

Request for Proposals

City Wide Custodial Services



**Department of Public Works
Operations Division
2400 Springbrook Ct
Beloit, WI 53511**

1. Introduction

The City of Beloit (City) is requesting proposals and qualifications (RFP) from professional custodial service providers to complete cleaning tasks which may include but are not limited to the following: Cleaning and disinfecting multiple surfaces (walls, floors and counters), restrooms, locker rooms, offices, lobbies and kitchenettes, removing both trash and recycling. Both detail and high touch cleaning will be necessary and other requested tasks as each building determines.

Any questions or comments regarding the RFP shall be directed via phone or e-mail to:

William Leader
Director of Operations
2351 Springbrook Ct.
Beloit, WI 53511
608 364-2918
LeaderW@beloitwi.gov

2. Scope of Services

The scope of the work is broken out into each building needing servicing and proposed cleanable square feet and cleaning frequency: **Rotary River Center, Edwards Ice Arena, Big Hill Center, Grinnell Senior Center, Krueger-Haskell Golf Course Clubhouse.**

- Rotary River Center, 1160 Riverside Drive, Beloit, WI 53511
 - All year servicing
 - Frequency of cleaning 3 x per week,
 - 2886 total cleanable square feet

- Edwards Ice Arena, 2101 Cranston Road, Beloit, WI 53511
 - Seasonal servicing (October 15th – March 15th)
 - Frequency to be determined, please submit proposal for both 4 x per week and 7 x per week
 - 8000 appx cleanable square feet

- Big Hill Center, 1201 Big Hill Court, Beloit, WI 53511
 - All year servicing
 - Frequency of cleaning 3 x per week
 - 5789 total cleanable square feet

- Grinnell Senior Center, 631 Bluff St, Beloit, WI 53511
 - All year servicing
 - Frequency of cleaning 5 x per week
 - 9356 total cleanable square feet

- Krueger Haskell Golf Course clubhouse, 1160 Riverside Drive, Beloit, WI 53511
 - Seasonal cleaning (March 15th – October 15th)
 - Frequency of cleaning 7 x per week

- 1713 total cleanable square feet

3. Contract Term

The period of services shall commence upon completion of contract and shall last for 12 consecutive months. Following completion of the first 12 months, the contract can be renewed for additional periods of 24 months upon mutual agreement between the City and the selected company.

4. Service Provider Requirements

- Knowledge of current sanitation and cleaning practices
- Good organizational and communication skills
- Demonstrated history of successful implementation of custodial services in diverse environments
- Preferred experience with providing services to recreation and municipal entities.

5. Submittal Instructions

Submittals - Proposals submitted in response to this RFP shall be submitted electronically to LeaderW@beloitwi.gov.

All proposals are due no later than **3:00 P.M. Central Standard Time on July 14th, 2023**. The electronic submittal must contain all items specified in this section, including:

- Cover letter acknowledging the proposed scope of services
- Listing of similar customers with references – Limit 3
- Hourly rate for each building and any associated fees needed to complete the scope of proposed custodial services.
- The city will provide a guided walkthrough of all buildings at 10am CST on July 6th, 2023.

The instructions contained herein must be closely followed for the Proposal to be considered under this RFP. If any of the submittal requirements are omitted or any exceptions to the contractual terms and conditions are taken, the City shall reserve the right to deem the proposal non-responsive. The City reserves the right to reject any proposal if it is not in compliance with the required format, to accept or reject any or all proposals, to waive any irregularities, informalities or defects in the proposals, to accept any proposal in whole or in part which it shall deem to be in the best interest of the City.

All proposals submitted become property of the City of Beloit. These materials will become public records and will be made available upon request.

The City and all of its officers, agents and employees are not liable for any costs incurred by the Company in replying to this RFP. The Company shall solely bear the entire costs for preparing

and submitting proposal(s) in response to this RFP. All costs incurred during the selection process and negotiations will likewise be solely at the Company's expense.

The City assumes no responsibility for "late proposals". It is the sole responsibility of the proposer to ensure that the proposal is received at the City prior to the deadline. Late proposals will not be considered.

All proposals must have a minimum 60 day price guarantee period. This RFP may be cancelled at any time.

6. Proposal Evaluation Process

The City of Beloit staff will review proposals for conformance with this RFP. A selection will be based on the following:

Related Custodial Experience (30 Points):

Describe other similar customers the company has serviced in the past including a contact for the client.

Company's Ability to Complete the Work (30 Points):

Describe the resources and availability the custodial provider has to complete the proposed work.

Fee (40 Points):

Provide a copy of the billable hourly rate for each of the buildings. List any known or planned increases to the hourly rate that may occur during the 12-month time period of the contract. Identify any additional fees the company will charge for performing the tasks necessary to accomplish the objectives of this RFP.

7. Proposed Schedule

- Request for Proposal Issued June 21st, 2023
- Scheduled walk thru of city buildings July 6th, 2023
- Proposals due to City July 14th, 2023
- Final Selection Notification By July 21st, 2023
- Contract Execution By September 1st, 2023
- Contract Term 12 months (add. 24 month terms possible)

8. Contract for Services

The City of Beloit will make a selection for a City-Wide Custodial Services Provider based on the above outlined selection criteria. The selected company(s) will be required accept all provisions of City's Services Contract to enter into a contract with the City within sixty (60) days of the Notice of Award. This RFP, any addenda and the proposal of the selected company will become part of the contract. A copy of the contract is attached in Appendix 1. This contract will be a Time and Expenses contract. The standard contract will be modified to reflect this.

Payment for service under this contract will be made once per month. All invoices shall sufficiently detail f what services have been completed during the billing period.

9. Request for Proposal Questions

All questions shall be submitted to William Leader Director of Operations at LeaderW@beloitwi.gov or 608-364-2918.

APPENDIX 1:
City of Beloit Contract for Professional Services