



REQUEST FOR PROPOSALS

RFP-20-05

CITY-WIDE JANITORIAL SERVICES

DUE DATE: THURSDAY, FEBRUARY 27, 2020 BY 2:00 PM OUR CLOCK

SEALED PROPOSAL MUST BE MAILED OR DELIVERED TO:

City of Wheat Ridge Municipal Building
Attention: Kirby Hollums
Purchasing & Contracting Division
7500 W 29th Avenue
Wheat Ridge, CO 80033
Phone: 303-235-2885

DOCUMENTS PREPARED BY:
PARKS & RECREATION DEPARTMENT - FACILITIES DIVISION
PURCHASING & CONTRACTING DIVISION

IMPORTANT: PLEASE READ ENTIRE DOCUMENT
Per the attached specifications, terms and conditions.

PLEASE DO NOT REMOVE ANY PAGES FROM THIS BID DOCUMENT

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**REQUEST FOR PROPOSALS
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CITY-WIDE JANITORIAL SERVICES**

Proposal Due Date: THURSDAY, FEBRUARY 27, 2020, BY 2:00 PM OUR CLOCK

Project Overview: The Parks and Recreation Dept., Facilities Division, is seeking proposals for Janitorial Services at eight (8) City-owned facilities, divided into three groups for bid response purposes and possibly the award basis. All janitorial related equipment will be furnished by Contractor, except as otherwise described. Frequency of work varies, and this is a performance-based contract specifying intended outcomes with little need for city staff to exert much oversight. Work shall be performed by bidder's employees and not independent or sub-contracted workers. Legitimate franchising is acceptable.

The City has split the facilities into three groups and will be executing three contracts, one for each group. Interested firms are invited to submit a proposal for the group(s) they feel they can best serve. The City may award to more than one firm, by group or other arrangement. The groups are as follows: **Group 1:** Recreation Center and Anderson Park Building. **Group 2:** Active Adult Center and Richards-Hart Estate (RHE). **Group 3:** City Municipal Bldg., PFOS office bldg., Parks shop, and PW Ops shop and Bay. Anticipated start date is May 1, 2020. Term for each contract is for one year with the option to renew for four (4) additional one-year periods, then continuing month-to-month until services are rebid.

Mandatory Site Visit/Walk-through: Scheduled for **Monday, February 3, 2020 at 9:00 a.m.** for Groups 1 & 2. Meet in the Recreation Center lobby, 4005 Kipling Street, (Site 5 on attached map). Next is the Anderson Park Building, 4355 Field Street (Site 4 on attached map). The 3rd site is the Active Adult Center, 6363 W. 35th Ave. (Site 3 on attached map). And the 4th site is the Richards-Hart Estate, 5349 W 27th Ave. (Site 2 on attached map). ***You must be in attendance and sign in at all Group sites for which you wish to submit a bid.*** Cameras and measuring devices are welcome.

Mandatory Site/Job Walk: Scheduled for **Tuesday, February 4, 2020 at 9:00 a.m.** for Group 3. Meet at the Public Works Operations Shop at 11220 W. 45th Ave. (Site 6 on attached map). The next stop is the Parks, Forestry and Open Space office building and Parks shop, 9110 W. 44th Ave. (Site 4 on attached map). Conclude at the Municipal Building west side lobby, 7500 W. 29th Ave. (Site 1 on attached map). ***You must be in attendance and sign in at all sites to be eligible to submit a bid for Group 3.*** Cameras and measuring devices are welcome.

Minimum Requirements: Awarded firm must have a valid City of Wheat Ridge Business/Use Tax license prior to starting the project. This service requires compliance with both the "Illegal Alien" provisions of CRS8-17.5-101 and "Non-Discrimination Assurance" of Title VI Regulations at 49 CFR Part 21 (forms included in bid documents). Awarded firm must demonstrate a minimum of five years of experience in successfully cleaning recreation or workout center locker rooms and/or office environments including floor cleaning services. Proposals must remain firm for ninety (90) days after submittal.

Awarded firm(s) shall have adequate staff and expertise to begin work on the stated start date.

Deadline for Questions: TUESDAY, FEBRUARY 11, 2020, BY 2:00 PM. Email questions to Kirby Hollums at khollums@ci.wheatridge.co.us. Responses will be posted to the City website by Tuesday, February 18, 2020.

Submit Proposal to: City of Wheat Ridge Municipal Building
Attn: Kirby Hollums
BID - Purchasing & Contracting Division
7500 W 29th Avenue
Wheat Ridge, CO 80033

Proposal shall be submitted in a sealed envelope, marked: RFP-20-05, CITY-WIDE JANITORIAL SERVICES.

Comments: For each group for which a proposal is being submitted, submit one (1) marked “Original”, plus three (3) additional complete sets marked “copy”. Late receipt of proposals will not be considered.

All proposals shall be validated upon receipt. Proposals received after the due date/time will be filed unopened. The City of Wheat Ridge reserves the right to reject any and all proposals—or any part—and to waive any formalities or informalities to make an award in the best interest of the City.

RFP Documents: Available on the RMEPS a division of BIDNET www.rockymountainbidsystem.com or call 1-800-677-1997 x 214 or visit the City Website for project documents and updates: www.ci.wheatridge.co.us.

Point of Contact: Kirby Hollums, Buyer II, khollums@ci.wheatridge.co.us, or phone 303-235-2885. Do not contact the requesting department or any member of the selection committee.

Publish Dates:

Kirby Hollums, Buyer II

City website

Date: January 23, 2020

RMEPS

Date: January 23, 2020

**CITY OF WHEAT RIDGE
RFP-20-05
CITY-WIDE JANITORIAL SERVICES**

I. INTRODUCTION

A. General

The City of Wheat Ridge (the “City”) Municipal Building is located in the northwest area of Denver metropolitan, 7500 W 29th Avenue, Wheat Ridge, CO 80033. The City’s area consists of about nine square miles of rolling land adjacent to Interstate 70 transportation corridor between Denver and the Rocky Mountains. The topography is somewhat unique, with a natural ridge traversing the City. The City is a suburban community of approximately 33,000 residents. The City is a home-rule municipality with eight council members, city manager and mayor form of government.

Janitorial Cleaning Services are being solicited for eight (8) municipal buildings. All janitorial related equipment will be furnished by Contractor, except as otherwise described. Any equipment used at the City of Wheat Ridge shall be of suitable type and grade for the purpose intended. The Contractor will be allowed to store equipment in designated locations only.

Prior to use, any products supplied by the Contractor must be submitted to and pre-approved by the Contract Administrator, Zach Lovato, in writing. The Material Safety Data Sheets (MSDS or SDS) for these supplies must be included. The City prefers environmentally-friendly products be used for services under this contract. Space to store equipment and products will be a shared space that will be accessible by City employees.

At all times, the City of Wheat Ridge desires the highest quality cleaning. Work will be rated on a Pass/Fail basis. Inspections will be performed by the Contract Administrator or her designee to ensure guidelines are met. If the Contract Administrator or designee believes the quality of work fails to meet the City’s expectations, the Administrator will request such work to be redone until it meets quality standards, at Contractor’s expense.

After notification for correction is issued, the contractor will be given a specified time frame to address the issues. If the cleaning issues are not corrected or if they frequently occur, the City reserves the right to make payment based on work completed to standard.

Bidders may be required to demonstrate, either before or after the bid opening, their availability of personnel, equipment, and organization not otherwise committed to perform the work within the time limits specified in the bid, and bidder’s must inform the City of commitments to other work.

The Contractor’s supervisor must speak English, and be able to communicate with the cleaning staff if they speak a different language. All employees must have proof of citizenship or legal resident cards.

B. Background

The Contractor currently providing services for all City facilities has indicated that, going forward, they will no longer provide services for the Recreation Center. As such, their contract is being canceled and this new solicitation is being conducted for services as identified in the Scope of Work for all City facilities.

All buildings are up to standard and do not require any “deep” cleaning prior to start of a new contract. Services generally include cleaning, floor mopping, soap filling, dusting, vacuuming, and trash removal. There are specific cleaning tasks for each building, and all may require work to be performed on weekends.

The City provides all hand soap, disposable towels, toilet paper, seat liners, and trash can liners. The City also supplies a mop and bucket for most locations.

All cleaning products, supplies and equipment shall be kept on site, in good supply, neat, safe and orderly

GROUP 1 - Recreation Center and Anderson Building. The Recreation Center and the Anderson Building are very high profile and heavily used by the public. They require cleaning services specific to public areas, steam and sauna rooms, and locker rooms. The general appearance, safety, and cleanliness are critical. The Recreation Center is open all year. Parts of the Anderson Building require year-round cleaning, while other parts are seasonal from Memorial Day weekend to Labor Day weekend. The emphasis for this group is on the thorough, detail oriented cleaning of the locker rooms. The level of service is critical. This is a performance contract. The learning curve for the awarded firm shall be 30 days.

In both buildings the City supplies soap for the showers and sink soap dispensers, toilet paper, sanitary napkin disposal bags, trash bags, cleaning disinfectant for the tile floors and showers.

GROUP 2 – Active Adult Center and Richard Hart Estate (RHE). The Active Adult Center provides recreational and educational activities for the City’s adult and elder population, with normal business hours of 8:00 AM to 5:00 PM. This facility also hosts special events and rents the facility for a variety of events such as weddings and parties occurring between the hours of 5:00 PM and 10:00 PM. These events take place 7 days a week and require that the facility be consistently clean and presentable to all guests.

The RHE is a house in which the City rents space for various events such as weddings. It also requires a consistently clean general appearance. On average there are 15-25 events scheduled per year. No services are required in the offices upstairs.

The City provides cleaning solution and a mop for the wood floor. The City provides all hand soap, disposable towels, toilet paper, seat liners, and trash bags.

All cleaning products, supplies and equipment shall be kept on site, in good supply, neat, safe and orderly.

GROUP 3 – City Municipal Bldg., PFOS Office Bldg., Parks Shop, and Public Works Ops shop and Bay. These city-wide offices are visited by the public and require a detail oriented cleaning crew. The level of service is critical. This is a performance contract. More information on performance contracting will be available at the mandatory walk-through. The learning curve for the awarded firm shall be 30 days.

C. Official City Observed Holidays for Each Location

Group 1 – Both observe New Year’s Day, Easter Sunday, Thanksgiving Day, and Christmas Day.

