referred to the Contract Manager, or other appropriate person for technical review and evaluation. Review and evaluation of bids are normally made within 10 days from the date of opening the bids, but an extended period may be necessary to complete the technical review. When the review is completed, the bids are tabulated, including the recommendations of the Contract Manager or other reviewer, and submitted to the City Council of the City of Cañon City for determination of acceptance of the bid, or part thereof. If the City Council accepts a bid or bids, or any part thereof, a signed Purchase order, Contract or other written Award will be made as soon thereafter as practical. The time from opening date of bids to issuance of, the award usually will not exceed 30 days, but may, at the sole discretion of the City of Cañon City. The intended time and date for consideration of this bid to come before the City Council is noted on page 1.

Bidders may contact the Contract Manager, identified herein, for any pre-bid clarification they may require. If clarification is required and an addenda to this Request for Bids is necessary, the Contract Manager will provide any additions to each potential bidder by telephone and/or in writing by regular mail to the address the original request was mailed to.

Bidders are welcome at all bid openings, and at all City Council meetings. Otherwise Bidder or vendor inquiries are discouraged regarding the potential award of a bid. After action by the City Council, the successful bidder or bidders will be notified in writing. All Bidders who submit a specific bid will be provided, by mail, a copy of the tabulation sheet that City Council receives. In submitting a bid, the payment methods available to the City.

9. The contents of this Invitation to Bid and the commitments made in response to this bid will form part of the final contract for items or services.

10. The City of Cañon City disclaims any liability of any kind for any costs or expense the Bidder may incur in the bid or bidding process.

11. Rejection of bids: The City of Cañon City reserves the right to (1) award bids received on the basis of individual items, or groups of items, or an entire list of items; (2) to reject any or all bids, or any part thereof; (3) to waive any informality in the bids; and (4) to accept the bid that is in the best interest

of the City of Cañon City. The decision of the Director of Finance or the decision of the City Council if referred to them will be final.

12. Preference for "locally established business firms" within Fremont County, as bidders. In purchases by the City of Cañon City, quality being equal, preference shall be given to local bidders (City of Cañon City Resolution No. 4, Series of 1976).

"...NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF CAÑON CITY, that a variance of 5% shall be allowed in favor of local business firms, corporations or individuals on all contract bids".

13. The City has made no provision in these rules for preferences or set-asides for minority or women owned businesses. It is however, the policy of the City Department Heads, as the Contract Managers and User departments, and the Finance Department, as the procuring office to make a special effort to solicit and encourage minority or women owned business participation for the City purchases or contracts. The City departments shall implement the spirit and direction of management orders relating to this subject.

14. Price changes: The City of Cañon City requires price protection during the period of contract performance.

Pricing information: The City of Cañon City requires identification of all costs for items or services, (including installation, training, and documentation's) and when stipulated requests for descriptions of alternative payment methods available to the City.

15. Note - in order to remain on the "Active Bidders List", it is imperative that all bids be returned. In the event of "No Bid", please sign bid indicating "No Bid" and return.

16. The successful bidder shall indemnify and save harmless the City of Cañon City against all claims for royalties, patents, copyrights or licenses or suits for infringement thereon which may be involved in the manufacture or use of materials, items, goods, supplies or services to be furnished.

17. The bid price shall be exclusive of any Federal, State or Local taxes from which the City is exempt. A certificate of Registration No. 98-03203 has been issued to the City of Cañon City to conduct tax-free transactions under Chapter 32 of the Internal Revenue Code.

18. Final payment for all work and/or items, goods, supplies is contingent upon final inspection, acceptance by the City and legal publication of final settlement, when necessary.

Attachment "A"

The City of Cañon City
P.O. Box 1460
128 Main Street.
Cañon City, Colorado 81215-1460

Specifications for
JANITORIAL SERVICES

The Contractor shall furnish the information required; the unit price for each facility must be shown. A total for each item must be entered -- in case of error in extension, the unit price prevails. The Agreement must be submitted by completing the sections below. Add, as necessary, additional schedules, a summary cover sheet, a letter of transmittal, a general description of the proposed service or goods configuration, schedules and delivery dates for goods and services.