BUILDING	ADDRESS	OBSERVED HOLIDAYS
Recreation Center	4005 Kipling Street (1 st level)	Listed above
Anderson Building	4355 Field Street	Listed above

Group 2 – Both observe New Year’s Day, Easter Sunday, Thanksgiving Day, and Christmas Day.

BUILDING	ADDRESS	OBSERVED HOLIDAYS
Richards-Hart Estate	5349 West 27 th Avenue	Listed above, plus Independence Day, and New Year’s Eve
Active Adult Center	6363 W 35 th Avenue	Listed above, plus MLK Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, and the Friday after Thanksgiving

GROUP 3 - The City observes: New Year’s Day, Martin Luther King Memorial Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and the Friday after, and Christmas Day.

BUILDING	ADDRESS	OBSERVED HOLIDAYS
City Municipal Building	7500 W 29 th Avenue	Administration: All dates listed.
Police Department Side of the City Municipal Building	7500 W 29 th Avenue	Police Department: Observe all dates listed however staff work 24 hour rotating shifts
Parks, Forestry and Open Space Office Building	9110 W. 44 th Avenue	All dates listed
Parks Shop	4350 Garrison Street	All dates listed
Public Works (PW) Operations Shop	11220 W. 45 th Avenue	All dates listed
P/W Bay Restroom	11220 W. 45 th Ave (across the parking lot)	All dates listed

D. Objectives

The goal is to contract with one or more qualified firms to provide exceptional janitorial services at City-owned buildings and facilities. Awarded firm must have the resources in-house to comply with the scope of work of these performance-based services. Term for each contract shall be for one (1) year with the option to renew for four (4) one-year periods.

Proposed prices, as awarded, are to be firm for the first two (2) years. Requests for price increases or decreases after the first two years shall be submitted to the Contract Administrator at least 60 days prior to the next applicable period, with supporting documentation. The City and the Contractor will mutually agree at the appropriate time on the format and methodology of determining the documented price adjustments, such as being tied to the Consumer Price Index. The City reserves the right to accept or reject any price adjustments that may be requested, and may elect to certify the accuracy of a requested price adjustment, at the City’s expense. The City’s rejection of any price adjustment may be considered grounds for termination of the Contract.

Prior to the start of the contract, all Contractor-supplied personnel must pass a security check for criminal activity, the results of which must be shared with the City's Human Resources (HR) department. The City requires a comprehensive CBI background check for all personnel assigned to the Municipal Building. This will be scheduled with the City HR and Police Department prior to issuing security access cards for assigned workers. It will be at the discretion of the City to determine if the access cards are issued specifically for each worker, or if a guest card will be issued. As other personnel are hired, they must also be subjected to such security and scrutiny by the City.

The intent of this contract is to provide clean, well-maintained building facilities at all times. Adherence to the cleaning specifications set forth in the contract will ensure that it is not necessary to invoke any contract penalty. Failed work may result in a deduction in payment. A "no-show" of staff will also count as failed work. Some objective guidelines are:

- provide ***high quality and consistent*** Janitorial Services
- demonstrate effective communication and management of work without daily oversight by City staff
- have in-house resources to comply with the scope of work
- perform services in accordance with the statement of work
- successful quality control policy and procedures

Awarded firm shall provide all labor, cleaning equipment, and cleaning solutions as specified. ***Work shall be performed by firm employees. Work shall not be sub-contracted.*** Legitimate franchising is acceptable if employees doing the work are on the payroll. Proof of quality control, regular inspections, single point of contact and demonstrated successful outcomes are minimal requirements.

The Contractor will be notified in writing in the event the City of Wheat Ridge desires to add or delete work to be performed, and the contract will be amended to reflect requested changes. The Contractor will be required to give a written quotation for any additional work that may be required but not included in the work description in the pricing sheet. The City reserves the right to accept or reject offers to do work not included in this proposal and to obtain quotations from other contractors to do the required work.

The Contractor shall submit itemized invoices for each location showing services performed and expenses incurred on a monthly basis. All invoices will be submitted by email to The Contract Administrator. Payment will be approved by each department and processed as a VISA, ACH, or check transaction within 30 business days of the City approval. Email contact information will be provided to the awarded Contractor(s).

All invoices must include the contract number, RFP-20-05. The City will not pay for travel time or employee expenses. The Contractor shall itemize on the invoice, the time and days worked, and any charges for emergency or work requested but not listed in the contract.

II. STATEMENT OF WORK

The actual services to be performed will be determined by the City, to include—but not limited to—the following eight buildings: Buildings are listed according to Group 1, 2, or 3. Excluding the cleaning of mirrors, interior glass doors and windows, and vacuuming, this contract does not require window or carpet cleaning services.

GROUP 1 – Recreation Center, Anderson Building

Wheat Ridge Recreation Center

Monday–Sunday (7 days) between 10:00 PM and 3:00 AM

Locker rooms

Women's, Men's, and Family Locker rooms

Daily:

- Foam all tile floors with supplied cleaning/disinfectant (brush scrub), rinse
 - Pay close attention to areas around urinals, toilets, edges and corners
- Dri-Deck mats shall be foamed with supplied cleaning/disinfectant and rinsed
- Wash/disinfect and dry entire toilet, seat and urinal with supplied chemicals
 - Toilets and urinals shall be kept free of encrustation stains in bowls
- All sinks, vanities and under-counter pipe work shall be washed/disinfected with clean solution of supplied chemicals and dried free of spots
- Tile shower walls, floors, ceilings, shower curtains and drains shall be kept clean of mold and mildew with supplied chemicals
- Baby changing tables and all benches shall be kept clean and disinfected with supplied chemicals and hand dried of any standing water
- Restock all dispensers to include soap under counter tops and in shower areas
- Fill toilet paper dispensers with rolls installed in the right direction
- Polish and clean all stainless steel to include shelving, grab bars, trash cans, toilet paper, sanitary napkin dispensers/disposal with SS wipes
- Empty trash cans-free standing, wall mounted and sanitary napkin disposal containers
 - Clean and disinfect trash cans, wall mounted and sanitary napkin disposal containers as needed
- Remove all debris from floor drain covers and around all partition floor attachments
- Remove all chewed gum deposits and other foreign material from all surfaces
- All mirrors and hand dryers shall be cleaned with glass cleaner
- Scales in both locker rooms need to be put up on bench when hosing down floors. Clean each with cleaner/disinfectant, dry and put back on the floor when done

3 times per week:

- Wash and disinfect interior and exterior of all lockers
- Wash and disinfect all toilet partitions inside and out including hardware

Weekly:

- Scrub all floor surfaces with rotary machine, detergent solution and disinfectant
- Dust tops of all partitions, doors, top of lockers, cinderblock, HVAC grilles, vents, ceiling and walls around vents (vacuum, if necessary)

Steam Room**Daily:**

- Foam clean the tile from floor to ceiling and floor mat with cleaner/disinfectant brush, scrub and rinse thoroughly, clean floor drain, door frame and glass

Dry Sauna**Daily:**

- Remove floor mat, foam tile floor with cleanser/disinfectant brush, scrub and rinse thoroughly, clean floor drain, window (clean and disinfect mat)

Weekly:

- Wipe down benches with a mild detergent and dry

Supplies:

All cleaning chemicals, paper products, soap, plastic and paper trash bags are provided by the Center.

Anderson Community Building – Outdoor Pool

Locker rooms (Summer Months – Late May through Mid-August)

Women's, Men's, and Family Locker rooms (cabanas)

Daily:

- Wet mop and brush scrub all floor areas with detergent solution and disinfectant. Special attention to floor areas near urinals, toilets and fixtures.
- Wash, disinfect and dry toilets and urinals. Interiors of stool and urinals to be kept free of stains and encrustations. Use separate tools for cleaning sinks, etc.
- All sinks and counters to be washed thoroughly with cleaning solution and also wiped dry with clean cloth or paper towels.
- Shower walls, floors, partitions, benches, pipe work & floor drains must be cleaned, disinfected and kept mold and mildew free.
- Baby changing tables and benches must be cleaned and disinfected.
- Spot clean the fronts of the lockers to be free of all smudges and debris.
- All mirrors, bright work, shelving, hand dryers and stainless or chrome piping and fixtures must be cleaned with glass cleaner and free of smudges.
- Empty all wastebaskets and trash containers and replace can liners. Disinfect outside surfaces and wipe clean of debris and smudges.
- Empty all sanitary napkin receptacles, disinfect, wipe clean of smudges and debris and replace liners.
- Remove all chewing gum and foreign material deposits from all surfaces

3 times per week:

- Wash and disinfect interior and exterior of all lockers
- Wash and disinfect all toilet partitions inside and out including hardware

Weekly:

- Mop all floors with detergent solution and disinfectant
- Dust tops of all partitions, doors, top of lockers, cinderblock, HVAC grilles, vents, ceiling and walls around

Supplies:

All cleaning chemicals, paper products, soap, plastic and paper trash bags are provided by the Anderson Building and Outdoor Pool

Restrooms (lower lobby) – year round

Four times per week: Mo/We/Fr/Su:

- Empty all wastebaskets and trash cans and replace with clean trash bags
- Wet mop ceramic tile floors with detergent solution and disinfectant (special attention should be given to floor areas around urinals, toilet fixtures, edges and corners)
- Wash, disinfect, and wipe dry entire stool, stool seat and urinals (interior and exterior of stool and urinal shall be kept free of encrustation and water stains)
- Spot clean all fingerprints and smudges from doors, door jams, walls and metal partitions as needed
- All sinks and vanities shall be thoroughly washed with a clean solution or detergent and dried free of water spots (cleaning solutions and applicator used for urinal and stool cleaning shall not be used for cleaning sinks or other surfaces)
- All shelving, dispensers, bright work, hand dryers and pipe work shall be cleaned and polished keeping them free of streaks or spots
- All mirrors shall be cleaned with glass cleaner keeping them free of streaks or spots
- Spot clean all walls and partitions keeping them free of spots and stains
- Mop all tile floors with cleaning and disinfectant solution (use scrub brush), rinse
- Drains shall be kept clean of mold and mildew-free with supplied chemicals
- Restock all dispensers properly

Weekly:

- Pour water/disinfectant down door drains to prevent odors
- Check under plastic bags in wastebaskets and remove all debris

Classroom – year round

Four times per week: Mo/We/Fr/Su:

- Empty all wastebaskets and trash cans and replace with clean trash bags
- Dust, wipe and clean tabletops in all rooms (not desk tops)
- Clean all glass, door glass (inside and out), interior windows (to lower lobby), windows to gym and windows to outside
- Vacuum carpeted area
- Mop tiled area
- Spot clean all fingerprints and smudges from doors, door jams, walls and metal partitions as needed
- Wash and disinfect counters and sink area
- Wipe down cabinets

Weekly:

- Dust all vertical surfaces, corners, room edges, windowsills, radiators, file cabinets, and partitions
- Check under plastic in wastebaskets and remove debris when necessary

Twice Yearly:

- Strip and wax tile floor

Fitness Room – year round

Weekly:

- Empty wastebaskets & trash cans, replace with clean trash bags. Make sure bags are replaced properly.
- Check for trash under plastic bag in trash cans. Any liquid or solid trash should be removed and the inside of trash can wiped clean
- Clean and disinfect outside of all trashcans with spray cleaner
- Spot clean all fingerprints and smudges from doors, door jams, walls and metal partitions as needed, keeping them free of spots and stains
- All mirrors must be cleaned with glass cleaner and free of smudges.
- Mop tiled area
- Dust all vertical surfaces, corners, room edges, windowsills, radiators, equipment, partitions, doors, HVAC grilles, vents, ceiling and walls
- Remove all chewing gum and foreign material deposits from all surfaces
- Check under plastic in wastebaskets and remove debris when necessary

Lobbies (upper and lower) – year round

Four times per week Mo/We/Fr/Su:

- Empty wastebaskets & trash cans, replace with clean trash bags. Make sure bags are replaced properly. o Check for trash under plastic bag in trash cans. Any liquid or solid trash should be removed and the inside of trash can wiped clean
- Clean solid surfaces of furniture/seating and tables
- Clean tops and sides of drinking fountain o With approved disinfectant and cleaner
- Vacuum **ALL** carpeted runners
- Exterior doors (to upper lobby) and doors to gymnasium shall be cleaned with glass cleaner keeping them free of streaks and finger prints
- Collect any leftover paperwork left lying about (newspapers, etc.). Dispose of in recycle containers

Weekly:

- Clean and disinfect outside of all trashcans with spray cleaner

Monthly:

- Move lobby furniture away from walls and clean wall behind furniture and area below furniture.

GROUP 2 –Active Adult Center, Richards-Hart Estate

Wheat Ridge Active Adult Center

Monday–Sunday (7 days) between 10:00 PM and 6:00 AM

Common Areas – (lobby and hallways):

Daily:

- Empty wastebaskets & trash cans, replace with clean trash bags. Make sure bags are replaced properly.
 - Check for trash under plastic bag in trash cans. Any liquid or solid trash should be removed and the inside of trash can wiped clean.
- Clean all counter and table tops in lobby
- Clean top and sides of coffee bar and coffee machine
- Clean tops and sides of drinking fountain
 - With approved disinfectant and cleaner
- Vacuum **ALL** carpeted areas
- Vacuum entry way and area rugs
- Exterior doors shall be cleaned with glass cleaner keeping them free of streaks and finger prints
- Leave newspapers on the table – NO NOT throw away or recycle

Weekly:

- Straighten and clean custodial closet
- Clean and disinfect outside of all trashcans with spray cleaner

Monthly:

- Move lobby furniture away from walls to clean area below couches and chairs

Kitchens:

Daily:

- Clean front and back kitchen areas, sides and front of refrigerators, stoves, microwaves, and sinks (2 in front, 4 in back). Wipe down cabinets and wet mop floor with disinfectant/degreaser.
- Clean all counter and table tops in kitchens
- Check all paper towel dispensers (3) and fill as necessary
- Check soap dispensers (2) and fill as necessary
- Clean and disinfect all sinks in both kitchen areas (4 handwashing, 3-compartment sink).
- Empty wastebaskets & trashcans, replace with clean trash bags. Make sure bags are replaced properly.
 - Check for trash under plastic bag in trash cans. Any liquid or solid trash should be removed and the inside of trash can cleaned.

Weekly on Thursdays:

- Clean walls and wall tiling in kitchen areas
- Clean all cabinet surfaces and the exterior surfaces of all kitchen appliances, including the refrigerators (2), ice maker, dish washer, stove, oven, freezer, steam table, and rolling table
- Clean and disinfect inside and outside of all trashcans

Restrooms:

Men's: 3 toilets, 1 urinal, 2 sinks, countertop, mirror, paper towel dispenser, soap dispenser, floors, partition walls, trashcans

Women's: 4 toilets, 2 sinks, countertop, mirror, paper towel dispenser, soap dispenser, floors, partition walls, trashcans

Daily:

- Check and fill all paper towel dispensers as necessary
- Check and fill all soap dispensers as necessary
- Empty wastebaskets & trashcans, replace with clean trash bags. Make sure bags are replaced properly.
 - Check for trash under plastic bag in trash cans. Any liquid or solid trash should be removed and the inside of trash can cleaned.
- Clean outside of all trashcans
- Empty, clean, and disinfect feminine hygiene stall units
- Clean and disinfect all sinks
- Sweep and mop restroom floors with detergent solution and disinfectant. Change mop head daily and use a separate mop head from the one used for hall and kitchen floors.
- Wash, disinfect and wipe dry entire stool, stool seat and urinals in restrooms, leave toilet seats up after cleaning.
- Interior and exterior of stool and urinal shall be kept free of encrustations and water stains
- All sinks & vanities thoroughly washed with a clean solution of detergent and dried free of water spots.
- Cleaning solutions & applicator used for stool & urinal cleaning shall not be used for cleaning sinks or other surfaces.
- All mirrors shall be cleaned with glass cleaner keeping them free of streaks & spots
- Spot clean all walls and partitions keeping them free of spots and stains

Weekly:

- Use hand deck scrubber to clean grout lines in the restroom and remove dirt from restroom floor when moping restroom
- Wash tile walls and partitions
- Dust/clean all partitions, ledges, heat registers etc. in restroom
- Clean and disinfect blue handicap door opener button inside restroom
- Clean and disinfect inside and outside of all trashcans

Monthly:

- Power/machine scrub restroom floors and email Maintenance Supervisor when completed

Prospect Hall:

Daily:

- Empty wastebaskets & trash cans, replace with clean trash bags. Make sure bags are replaced properly.
 - Check for trash under plastic bag in trash cans. Any liquid or solid trash should be removed and the inside of trash can wiped clean.
- Clean tops and sides of drinking fountain
 - With approved disinfectant and cleaner
- Sweep tile flooring, damp mop Prospect Hall floor daily
 - Remove any black heel marks.
 - Change mop head daily and use separate mop from the one used for restrooms. Make sure mop bucket is filled with fresh water and not the same water as used in the restrooms.

Weekly:

- Sweep and damp mop wood stage floor and stairs on Sunday & Tuesday evenings
- Clean and disinfect inside and outside of all trashcans

- Clean hall floor corners and along the walls by baseboards that might have been missed in the daily sweep and mopping.
 - Make sure to move any furnishings (tables, trash cans, etc.) to make sure floors are being cleaned

Monthly:

- Remove tables and chairs from side closet to sweep and mop floor. Return tables and chairs to closet.
- Clean and disinfect inside and outside of all trashcans

Offices:

Daily

- Empty wastebaskets & trashcans, replace with clean trash bags. Make sure bags are replaced properly.
 - Check for trash under plastic bag in trash cans. Any liquid or solid trash should be removed and the inside of trash can wiped clean.
- Vacuum **ALL** carpeted areas, including offices and classrooms

Arts & Crafts Room, Ketner Room, Aspen Room, Computer lab:

Daily:

- Check all paper towel dispensers (restrooms, kitchens, classrooms) and fill as necessary
- Clean all counter and table tops in lobby, kitchens & class rooms
- Mop and disinfect floors – TUESDAYS AND FRIDAYS ONLY
- Empty wastebaskets & trash cans, replace with clean trash bags. Make sure bags are replaced properly.
 - Check for trash under plastic bag in trash cans. Any liquid or solid trash should be removed and the inside of trash can wiped clean.
- Clean table tops in Art Room
- Clean and disinfect all sinks
- Sweep tile flooring in Arts & Crafts room, damp mop Arts and Crafts room floor Tuesday's and Thursday's, and as needed.
 - Remove any black heel marks.
 - Change mop head daily and use separate mop from the one used for restrooms. Make sure mop bucket is filled with fresh water and not the same water as used in the restrooms.
- Vacuum **ALL** carpeted areas, including offices and classrooms

Offices at Back Door:

Daily:

- Empty the trash and recycling containers
- Vacuum the floors
- Dust non-desk surfaces

Richards-Hart Estate

(entrance to Estate is off of 28th & Benton)
 Cleaning based on facility rental days/times

Restrooms:

Main floor – 1 toilet, 1 sink
 2nd floor – unisex toilets (2), 1 sink

Each occasion:

- Wet mop vinyl and ceramic tile areas with detergent solution and disinfectant
 - Special attention should be given to floor areas around toilet fixtures, edges and corners
- Wash, disinfect and wipe dry entire stool and stool seat

- Interior and exterior of stools shall be kept free of encrustation and water stains
- Spot clean all fingerprints and smudges from doors and door jams as needed
- Wash all sinks and vanities with a clean solution of detergent and dry free of water spots
 - (Cleaning solutions and applicator used for stool cleaning shall not be used for cleaning sinks or other surfaces.)
- Clean and polish all shelving, dispensers bright work and pipe work keeping them free of streaks and spots
- Spot clean all walls, partitions and wood work, keeping them free of streaks and spots
- Clean all mirrors with glass cleaner, keeping them free of streaks and spots
- Spot clean all walls, partitions and woodwork, keeping them free of spots, stains and grime
- Clean all sills, ledges, radiators, grills, etc.
- Empty wastebaskets, check under plastic liners and remove debris when necessary – City will provide wastebasket liners.
- Replace wastebasket liners and wash exteriors of wastebaskets
- Restock all dispensers - City will provide paper and soap products.
- Check all fixtures for proper operation, report all malfunctions

Common areas:

Each occasion:

- Empty all wastebaskets and trash cans and replace with clean trash bags
- Spot clean all fingerprints and smudges from both sides of entrance doors, glass, door glass and interior windows
- Dust and clean stairway railing, wood furniture, sills and radiators on first and second floor
- Spot clean all fingerprints and smudges from doors, door jambs and walls as needed
- Sweep/dry mop all wood floors and clean under radiators
- Wet mop all wood floors
- Vacuum carpet of first and second floors and on stairway
- Clean out ashtrays outside front door and back door

Kitchen:

Each occasion:

- Wash refrigerator, counter tops and sides and sinks with detergent solution and disinfectant
- Wet mop kitchen floor and clean floor mats
- Check under plastic liners in trash containers, remove debris when necessary and wash exteriors or trash containers
- Check all fixtures for proper operation and report all malfunctions

GROUP 3 –Municipal Building and Police Department, Parks Shops, PFOS Building, Public Works Shops

Municipal Building

City Administration, West entrance lobby, Courtroom/Court offices and Council Chambers

- Monday between 10:00 PM and 4:00 AM
- Tuesday – Friday between 4:00 PM and 4:00 AM
- Do not prop or leave entry/exit doors open.