PRICE AGREEMENT FOR JANITORIAL SERVICES
AND EXTENSIONS

I. GENERAL CONDITIONS: The Contractor shall provide all labor, tools, equipment (including industrial vacuum and buffer) and transportation necessary to provide the janitorial services specified herein. The Contractor shall supply all equipment and tools necessary to perform janitorial services. The following specifications shall be used as a guide to providing the services expected by the City of Cañon City:

II. SCOPE OF WORK: The City of Cañon City has several locations, which require different levels of janitorial services. The Contractor will be responsible for janitorial services within the interior perimeter of each building specified herein and understands that no portion of any building will be neglected for any reason other than exclusions designated herein. The level of services required at each location is described. A staff contact person will be assigned to each location to provide feedback about janitorial service quality:

- A. JANITORIAL SERVICE LOCATIONS AND SCHEDULED DAYS PER WEEK: Janitorial services shall include daily, weekly, monthly, quarterly, semi-annual and annual specified requirements as outlined below for individual buildings. The Janitorial Services Contractor shall provide all labor necessary to achieve all the levels of service of service specified herein.
- B. MINIMUM JANITORIAL SERVICE PERFORMANCE SPECIFICATIONS FOR PUBLIC BUILDINGS:

1. Cañon City Historical Museum, 612 Royal Gorge Blvd.

To be performed every cleaning day (3 days a week):

- Empty and remove all trash from building
- Clean and sanitize restrooms
- Replenish all restroom supplies
- Clean and sanitize all drinking fountains
- Spot clean entry doors
- Sweep or vacuum and wet mop all tiled areas including stairways
- Spray clean and sanitize public areas

To be performed once per week:

- Vacuum all carpeted areas
- Dust all glass displays, case tops in galleries
- Spot clean walls and carpets
- Sanitize phone head sets
- Dust and sanitize all stairway banisters

To be performed once per month:

- Dust all blinds and window sills

Cost: \$ _____ .00 per month

2. Cañon City Public Library, 516 Macon

To be performed every cleaning day (5 days a week):

- Empty and remove all trash from building
- Clean, sanitize and spot clean walls in all restrooms
- Replenish all restroom supplies
- Clean and sanitize all drinking fountains
- Clean entry glass
- Vacuum all carpeting in entry, checkout and computer stations
- Spot vacuum all other areas
- Sweep or vacuum and wet mop all tile floors
- Spray clean and sanitize public areas
- Spray clean and sanitize all desks, counters, and work stations available to the public
- Clean and sanitize break room

To be performed once per week:

- Spot clean walls and carpets
- Sanitize phone head sets
- Empty and relocate recycle trash

To be performed 3 times per week:

- Vacuum all carpeted areas
- Sweep and wet mop stairways, sanitize hand rails

To be performed once per month:

- Dust all blinds and window sills
- Clean all lobby and entry windows

Cost: \$ ____ .00 per month

3. Cañon City Police Department, 161 Justice Center Rd.

To be performed every cleaning day (5 days a week):

- Empty and remove all trash from building
- Clean and sanitize all restrooms
- Replenish all restroom supplies
- Clean and sanitize all drinking fountains
- Spot clean entry glass
- Vacuum all carpets
- Spray clean and sanitize squad room and break room
- Sweep or vacuum and wet mop all tile floors
- Spray clean and sanitize all areas available to the public

To be performed once per week:

- Dust all blinds, window sills, tables, cabinets, etc.
- Spot clean walls and carpets
- Sanitize phone head sets
- Empty and relocate recycle trash

To be performed once per month:

- Clean all entry glass

Cost: \$_____.00 per month

4. Municipal Court, 161 Justice Center Road

To be performed every cleaning day (Monday & Wednesday):

- Vacuum all carpet including under desk & tables
- Wipe down the front counter in lobby
- Clean interior and exterior counter glass (requires special cleaner)
- Clean and sanitize restrooms
- Wet mop restroom
- Wipe down counters in the main office and jury room table
- Empty trash in all areas
- Empty recycles bin
- Replenish all restroom supplies
- Clean kitchen sink and counter

To be performed once per week:

- Dust & sanitize podium/tables (Court Room)
- Sanitize telephones, door handles, and light switches

To be performed bi-weekly:

- Sweep or vacuum and wet mop hallway
- Move all chairs and vacuum all carpet including under desks and tables (Court Room)
- Dust top of file cabinets

Monthly:

- Dust and wipe window sills
- Spot clean walls and carpet
- Wipe down chairs (Court Room)

Cost: \$_____.00 per month

5. City Hall, 128 Main Street

To be performed every cleaning day (5 days a week):