West Entrance, West Lobby and Hall areas

Daily:

- Sweep, spot and damp mop all floors and stairs.
- Empty all wastebaskets and replace with clean trash bags.
- Spot clean all fingerprints and smudges from both sides of entrance doors, partition glass, door glass, display cases, mirrors and interior windows, doors, door jams and metal partitions.
- Dust, wipe and clean tabletops in all rooms, not desktops.
- Vacuum all carpeted areas.
- Keep custodial closets and storage locations clean.
- Wash and disinfect counters, and sink areas.
- Clean tops, sides and front of drinking fountains with approved disinfectant and cleaner.
- Clean or vacuum entrance mats, inside entrances and landings
- Clean kitchen areas, sides and front of refrigerators, stoves, microwaves, sink, and coffee machines. Wipe down cabinets and wet mop floor.

Weekly:

- Dust all horizontal surfaces within seven feet of floor, including shelving.
- Dust all vertical surfaces, corners, room edges, windowsills, radiators, file cabinets, and partitions.
- Clean all partition glass, door glass (inside and out), display cases, mirrors, and interior windows.
- Dust and damp wipe railings.
- Check under plastic bags in wastebaskets and remove debris

Restrooms – Court, West lobby, Administration 1st and 2nd floor

7 restrooms total: Men's: 4 toilets, 4 urinals, 6 sinks

Women's: 7 toilets, 6 sinks

Court: 1 toilet & sink - unisex

Daily:

- Empty all wastebaskets and trash cans and replace with clean trash bags.
- Wet mop ceramic tile floors with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.
- Wash, disinfect, and wipe dry entire stool, stool seat and urinals. Interior and exterior of stool and urinal shall be kept free of encrustation and water stains.
- Spot clean all fingerprints and smudges from doors, door jams walls and metal partitions as needed.
- All sinks and vanities shall be thoroughly washed with a clean solution of detergent and dried free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning shall not be used for cleaning sinks or other surfaces.
- All mirrors shall be cleaned with glass cleaner keeping them free of streaks or spots.
- Spot clean all walls and partitions keeping them free of spots and stains.
- Restock all dispensers properly.
- Check all fixtures for proper operation. Report all malfunctions.

Weekly:

- Dust tops of all partitions and all surfaces within seven feet of the floor.
- Check under plastic bags in wastebaskets and remove all debris.

Offices, Conference Rooms (1st & 2nd floor) and Breakroom (1st floor)

Daily:

- Empty all wastebaskets and trash cans and replace with clean trash bags.
- Dust, wipe and clean tabletops in all rooms, not desktops.
- Clean all partition glass, door glass (inside and out), display cases, mirrors, and interior windows.

- Vacuum all carpeted areas.
- Spot clean all fingerprints and smudges from doors, door jams walls, and metal partitions as needed.
- Wash and disinfect counters and sink areas if accessible.
- Clean kitchen areas, sides and front of refrigerator, stove, microwave, and coffee machines. Wash and disinfect counters and sinks, and wipe down cabinets and wet mop floor.
- Empty all blue recycle bins into recycle dumpster outside.

Weekly:

- Dust all horizontal surfaces within seven feet of floor, including shelving
- Dust all vertical surfaces, corners, room edges, windowsills, radiators, file cabinets, and partitions.
- Dust all office and conference room furniture, excluding desks and computers
- Clean sides and front of water dispenser
- Damp wipe and clean all tables.
- Dust all office and conference room furniture, excluding desks and computers.
- Check under plastic in wastebaskets and remove debris when necessary.

Twice Yearly:

- Strip and wax break room (1) and mailroom floors (1)

Court Room, Court Clerk waiting area, Court Offices

Daily:

- Empty all wastebaskets and replace with clean trash bags.
- Dust and damp wipe tables. Clean tables of fingerprints and spills (if accessible)
- Clean all partition glass, door glass (inside and out), display cases, mirrors, and interior windows.
- Spot clean all fingerprints and smudges from doors, door jams walls, and metal partitions as needed.
- Wash and disinfect counters, wet bar, and sink areas.
- Wet mop bathroom floor.
- Empty all recycle bins into the larger bins adjacent to the Court Room.

Weekly:

- Dust all horizontal surfaces within seven feet of floor, including shelving
- Dust all vertical surfaces, corners, room edges, windowsills, radiators, file cabinets, and partitions.
- Check under plastic bags in wastebaskets and remove debris when necessary.

Council Chambers

Daily:

- Empty all wastebaskets and replace with clean trash bags.
- Vacuum carpet

Municipal Building

Police Department – East Side

Monday – Sunday (7 days) between 4:30 PM and 4:00 AM

Work shall be started in the Police Records Department by 4:30 PM and completed by 5:00 AM (except Mondays)

Do not prop or leave entry/exit doors open.

Police Department – 1st & 2nd floors, Holding Cells

East Entrance, Lobby and Hall Areas (1st and 2nd floor):

Daily:

- Sweep, spot and damp mop all floors and stairs
- Empty all wastebaskets and replace with clean trash bags.
- Spot clean all fingerprints and smudges from both sides of entrance doors, partition glass, door glass, display cases, mirrors and interior windows, doors, door jams and metal partitions
- Vacuum all carpeted areas
- Disinfect lobby courtesy phone
- Keep custodial closets and storage locations clean
- Wash and disinfect counter tops
- Clean tops, sides and front of drinking fountains with approved disinfectant and cleaner
- Clean or vacuum entrance mats, inside entrances and landings
- Clean kitchen areas, sides and front of refrigerators, stoves, microwaves, sink, and coffee machines
- Wipe down cabinets and wet mop floor

Weekly:

- Polish and shine elevator doors
- Dust all vertical surfaces, corners, room edges, windowsills, radiators, file cabinets, and partitions
- Clean all partition glass, door glass (inside and out), display cases, and interior windows
- Dust and damp wipe railings
- Clean outside entrances and landings
- Check under plastic bags in wastebasket and *remove* debris

Restrooms and Locker Rooms

Locker rooms:

Men's: 2 toilets, 1 urinal, 2 sinks, 2 showers

Women's: 2 toilets, 2 sinks, 1 shower

Restrooms:

Men's: 1 toilet, 1 urinal, 1 sink

Women's: 2 toilets, 1 sink

Daily:

- Empty all wastebaskets and trash cans and replace with clean trash bags
- Wet mop ceramic tile floors with detergent solution and disinfectant (special attention should be given to floor areas around urinals, toilet fixtures, edges and corners)
- Wash, disinfect, and wipe dry entire stool, stool seat and urinals (interior and exterior of stool and urinal shall be kept free of encrustation and water stains)
- Spot clean all fingerprints and smudges from doors, door jams, walls and metal partitions as needed
- All sinks and vanities shall be thoroughly washed with a clean solution or detergent and dried free of water spots (cleaning solutions and applicator used for urinal and stool cleaning shall not be used for cleaning sinks or other surfaces)
- All shelving, dispensers, bright work, hand dryers and pipe work shall be cleaned and polished keeping them free of streaks or spots
- All mirrors shall be cleaned with glass cleaner keeping them free of streaks or spots
- Spot clean all walls and partitions keeping them free of spots and stains
- Mop all tile floors with cleaning and disinfectant solution (use scrub brush), rinse
- Tile shower walls, floors and ceilings and drains shall be kept clean of mold and mildew-free with supplied chemicals
- Restock all dispensers properly

Weekly:

- Dust tops of all partitions and all surfaces within seven feet of the floor
- Pour water/disinfectant down door drains to prevent odors
- Check under plastic bags in wastebaskets and remove all debris

Offices, conference and kitchen/break rooms

Daily:

- Empty all wastebaskets and trash cans and replace with clean trash bags
- Dust, wipe and clean tabletops in all rooms (not desk tops)
- Clean all partition glass, door glass (inside and out), display cases, mirrors, and interior windows
- Vacuum all carpeted areas
- Spot clean all fingerprints and smudges from doors, door jams, walls and metal partitions as needed
- Wash and disinfect counters and sink areas if accessible
- Clean kitchen areas, sides and front of refrigerator, stove, microwave and coffee machines
- Wash and disinfect counters and sinks and wipe down cabinets and wet mop floor
- Clean sides and front of water dispenser
- Damp wipe and clean tables in kitchen/break rooms
- Empty all blue recycle bins into recycling dumpster outside

Weekly:

- Dust all vertical surfaces, corners, room edges, windowsills, radiators, file cabinets, and partitions
- Dust all office and conference room furniture (excluding desks and computers)
- Check under plastic in wastebaskets and remove debris when necessary

Twice Yearly:

- Strip and wax break room floors (2)

Police department holding cells

2 toilets/sink combos

Daily:

- Wet mop and disinfect floors and toilets

Parks, Forestry and Open Space Offices

Monday–Friday between 3:00 PM and 6:30 AM

Common Areas: (including hallways, kitchen, training room and conference room)

Daily:

- Sweep floor and damp mop floor. Deposit materials in trash.
 - Check for and remove all mop streaks. Replace mop head frequently.
- Empty all wastebaskets and trash cans and replace with clean bags.
- Spot clean all fingerprints and smudges from both sides of entrance doors and jams, door glass and interior windows.
- Damp wipe tables and lunchrooms chairs. Clean desk of fingerprints and spills.
- Keep custodial closets and storage locations organized and clean.
- Wipe and disinfect counters.
- Vacuum entrance mats thoroughly.
- Clean kitchen areas: sides and front of refrigerators, stoves, microwaves and coffee machines. Disinfect sink. Wipe all food, smudges and fingerprints off cabinets. Wet mop floor.

Twice yearly:

- Strip and wax vinyl/ceramic tile floors.

Restrooms:

Men's: 1 toilet, 1 urinal, 2 sinks

Women's: 3 toilets, 2 sinks

Stand-alone bathroom: 1 toilet, 1 sink, 1 shower

Daily:

- Empty all wastebaskets and trashcans and replace with clean trash bags.
- Wet mop vinyl and ceramic tile areas with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.
- All sinks and vanities shall be thoroughly washed with a clean solution of detergent and dried free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning shall not be used for cleaning sinks or other surfaces.
- All shelving, dispensers, faucets and pipe work shall be cleaned and polished keeping them free of streaks and spots.
- Wash, disinfect, and wipe dry entire stool, stool seat and urinals. Interior and exterior stool and urinal shall be kept free of encrustation and water stains.
- All mirrors shall be cleaned with glass cleaner, keeping them free of streaks or spots.
- Restock all dispensers.
- Pour water/disinfectant down floor drains to prevent odors.

Twice yearly:

- Strip and wax vinyl/ceramic tile floors.

Offices:

Daily:

- Empty all wastebaskets and trash cans and replace with clean trash bags.
- Spot clean all fingerprints and smudges from doors, door jams, walls and metal partitions as needed.
- Wipe and disinfect counters.
- Vacuum all carpet thoroughly

DO NOT EMPTY BLUE RECYCLE CONTAINERS.

Parks Shops

Monday–Friday between 3:30-- PM and 6:30 AM

Common Areas:

Daily:

- Sweep floor and damp mop floor. Deposit materials in trash.
 - Check for and eliminate mop streaks. Replace mop head frequently.
- Empty all wastebaskets and trash cans and replace with clean bags.
- Spot clean all fingerprints and smudges from both sides of entrance doors and jams, door glass and interior windows.
- Damp wipe tables and lunchrooms chairs. Clean desk of fingerprints and spills.
- Keep custodial closets and storage locations organized and clean.
- Wipe and disinfect counters.
- Vacuum entrance mats thoroughly.
- Clean kitchen areas: sides and front of refrigerators, stoves, microwaves and coffee machines. Disinfect sink. Wipe all food, smudges and fingerprints off cabinets. Wet mop floor.

Twice yearly:

- Strip and wax vinyl/ceramic tile floors.

Restrooms:

Men's: 1 toilet, 1 sink

Women's: 1 toilet, 1 sink

Daily:

- Empty all wastebaskets and trashcans and replace with clean trash bags.
- Wet mop vinyl and ceramic tile areas with detergent solution and disinfectant. Special attention should be given to floor areas around urinals, toilet fixtures, edges and corners.
- All sinks and vanities shall be thoroughly washed with a clean solution of detergent and dried free of water spots. Cleaning solutions and applicator used for urinal and stool cleaning shall not be used for cleaning sinks or other surfaces.
- All shelving, dispensers, faucets and pipe work shall be cleaned and polished keeping them free of streaks and spots.
- Wash, disinfect, and wipe dry entire stool, stool seat and urinals. Interior and exterior stool and urinal shall be kept free of encrustation and water stains.
- All mirrors shall be cleaned with glass cleaner, keeping them free of streaks or spots.
- Restock all dispensers.
- Pour water/disinfectant down floor drains to prevent odors.

Twice yearly:

- Strip and wax vinyl/ceramic tile floors.

Offices:

Daily:

- Empty all wastebaskets and trashcans and replace with clean trash bags.
- Spot clean all fingerprints and smudges from doors, door jams, walls and metal partitions as needed.
- Wipe and disinfect counters.
- Vacuum all carpet thoroughly

DO NOT EMPTY BLUE RECYCLE CONTAINERS.

Public Works Offices, work rooms, restrooms & Vehicle Bay (Building 2) Restroom

Monday-Friday between 4:00 PM and 6:00 AM

Offices and Work rooms:

Daily:

- Empty all wastebaskets and trash cans, remove any debris and replace with clean, new trash bags
- Vacuum all carpeted areas, including edges, behind doors, under furniture and all floor mats
- Sweep and mop all vinyl floors

Twice Yearly:

- Strip and wax all vinyl floors

Restrooms and Locker Room:

Men's: 2 toilets, 2 urinals, 1 sink

Women's: 1 toilet, 1 sink

2 showers

Daily:

- Sweep and mop all vinyl floors with special attention to areas around urinals, toilets, edges and corners. All floor mats must be moved prior to cleaning.
- Wash, disinfect and dry all toilets, toilet seats and urinals
- Wash all sinks with clean detergent.
- Clean all mirrors with glass cleaners
- Empty all wastebaskets and trash cans, remove any debris and replace with clean, new trash bags
- Clean, polish and restock all soap and towel dispensers
- Wipe benches in locker room
- Clean and disinfect sides and tops of trash cans

Twice Yearly:

- Strip and wax all vinyl floors

Lunch room:

Daily:

- Wash and disinfect tables, counters and sink area
- Clean sides and front of refrigerator, microwave, coffee machine, vending machine, soda machine and cabinets
- Clean and disinfect sides and tops of trash cans. Damp wipe all lunch room chairs
- Sweep and mop vinyl floors
- Clean, polish and restock all soap and towel dispensers

Twice Yearly:

- Strip and wax all vinyl floors

Office Module:

Daily:

- Vacuum all carpet thoroughly
- Empty all wastebaskets and trash cans and replace with clean bags
- Spot clean all fingerprints and smudges from both sides of entrance doors and jams, door glass and interior windows
- Vacuum entrance mats thoroughly

Vehicle Bay Restroom - Building 2:

1 toilet, 1 sink

Daily:

- Sweep and mop concrete floor with special attention to area around toilet, edges and corners. All floor mats must be moved prior to cleaning.
- Wash, disinfect and dry all toilets, toilet seats and urinals
- Wash sink with clean detergent.
- Clean mirror with glass cleaner
- Empty wastebaskets and remove any debris and replace with new trash bags
- Clean, polish and restock all soap and towel dispensers

III. PROPOSAL SUBMISSION & EVALUATION CRITERIA

A. Proposal Submission

Submit one (1) proposal marked “original,” and three (3) additional printed copies marked “copy”, for a total of four (4) sets.

Address: City of Wheat Ridge Municipal Building
ATTN: Kirby Hollums
7500 W 29th Avenue
Wheat Ridge, CO 80033

MARK OUTSIDE OF ENVELOPE: RFP-20-05, CITY-WIDE JANITORIAL SERVICES

BID DUE DATE: THURSDAY, FEBRUARY 27, 2020, BY 2:00 PM OUR CLOCK.

B. Evaluation Criteria

To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline described below and—at a minimum—contain the requested information.

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFP. Submittals should be formatted to correspond exactly to the bullets. Indexes for each of the categories are preferred, in the same order. Additional relevant information is encouraged, though proposals should not exceed 75 letter-sized pages in length.

Omissions or incomplete responses in terms of content or aberrations in form may, at the City’s discretion, render the proposal non-responsive. If you would like to incorporate the City marketing logo or City seal in your submittal, please contact: Allison Lewis, via email: alewis@ci.wheatridge.co.us

Clear and concise responses are appreciated. Redundancy is discouraged.

Submit the following information in your proposal, in this order:

Signature Page and Forms

- a. Proposer Information and Addendum Acknowledgement
- b. Illegal Alien Form
- c. Non-Discrimination Assurance Form
- d. Non-Collusion Affidavit
- e. Vendor Qualifications
- f. Price Proposal
- g. List of owned (available) equipment and facilities location
- h. List of customers and phone numbers for work performed in last five years.

1. Qualifications of the Firm and Experience of Staff and Team (30%)

- a. Provide an overview of your company’s history. Include information on management, firm size, number of employees, years in business, location of working office, and other DBA’s.
- b. Provide local references: include the name, current phone number and email address of the owner’s project manager for each project listed. Provide total dollar amount and a brief summary of the work performed.
- c. Include any supplemental references or qualifications that may attest to your firm’s current ability to provide the required services.
- d. Demonstrate experience in overseeing and coordinating multiple, concurrent projects.
- e. Provide a statement agreeing to provide and maintain insurance per the RFP requirements, if awarded.

- f. Disclose any relationships the owner or employees may have that could be construed or perceived as personal or organizational conflicts of interest.
- g. Provide a brief summary regarding your firm's financial stability, including a current financial statement detailing profit and loss for the past three years. Disclose whether or not your firm or any affiliates have filed for bankruptcy or reorganization under bankruptcy laws
- h. Detail any recycling, sustainable, or greening efforts made by your firm.
- i. Identify the number of team members and their respective roles planned for this work – supervisor, crew, and describe functional responsibilities of your office and/or management staff.
- j. Provide resumes of essential staff; indicate experience with similar projects, credentials of training, education, and certifications, and employee retention rates.
- k. Present a brief discussion regarding the experience and qualifications of the team working on similar projects together. Outline experience and references of the project manager on similar projects in the same capacity.
- l. Describe the unique strengths and relevant experience your firm offers.

2) Approach, Timelines, and Current Workload (45%)

- a. Provide information on current and projected workload and how this project will be accomplished.
- b. Detail your approach for completing the tasks and maintaining high-quality performance.
- c. Discuss your customer service philosophy and your firm's approach toward client communication and reporting.
- d. Identify any foreseeable problems in the implementation of the program.
- e. Describe how the objectives identified will be achieved.
- f. Demonstrate your understanding of the scope of work and specialized requirements, and how these needs will be met.
- g. Provide details of your Quality Control, Oversight and Inspection procedures and frequencies.
- h. Explain what happens and how work is accomplished if staff or the crew is a "no-show".
- i. Describe ability to accept payment by purchasing card, and fees, if any, ACH, or check.

3) Fee Schedule (25%)

- a. List pricing for any or all of the requested services. Weekly or Monthly or per occasion (all inclusive – do not break out supplies, labor, etc.)
- b. Detail any value-added services such as reporting, training, public outreach, educational programs, resources, health and safety programs, investments, or service at public events.
- c. Rates are negotiable.

The City reserves the right to award each group based on "best value" to the City. The City is not bound to accept the lowest-priced bid/proposal if that bid is not in the best interest of the City as determined by the evaluation committee, and Council. The City shall perform its cost and price evaluation on the basis of probable real costs. The City reserves the right to accept or reject any and/or all offers, to waive any and/or all formalities, to clarify any discrepancies in the RFP or responses, and to award to one or more contractors in the best interest of the City.

IV. SELECTION PROCESS

The selection committee may either recommend an award based on the proposals alone, or elect to short-list firms and conduct interviews.

The short-list process includes written notification to the short-listed firms, interviews with firm members, reference checks on the top-ranked firm, and the negotiation of fees.