- Empty and remove all trash from building
- Clean and sanitize all restrooms
- Replenish all restroom supplies
- Clean and sanitize all drinking fountains
- Spot clean entry glass
- Vacuum all carpets as needed
- Sweep or vacuum and wet mop all tile floors
- Spray clean and sanitize all horizontal surfaces that are accessible to public

To be performed once per week:

- Dust all horizontal surfaces (cabinets, ledges, tables)
- Spot clean walls and carpets
- Sanitize phone head sets
- Empty and relocate recycle trash
- Sweep and wet mop back stairway
- Clean and vacuum Council Chambers

To be performed once per month:

- Clean all entry glass
- Dust all blinds and window sills
- Buff vinyl tile floors

Cost: \$_____.00 per month

6. **Cañon City Police Annex, 604 S. 9th**

To be performed every cleaning day (2 days a week):

- Empty and remove all trash from building
- Clean and sanitize restrooms
- Replenish all restroom supplies
- Spot clean entry glass
- Vacuum all carpets
- Dust and wet mop all tile floors
- Spray clean and sanitize all common work areas

To be performed once per week:

- Dust all horizontal surfaces (cabinets, ledges, tables)
- Spot clean walls and carpets
- Sanitize phone head sets
- Empty and relocate recycle trash

Monthly:

- Dust all blinds and window sills

Cost: \$____.00 per month

7. Cañon City Public Works, 1525 S. 9th

To be performed every cleaning day (2 days a week):

- Empty and remove all trash from building
- Clean and sanitize front lobby restrooms
- Replenish all lobby restroom supplies
- Spot clean entry door glass
- Replenish supplies in shop restroom
- Vacuum all walk off mats and other carpets
- Sweep or vacuum and wet mop all tile floors

To be performed once per week:

- Dust all horizontal surfaces (cabinets, ledges, tables)
- Sanitize phone head sets
- Empty and relocate recycle trash

To be performed once per month:

- Dust all blinds and window sills

Cost: \$ ____ .00 per month

8. Fleet Department, 1555 S. 9th Street

To be performed once per week:

- Empty and remove all trash from building
- Clean and sanitize restrooms
- Replenish all restroom supplies
- Vacuum all walk off mats and other carpets
- Sweep or vacuum and wet mop office and break room floors
- Clean break room area

Cost: \$ ____ .00 per month

- C. ADDITIONAL MINOR SERVICES MAY BE ASSIGNED AS THEY ARE RECOGNIZED. ADDITIONAL SERVICES ARE ALSO AVAILABLE UPON REQUEST. SUCH ADDITIONAL REQUESTED SERVICES MAY INCLUDE, BUT ARE NOT LIMITED, TO THE FOLLOWING:
- Carpet cleaning
 - Strip/scrub and refinish VCT floors
 - Hard surface (machine) clean tile floors
- D. FINAL SERVICES TO BE PROVIDED AT TERMINATION OF AGREEMENT:
- a. The Contractor shall have performed all the specified levels of service stated herein during the term of this Agreement.
 - b. Thirty (30) days prior to the termination of this Agreement, the City will conduct a walk-through inspection of each facility the Contractor has been providing janitorial services for. Any deficiency found shall be noted in writing and delivered to the Contractor. The Contractor shall have until the last day of the last month of the Contract to correct any deficiency.
 - c. Upon final inspection by the City, any deficiency not corrected to the satisfaction of the City, shall be assessed a penalty at the rate of \$30 per day for every day the Contractor has not corrected any deficiency, not to exceed a total of \$900. All penalties shall be deducted from any final payment due the Contractor and shall be considered as liquidated damages.
 - d. The City of Cañon City may require an overlap of services extending into any new service year or during the transition period between one service provider and a new service provider. The current price agreement monthly fee shall be pro-rated on a daily basis and used to reimburse the current service provider for services rendered after January 1st.
- E. SPECIAL REQUESTS OR EMERGENCY JANITORIAL SERVICES: The Contractor may be asked to provide special or emergency janitorial services on an hourly reimbursement basis. A separate line item quotation shall be provided for this purpose. "Special Janitorial services" shall include construction clean-up. Emergency Janitorial services shall include body fluid clean-up and flooding conditions caused by plumbing failures.
- F. INVENTORY CONTROL: The Contractor shall use and supply its own janitorial supplies.