- 1) **Short List:** Submittals will be evaluated in accordance with the evaluation criteria above. The panel will review and score all proposals received. Firms with the highest scores may be invited to participate in oral interviews with the evaluation committee.
- 2) **Oral Interviews:** It is anticipated that oral interviews will be conducted in accordance to the schedule below. Short-listed firms will be notified in writing and invited to interview. Key personnel from the firm and team supervisors who will be directly involved with the project should attend the interview. The selection committee will, in particular, be interested in knowing more about the firm's previous experiences, the perceived ability to meet specified deadlines, and the overall project approach, and will appreciate the opportunity to converse with individuals who will act as the primary contacts for the project.
- 3) **Fee Proposals and Final Selection:** The City will attempt to negotiate a contract with the highest ranked firm, following the interview process.

IV. **EVALUATION AND AWARD**

- A. After evaluating all bids received, the City will award to the most responsive and responsible bidder(s) whose bid meets the requirements and criteria set forth, establishes the ability of the bidder to provide expert experience and service, and conveys the willingness of the bidder to comply with City purchase order terms and conditions (available on our website). Do not qualify your bid nor alter the bid format.
- B. The following is a partial list of criteria that may be used in determining the award:
 - Years of experience
 - Retention rate of employees
 - References and reputation of the firm
 - Experience with same or similar facilities and services
 - Demonstrated communication protocol for receiving complaints/concerns, and procedures for resolving such issues.

V. **ANTICIPATED SCHEDULE OF EVENTS**

All times are local and by our clock.

Event	Anticipated Date
RFP Issued	January 23, 2020
Mandatory Walk-Through, Group 1 & 2	February 3, 2020 at 9:00 AM
Mandatory Walk-Through, Group 3	February 4, 2020 at 9:00 AM
Inquiry Deadline	February 11, 2020 by 2:00 PM
Final Addendum Issued	February 18, 2020 by 3:00 PM
Proposal Due Date and Time	February 27, 2020 at 2:00 PM
Short List	March 9, 2020
Interviews	March 16, 2020
Negotiation of Contract	Week of March 23, 2020
Council Approval	April 13, 2020
Start Date	May 1, 2020

VI. TERMS AND CONDITIONS

- A. Term: The initial period of the annual agreement is intended for one year, with the option to renew for up to four (4) additional one year periods, at the sole discretion of the City.
- B. Payment: Payments will be made within thirty (30) days of receipt of approved delivery and invoice. Payment by credit card is required. Financial obligations of the City payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.
- C. Renewal: The City has the option to renew the agreement at its discretion for up to four (4) additional one (1) year periods. Bid prices may not be increased within the first two (2) years of the agreement. Any requests for a price increase for the remaining three (3) option years must be submitted to Purchasing at least 60 days in advance of the renewal date. The City reserves the right to accept the requested price escalation not to exceed the then current Denver CPI, to negotiate price increases which are lower than those requested, or to re-bid the items at no penalty
- D. Modification or Changes: All modifications to terms, conditions, scope or pricing must be in writing and signed by both parties prior to award of a contract.
- E. Warranties: Bidder warrants all goods and services will meet or exceed applicable specifications, samples and/or other descriptions given to the City, and will be free from defects. Bidder warrants that all collected refuse and recyclable materials will be processed through a licensed and permitted facility. Any breach of warranty will be at the Bidder's expense and at the direction of the City.
- F. Assignment / Subcontract: No portion of this bid may be assigned or subcontracted without the prior, written approval of the City.
- G. Bid Results: Posted to the City of Wheat Ridge website, www.ci.wheatridge.co.us . Access the site for bid results. If award is not yet posted, it is still under consideration.
- H. Low-Tie Bids: Low-tie bids shall be decided in accordance with the provision of C.R.S. Section 24-103-202.5 as it currently exists or is hereafter amended, which gives a preference to resident bidders. Any bidder who wishes to be considered a "resident bidder" for purposes of the tie-bid procedure provided in the above-referenced Section shall include with his bid proof that he meets the definition of "resident bidder" as set forth in either C.R.S. Section 24-103-111 (6) (a) or (b).
- I. Vendor Offset: No award will be issued to any person, firm, or corporation that is in arrears to the City upon debt or contract, that is a defaulter—as surety or otherwise—upon any obligation to the City, or that is deemed irresponsible or unreliable by the City. If requested, bidders shall be required to submit satisfactory evidence that they have a practical knowledge of the particular good or service bid upon, and that they have the necessary financial resources to provide the proposed good or service as described in the specifications.
- J. Termination for Cause: If the successful bidder shall fail to fulfill in a timely and proper manner its obligations, or violate any of the covenants, agreements, or stipulations of the award, the City shall have the right to terminate the agreement by giving written notice to the bidder of such termination. All completed or unfinished work, reports, materials, documents, and anything relating to the project shall become property of the City. The bidder shall not be relieved of liability to the City for any damages sustained by virtue of the breach. The City may withhold payments until the cost of damage(s) is assessed.
- K. Cancellation / Remedies: The City reserves the right to cancel any order resulting from this RFB with a sixty (60) day written notice, if the vendor has failed to comply with the terms specified and has been notified in writing of three (3) such failures, and has failed to remedy the problem after each written notification. In the event of cancellation based on lack of contract compliance, the City will not be subject to any early termination or cancellation charges.
- L. Termination for Convenience: The City may terminate the award at any time by giving written notice to the successful vendor of such termination and specifying the effective date at least thirty (30) working days prior

to the effective date of such termination. In that event, all finished or unfinished services, reports, or materials prepared or furnished by the successful bidder under the award shall—at the option of the City—become its property.

- M. Indemnification: The bidder agrees to indemnify, defend and to hold the City and its agents, officials, officers and employees harmless for, from, and against any and all claims, suits, expenses, damages, or other liabilities including reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property, or sustained by any person or persons to the extent caused by the negligent performance or failure of the bidder to provide services pursuant to the terms of this agreement.

VII. INSTRUCTIONS TO BIDDERS

- A. Bids will only be accepted on the forms provided herein. Do not re-type or reformat forms. Provide all requested information and authorized signature in ink.
- B. Bid unit prices and extended amounts when called for. In case of mathematical error in extensions, the unit price will prevail. If unable to bid, indicate “NO BID” in space provided.
- C. **Do not submit an alternate or optional bid unless requested to do so.** If a vendor submits more than one (1) bid, all bids from said vendor will be deemed non-responsive and, therefore disqualified. This includes single bids that offer more than one price for a given item.
- D. All changes or modifications (adds, deletes, additional information etc.) shall be distributed through written addenda provided to all interested bidders. Verbal responses to vendor questions will not be considered.
- E. A bid with missing or inconsistent information may be considered non-responsive, and as such may not be evaluated. Do not qualify your bid or alter the bid format.
- F. The bid price shall be exclusive of any Federal, State, or City taxes. Tax exempt numbers are as follows:
- Federal: 84-0595832
 - State: 98-03515
 - City: 70000
- Tax exemption certificates will be issued upon request.
- G. All bids must be F.O.B. destination—freight prepaid—unless otherwise directed.
- H. **SUBMIT ONE (1) BID MARKED “ORIGINAL” AND THREE (3) BID MARKED “COPY”**
Submit your bid no later than THURSDAY, FEBRUARY 27, 2020, by 2:00 P.M. local time to the Wheat Ridge Municipal Building, 7500 W. 29th Avenue, Wheat Ridge, CO 80033, Attention: Kirby Hollums, Buyer II. Bids will be validated with time and date upon receipt. Bids submitted to any other location other than the Municipal Building will not be accepted, and will be considered non-responsive.
Bids must be submitted in sealed envelopes marked with the bid number, RFP-20-05, and the bid due date and time on the outside of the envelope. No faxed or emailed bids will be accepted.
- I. **VENDOR REQUIREMENTS:** Bids must be submitted with the following:

Mandatory Minimum Requirements:

1. Awarded firm must have been in business in the Denver metro area for a minimum of five (5) years providing similar services. Provide a copy of your Business License and/or State Sales Tax license to verify this requirement.
2. Awarded firm must obtain a valid City Business/Use Tax license prior to doing business in the City of Wheat Ridge.

3. Awarded firm must provide reference information from at least three (3) different clients of similar size and scope that the firm has served within the last three (3) years. This information must include the name of the client, contact information, a summary of services provided and the dollar value of the service, and the dates that the service was provided.
4. Awarded firm must provide a certificate of insurance for general liability, workers compensation, and automobile insurance in limits prescribed by City and State requirements, as per attachment. Proof of insurance will be required at time of award.
5. Awarded firm must provide the name and location of landfill that will be used and the name and location of the properly licensed and permitted (as applicable) materials recovery facility that will be used to process the recyclable materials.
6. Awarded firm must provide online and/or over the phone monthly credit card bill payment capabilities.
7. Awarded firm must possess Contractor's license for the type of work to be performed.

A. General Requirements

1. Sign and complete the included Signature Page, Vendor Qualification Form, Non-Collusion Affidavit, Illegal Alien Certification Form, and Non-Discrimination Assurance Form.
2. Provide a statement that the offer is valid for at least a sixty (60) day period. Submit both pages of Exhibit 1 as your price bid.

B. Summary of Qualifications and Experience (Contractor Qualification Form and supplemental information)

1. State whether the firm is local, regional, national or international.
2. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.).
3. Give the location of the office from which work is anticipated to be done and the number of employees of the company overall and at this location.
4. Provide the name of the person responsible for the coordination of the trash removal, single-stream recycling and roll-off service to be provided to City. This person shall be a regular employee of the trash collection and disposal services and recycling company.

C. Cost and Fees

1. The City shall not be responsible for any costs associated with the development of bids submitted by respondents to this solicitation. Submittals will not be returned and may become public information in accordance with existing procurement laws and regulations.
2. Develop costs and fees for the services requested. Exhibit 1, Specifications and Price List must be completed. Bid shall be valid for sixty (60) calendar days after bid opening date. Bids shall not be withdrawn after bid due date.



**RFP-20-05
CITY-WIDE JANITORIAL SERVICES**

PROPOSER INFORMATION AND ADDENDA ACKNOWLEDGMENT FORM

FEIN / SSN (Required) _____
Federal ID number

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____
REQUIRED—MUST BE IN INK

PRINTED NAME _____

TITLE _____ EMAIL _____

PROPOSER IS RESPONSIBLE FOR FOLLOWING UP ON ALL ADDENDA

ACKNOWLEDGE ADDENDA: Proposer is responsible for confirming receipt of each addendum; please initial as applicable.

#1 _____ #2 _____ #3 _____ #4 _____

POINT OF CONTACT: Kirby Hollums, Buyer II, khollums@ci.wheatridge.co.us,

DO NOT CONTACT THE REQUESTING DEPARTMENT

Signature acknowledges that proposer:

- 1) Has read the RFB documents thoroughly prior to submitting a bid,
- 2) Will fulfill the obligations in accordance to the scope of work or specifications, terms, and conditions,
- 3) Is capable of performing quality work or providing required goods to achieve the City objectives, and
- 4) Is submitting without collusion with any other individual or firm.

Do not submit more than one bid from your firm, or both/all bids will be disqualified.

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

CITY OF WHEAT RIDGE, CO
CERTIFICATION STATEMENT FOR
ILLEGAL ALIENS, COMPLIANCE TO HB 1343

The vendor, whose name and signature appear below, certifies and agrees as follows:

1. The vendor shall comply with the provision of CRS 8-17.5-101 et seq.
2. The vendor shall not knowingly employ or contract with an illegal alien to perform this work, or enter into a contract with a subcontractor who knowingly employs or contracts with an illegal alien.
3. The vendor represents, warrants, and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, or (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b)(I).
4. The vendor shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If the vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the City may terminate an award for breach of contract, and the vendor shall be liable for actual and consequential damages to the City of Wheat Ridge.

CERTIFIED and AGREED to this _____ day of _____, 20____

RFP NUMBER AND TITLE: _____

FIRM SUBMITTING PROPOSAL: _____
(print full legal name)

Authorized Signature: _____

Printed Name: _____

Attestation: (a corporate attestation is required)

BY: _____
(Corporate secretary, or equivalent)

Place Corporate seal here, if applicable

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

CITY OF WHEAT RIDGE, CO
NON-DISCRIMINATION ASSURANCE FORM
TITLE VI REGULATIONS AT 49 CFR PART 21

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin by any entity receiving Federal financial assistance.

The City of Wheat Ridge is a recipient of Federal financial assistance and as such, it—as well as all of its responsible agents, contractors and consultants—is required by the United States Department of Transportation Title VI Regulations at 49 CFR Part 21 (the Regulations) to assure nondiscrimination. The City of Wheat Ridge assures that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, or national origin under any program or activity conducted by the City.

All bidders are hereby notified that the City of Wheat Ridge will affirmatively ensure that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. This applies to all solicitations for bids for work or material subject to the Regulations, and for all proposals for negotiated agreements.

The bidder, whose name and signature appear below, certifies and agrees as follows:

1. The bidder shall comply with the provisions of Title VI of the Civil Rights Act of 1964.
2. The bidder assures the City of Wheat Ridge that disadvantaged business enterprises are afforded full opportunity to submit bids as sub-contractors or sub-consultants and will not be discriminated against on the grounds of race, color or national origin in consideration for award.
3. The bidder shall comply with all reasonable requests made in the course of an investigation of Title VI, the Regulations and this assurance by the Colorado Department of Transportation, the US Department of Transportation or the City of Wheat Ridge, as a sub-recipient of Federal financial assistance.
4. The bidder agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under Title VI, the Regulations and this assurance.

FIRM: _____
(Print full legal name of company)

AUTHORIZED SIGNATURE: _____

Printed Name and Title: _____

Date Certified and Agreed: _____

Attestation: (A corporate attestation is required)

Place corporate seal below:

BY: _____
Corporate Secretary or Equivalent

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

CITY OF WHEAT RIDGE, CO
NON-COLLUSION AFFIDAVIT

COMPANY SUBMITTING BID: _____

STATE OF: _____

COUNTY OF: _____

_____ of lawful age, being duly sworn, on oath says that (s)he is the agent authorized by the Bidder to submit the attached bid. Affidavit further states that the Bidder has not been a party of any collusion among Bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or any Federal, State or Municipal official or employees as to quantity, quality, or price in the prospective Contract, or any other items of said prospective Contract; or in any discussions between bidders and any Federal, State or Municipal official concerning exchange of money or other thing of value for special consideration in the letting of a Contract.

NAME _____

TITLE _____

Subscribed and sworn to before me this ____ day of _____, 2020

NOTARY PUBLIC SIGNATURE

My Commission Expires:

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

CITY OF WHEAT RIDGE, CO

VENDOR QUALIFICATION FORM

The following information is considered the minimum required to evaluate the qualifications of vendors intending to provide services for the City of Wheat Ridge. Any additional information the vendor feels is pertinent, or which clarifies items below, is welcome and may be attached.

The City will contact previous clients and references as a part of the evaluation process; thus, letters of reference may shorten the evaluation period, if they are attached to this form.

1. **Name of firm:** _____

Address: _____

State: _____ Zip: _____ Phone: _____

Principal in Charge: _____

Email: _____

Type of business organization:

Sole Proprietorship _____ Corporation _____

Partnership _____ Limited Partnership _____

State in which incorporated: _____ Joint Venture _____

Name, position, and address of contact person regarding the information on this form:

Number of years your firm has done business under current name: _____

Previous firm names and / or partnerships (or firms you have had any interest in), and number of years of each name:

2. **Attach a list of all major projects in which you have been involved during the past two (2) years. For each project indicate the following:**

- Original contract bid amount
- Owner (address, telephone number, and contact name)
- Project description
- Litigation or claims related to each project—state nature of claim(s), the parties, the dollar value, the status and outcome—including the value of any judgment(s) or settlement(s)
- Name, address, and phone number(s) of reference(s)

3. List major equipment, facilities, number and type of employees available for City contract work.

4. Have you ever terminated or abandoned any work prior to completion, or had work completed by others?

No Yes

If yes, describe the situation:

5. Has your firm—or any firm you have had any interest in—ever been debarred or prohibited from contract work with any government or private institution?

No Yes

If yes, describe the situation:

6. Have any bonds been called on any of your projects?

No Yes

If yes, describe the situation:

City Staff will evaluate all qualification forms. The evaluation will include the following:

- Verification of statements and information provided
- Ability to perform work of similar nature
- Financial stability and capability
- Any pattern of controversy, poor management, delayed claims, late completion, inferior service or equipment, or other undesirable characteristics

This qualification process is not intended to restrict competition. The intent is to protect the City's legitimate interests by ensuring that vendors are competent, capable of quality work, and financially able to complete the work awarded.

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.



**RFP-20-05
CITY-WIDE JANITORIAL SERVICES
SERVICES AGREEMENT**

SAMPLE

THIS AGREEMENT made this _____ day of _____ **2020**, by and between the City of Wheat Ridge, Colorado, hereinafter referred to as the "City" or "Owner" and _____, _____, hereinafter referred to as the "Contractor".

WITNESSETH, that the City of Wheat Ridge and the Contractor agree as follows:

ARTICLE 1 – SERVICES

The Contractor has demonstrated their ability to perform services and provide products. Contractor shall provide at a minimum all of the specific services required per **RFP-20-05**, Security Camera Upgrade & Install, and the vendor's bid (Exhibit I) attached hereto and incorporated herein by reference.

ARTICLE 2 – TERM

This Agreement shall commence on May 1, 2020, or after receipt of a fully executed copy of this Agreement to the extent that the Contractor has been authorized to proceed by the City. The initial term is for one (1) year, with an option to renew for four (4) additional years at the City's discretion.

ARTICLE 3 – PAYMENT AND FEE SCHEDULE

It is understood and agreed by and between the parties hereto, that the City shall pay the Contractor for services provided and the Contractor shall accept a Not to Exceed amount of _____,
\$ _____ as full payment for such services.

- A. Invoices by Task
Invoices will be submitted by the Contractor monthly for services performed and expenses incurred pursuant to this Agreement during the prior month. The processing of payment will be expedited by the Treasurer's Office through proper accounting procedures. Payment will be made to the Contractor within thirty (30) days of the receipt of the approved invoices for services rendered.

- B. Funding
There is in effect within the City of Wheat Ridge, Colorado, a provision of the City's Code of Laws which limits the amount for which the City shall be liable to the amount expressly appropriated by the City Council, either through budgeted appropriation, or contract or bid award. The Consultant is specifically advised of the provisions of this portion of the Code of Laws of the City of Wheat Ridge, which was enacted pursuant to Ordinance 787, Series of 1989, and expressly incorporated herein. This contract is specifically subject to the provisions of said Ordinance and adopted Code Section.

ARTICLE 4 – INDEPENDENT CONTRACTOR

In performing the work under this Agreement, the Contractor acts as an independent Contractor and is solely responsible for necessary and adequate worker’s compensation insurance, person injury and property damage insurance, as well as errors and omissions insurance. The Contractor, as an independent Contractor, is obligated to pay federal and state income tax on monies earned. The personnel employed by the Contractor are not and shall not become employees, agents or servants of the City because of the performance of any work by this agreement. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City will have the right to annul this Agreement without liability or in its discretion to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 5 – INSURANCE

In accordance with Article 4 above, the Contractor shall furnish a certificate of insurance upon notification of award and prior to performance. Work shall not commence under this Agreement until the Contractor has submitted to the City and received approval thereof, a certificate of Insurance showing compliance with the following minimum types and coverage of insurance.

INSURANCE	MINIMUM LIMIT
Worker’s Compensation, Coverage A	Statutory, including occupational disease coverage for all employees at work site.
Employer Liability, Coverage B	\$500,000 per person \$500,000 per accident \$500,000 each disease
Commercial General Liability (including Premises-Operations; Independent Contractor’s Protective; Broad Form Property Damage and Contractual Liability):	
Bodily Injury	\$1 million per occurrence \$2 million aggregate
Property Damage	\$1 million per occurrence \$2 million aggregate
Comprehensive Automotive Liability (Owned, hired and non-owned vehicles)	
Bodily Injury	\$2 million per occurrence
Property Damage	\$2 million per occurrence

The City of Wheat Ridge shall be named as additional insured on all liability policies. Insurance shall include provisions preventing cancellation without 30 days prior notice by certified mail to the City.

Nothing herein shall be deemed or construed as a waiver of any of the protections to, which the Agencies may be entitled pursuant to the Colorado Governmental Immunity Act, sections 24-10-101, C.R.S., as amended.