G. PERFORMANCE OF SERVICES: The City requires that the Contractor normally work between the hours of 7:00 PM and 6:00 AM, or at times agreed to that does not interfere with City staff excluding sections of buildings scheduled for meetings,. Contractor shall be required to be knowledgeable of all scheduling. The City shall rely on the Contractor to work as many hours as may be reasonably necessary to fulfill Contractor's obligations under this agreement. Failure to meet all requirements may result in termination of this agreement. The City of Cañon City reserves the right to challenge the hours worked by the Contractor's staff and require additional time be spent to fulfill the obligations of this Agreement.

The City of Cañon City will provide a "check-off" system to confirm daily, weekly, monthly, semi-annual, and annual services have been completed by the Contractor's staff. The City shall require periodic face-to-face meetings with the Contractor's staff actually performing the services. City staff will coordinate with Contractor's staff to verify services have been completed, using the check-off system, by means of periodic inspections. Contractor staff must date and sign check off sheet for corresponding daily, weekly, monthly, quarterly, semi-annual, and annual service performance requirements.

III. PAYMENT: The City will pay the Contractor a sum not to exceed \$00,000.00 for the aggregate of all services to all locations specified herein for calendar year 2018. The cost of services for each location shall be clearly itemized on a statement for janitorial services for each month during which services are rendered hereunder. The City will pay the amount invoiced on each such monthly statement within twenty (20) days following its receipt of each such statement.

IV. TERM, TERMINATION AND EXTENSION: This agreement shall be effective for an initial term of one year, starting January 16, 2018 and ending December 31, 2018 This Price Agreement may be extended for three (3) additional one-year terms, if, and only if, both parties agree to EITHER "NO PRICE INCREASE" or a price increase at the beginning of each renewal term, not to exceed the Denver area Consumer Price Index for the current year of the Price Agreement. Either party shall provide 30 (thirty) days written notice of "intent to terminate" to the other party prior to the termination of the initial term or any renewal term. The City of Cañon City reserves the right to cancel this Price Agreement at anytime during the term of this Agreement for any reason with 30 days written notice. Additionally, notwithstanding any other provision of this agreement, the City shall have the right to immediately terminate this agreement if Contractor should allow insurance coverage or bonds, as required under Section VI hereof, to lapse at any time during the term hereof.

V. RELATIONSHIP OF PARTIES: It is understood by the parties that the Contractor is an independent contractor with respect to City, and not an employee of the City. The City will not provide fringe benefits, including health insurance, paid vacation, or any other employee benefit, for Contractor.

VI. BACKGROUND CHECKS: All Contractor personnel assigned to perform duties on any City premises shall be required to undergo successful background screening prior to assignment to City premises. Contractor shall submit a complete list of all employees who are presently assigned, or shall in the future be assigned, to work on City premises. City shall perform a background check on Contractor's employees. Background screening shall be at the Contractor's expense and shall be reimbursable by Contractor to the City. Any employee of Contractor who refuses or fails a background check shall not be permitted access to any City premises.

VII. INSURANCE & BONDS: The Contractor shall provide and keep in force during the term of this agreement, general liability insurance with combined single limit coverage of not less than one million dollars and Workers Compensation Insurance in accordance with state statutory requirements on each of its employees. The Contractor shall provide proof of insurance to the City within five (5) calendar days after execution of this agreement. The City shall be named as a Certificate Holder and additional insured on the certificates. The Contractor shall also provide a JANITORIAL SERVICES BOND in the amount of \$25,000 covering its employees while performing the janitorial services specified in this agreement:

VIII. BINDING AGREEMENT: This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

IX. ENTIRE AGREEMENT & AMENDMENTS: This instrument contains the entire agreement between the parties and no statement, or promises, or inducements made by any party or agent of any party that is not contained in this written contract shall be valid or binding; and this contract shall not be enlarged, modified or altered except in writing, signed by the parties. Each of the foregoing contract documents is incorporated herein, by reference, as though set out in full in this agreement.

X. SEVERABILITY: If any provision of this agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this agreement is invalid or unenforceable, but that by limiting such provision would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

XI. WAIVER OF CONTRACTUAL RIGHT: The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.

XII. APPLICABLE LAW: This agreement shall be governed by the laws of the State of Colorado.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this agreement in 2 copies, each of which shall be deemed original on the date first above written.