ARTICLE 6 – INDEMNIFICATION

The Contractor agrees to indemnify and to hold the City and its agents harmless for, from and against any and all claims, suits, expenses, damages or other liabilities, including reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property causes or sustained by any person or persons as a result of the negligent performance or failure of the Contractor to provide services pursuant to the terms of this Agreement.

ARTICLE 7 – CHANGE ORDERS OR EXTENSIONS

The City may, from time to time, require changes in the scope of services of the Contractor to be performed herein. Such changes, including any increase or decrease in the amount of the Contractor's compensation, must be mutually agreed upon in writing by the City and the Contractor. The Contractor shall be compensated for all authorized changes in services, pursuant to the Request for Bids, or if no provision exists, pursuant to the terms of the Change Order.

ARTICLE 8 – EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall not discriminate against any employee or applicant for employment because of age, race, color, religion, sex, or national origin. The Contractor shall adhere to acceptable affirmative action guidelines in selecting employees and shall ensure that employees are treated equally during employment, without regard to their age, race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.

The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each sub-consultant, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 9 – CHARTER, LAWS AND ORDINANCES

The Contractor at all times during the performance of this Agreement, agrees to strictly adhere to all applicable Federal, State and local laws, rules, regulations, and ordinances that affect or govern the work as contemplated under this Agreement.

ARTICLE 10 – LAW AND VENUE

The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that venue and jurisdiction for disputes regarding performance of this contract is with the District Court of Jefferson County, Colorado.

ARTICLE 11 – TERMINATION

The Contractor acknowledges that his failure to accomplish the work as described shall be considered a material breach of the contract and entitle the City to consequential damages resulting from failures, acts, or omissions including but not limited to re-procurement costs, insufficient or improper work.

The City and the Contractor agree that this Agreement may be canceled for cause, by either party with a fifteen (15) day prior written notice. The cost of completing the portion of the work which remains unperformed at the time of such termination shall be deducted from the contract price before payment is made.

The City may terminate the Agreement for its convenience upon thirty (30) days written notice. In the event of such termination, the consultant will be paid for all work and expenses incurred up until the time of such termination.

All work accomplished by the Contractor prior to the date of such termination, shall be recorded and tangible work documents shall be transferred to and become the sole property of the City, prior to payment for services rendered.

ARTICLE 12 – NOTICES

City Contact:	Contractor Contact:
Zach Lovato	Vendor contact name
Parks, Forestry, and Open Space Manager	Vendor
7500 W. 29 th Ave.	Address
Wheat Ridge, CO 80033	City, State, Zip
zlovato@ci.wheatridge.co.us	Vendor email address
Phone: 303-205-7551	Phone:

ARTICLE 13 – ASSIGNMENT AND SUB-CONTRACTORS

The duties and obligations of the Contractor arising hereunder cannot be assigned, delegated, nor subcontracted except with the express written consent of the City. The sub-contractors permitted by the City shall be subject to the requirements of this Agreement, and the Contractor is responsible for all subcontracting arrangements and the delivery of services as set forth in this Agreement. The Contractor shall be responsible for the performance of any sub-contractor.

ARTICLE 14 – SEVERABILITY

To the extent that the Agreement may be executed and performance of the obligations of the parties may be accomplished within the intent of the Agreement, the terms of this Agreement are severable, and should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof. The waiver of any breach of a term hereof shall not be construed as a waiver of any other term, or the same term upon subsequent breach.

ARTICLE 15 – INTEGRATION OF UNDERSTANDINGS

This Agreement is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force and effect whatsoever, unless embodied herein in writing. No subsequent novation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in writing and signed by an authorized representative of the City and the Contractor.

ARTICLE 16 – PROHIBITION ON EMPLOYING OR CONTRACTING WITH ILLEGAL ALIENS

- A. The Contractor hereby certifies that at the time of executing this Agreement it does not knowingly employ or contract with an illegal alien who will perform work under this Agreement and that it will participate in either the E-Verify Program or Department Program as those terms are defined in C.R.S. §§ 8-17.5-101(3.7) and (3.3), respectively, (the “Programs”) in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under this Agreement.
- B. The Contractor shall not knowingly employ or contract with an illegal alien to perform the work under this Agreement or enter into a contract with a sub-contractor that fails to certify to the Contractor that the sub-contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.
- C. The Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under the Agreement through participation in either the E-Verify Program or

the Department Program.

- D. The Contractor is prohibited from using the programs procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.
- E. If the Contractor obtains actual knowledge that a sub-contractor performing the work under this Agreement knowingly employs or contracts with an illegal alien, the Contractor shall be required to: (a) notify the sub-contractor and the City within three (3) days that the Contractor has actual knowledge that the sub-contractor is knowingly employing or contracting with an illegal alien; and (b) terminate the subcontract with the sub-contractor if within three (3) days of receiving the notice, required pursuant to C.R.S. § 8-17.5-102(2)(III)(A), the sub-contractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the sub-contractor if during such three (3) days the sub-contractor provides information to establish that the sub-contractor has not knowingly employed or contracted with an illegal alien.
- F. The Contractor shall comply with any reasonable request by the Colorado Department of Labor and Employment (the "Department") made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

ARTICLE 17 – AUTHORIZATION

Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein and to perform the duties and obligations described herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in **two** (2) copies, each of which shall be deemed an original on the day and year first written above.

OWNER

**CITY OF WHEAT RIDGE
7500 W 29TH AVENUE
WHEAT RIDGE, CO 80033
303-234-5900**

CONTRACTOR

**COMPANY
ADDRESS
CITY, STATE, ZIP
PHONE**

PATRICK GOFF, CITY MANAGER

AUTHORIZED SIGNATURE

ATTEST TO CONTRACTOR:

PRINT NAME

PRINT NAME

TITLE

TITLE

DATE

DATE

EXHIBIT A

AFFIDAVIT

Only the successful vendor—if an individual or sole proprietor—will be required to complete Exhibit A.

I, _____, swear or affirm under penalty of perjury, and under the laws of the State of Colorado, that:

CHECK ONLY ONE:

- _____ I am a United States citizen, OR
- _____ I am a permanent resident of the United States, OR
- _____ I am lawfully present in the United States, pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that State law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn Affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under C.R.S. 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

SIGNATURE _____
DATE

I, _____, a City of Wheat Ridge employee, observed the identification supplied by the above-named individual and affirm that it appears to be valid and is of the following form:

CHECK ONLY ONE:

- _____ Colorado drivers' license or State-issued identification card
- _____ United States Military or Military dependent's card
- _____ Merchant Mariner Card
- _____ Native American Tribal document
- _____ Valid drivers' license or state-issued identification card bearing applicant's photograph, issued by one of the following (all states are not listed here—only those that verify lawful presence): AL, AZ, AR, CA, CN, DE, DC, FL, GA, D, IN, IA, KA, NJ, NYM, ND, OH, OK, PA, RIM, SC, SD, VA, WV, AND WY
- _____ Certificate verifying naturalized status, issued by an authorized agency of the United States, bearing applicant's intact photograph impressed with the raised, embossed seal of the issuing agency

Valid immigration documents demonstrating lawful presence, and verified through the Systematic Alien Verification for Entitlements, administered by the United States Citizenship and Immigration Services of the Department of Homeland Security—valid immigration documents as follows:

- Unexpired foreign passport bearing an unexpired “Processed for I-551” stamp or with an attached unexpired “Temporary I-551” visa
- Unexpired foreign passport accompanied by an “I-94” indicating a specific future “until” date
- “I-94” with refugee or asylum status
- Unexpired “Resident Alien” card, “Permanent Resident” card, “Temporary Resident” card, or “Employment Authorization” card

SIGNATURE

DATE

**ATTACHMENT 1
RFB-18-28
JANITORIAL SERVICES**

CHECK LIST

SUBMIT THIS PAGE, AND INCLUDE WITH ATTACHMENT B – Fee Schedule

NAME OF FIRM: _____

ADDRESS: _____

CHECK-LIST:

The following information and forms must be included with your submittal, in this order:

- Proposer Information Sheet _____
- Acknowledgment of Addendum (if any) _____
- Illegal Alien Certification Form _____
- Non-discrimination Form _____
- Contractor’s Qualification Form _____

Please be certain to address the following in your bid:

- Attendance at mandatory pre-bid meeting(s)
 - Group 1 on February 3, 2020 _____
 - Group 2 on February 3, 2020 _____
 - Group 3 on February 4, 2020 _____
- Qualifications _____
- Experience _____
- Current Workload _____
- References _____
- Fee Schedule _____

Please review the sample agreement, but do not include a copy with your proposal submittal.

**ATTACHMENT 2
RFB-18-28
JANITORIAL SERVICES - FEE SCHEDULE**

GROUP 1

Recreation Center, daily cleaning, 51 weeks per year:

\$/week _____ \$/year _____

Anderson Building;

Locker Rooms, summer months, +/- 12 weeks/year

\$/week _____ \$/year _____

Locker Rooms, off season, +/- 40 weeks/year

\$/week _____ \$/year _____

Restrooms, lower lobby, year round

\$/week _____ \$/year _____

Classrooms, year round

\$/week _____ \$/year _____

Fitness Room, year round

\$/week _____ \$/year _____

Lobbies, upper and lower, year round

\$/week _____ \$/year _____

Group 1 total annual cost _____

GROUP 2

Active Adult Center, daily cleaning, 51 weeks per year:

\$/week _____ \$/year _____

Active Adult Center, machine scrub restroom floors, once/month:

\$/month _____ \$/year _____

Richards-Hart Estate, as booked, +/- 20 times per year

\$/event _____ \$/year _____

Group 2 total annual cost _____

GROUP 3

Municipal Building, Admin, daily cleaning 52 weeks/year:

\$/week _____ \$/year _____

Municipal Building, Admin, strip and wax floors, two times/year:

\$/event _____ \$/year _____

Municipal Building, PD, daily cleaning, 52 weeks/year:

\$/week _____ \$/year _____

Municipal Building, PD, strip and wax floors, two times/year:

\$/event _____ \$/year _____

Parks & Forestry Office, daily cleaning, 52 weeks/year:

\$/week _____ \$/year _____

Parks & Forestry Office, strip and wax floors two times/year:

\$/event _____ \$/year _____

Parks Shop, daily cleaning, 52 weeks/year

\$/week _____ \$/year _____

Parks Shop, strip and wax floors, two times per year:

\$/event _____ \$/year _____

Public Works, daily cleaning, 52 weeks/year

\$/week _____ \$/year _____

Public Works, strip and wax floors, two times per year:

\$/event _____ \$/year _____

Group 3 total annual cost _____