

CITY OF SEASIDE, OREGON

REQUEST FOR PROPOSALS – CLEANING SERVICES



CITY OF SEASIDE POLICE DEPARTMENT

1091 S. HOLLADAY
SEASIDE, OREGON 97138

City of Seaside
989 Broadway
Seaside, OR 97138

INTRODUCTION:

The City of Seaside is asking for proposals for a one (1) year contract for cleaning services for the Seaside Police Department building at 1091 S. Holladay, Seaside, OR 97138.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted **no later than 2:00PM on Tuesday, February 15, 2022**, directly to Seaside City Hall, 989 Broadway, Seaside, OR 97138, in a sealed envelope with the following information: City of Seaside, Attn: RFP - Cleaning Services and the submittal date of the RFP.

A walkthrough can be scheduled by appointment to view the buildings beforehand.

General Instructions for Proposal:

Proposal Content - A completed proposal must contain the following:

- a) Proposal Form & Signature Page –
The proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- b) References –
Proposals shall include a list of three (3) references including name, address, phone number, and contact person. It is preferred that references are those of Oregon contacts. The City reserves the right to contact references other than and/or in addition to, those furnished by a vendor.
- c) Background Checks -
The contractor and employees of the contractor who will be working in the City of Seaside Police Department Facility shall be fingerprinted for background identification purposes. The prints will be run through State and Federal databases to check the criminal history of personnel who are working in the Seaside Police Department building. Contractor shall pay Seaside Police for their background checks at a cost of \$15.00 per person. Background checks are required for all employees that will work at or have access to the police building. If you do not pass the background checks for the Seaside Police Department, you will not be allowed in the building.

Proposal Information:

- a) Proposal duration -
Price and contract is for one (1) year of cleaning services.
- b) Proposal Award –
It is the intent of the City to accept the lowest responsible proposal, provided it has been submitted in accordance with the proposal documents.
If a proposal is selected it will be the most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors which the City of Seaside may consider.

The City reserves the right to accept or reject any or all proposals and to waive irregularities therein. **Proposals will be approved publicly at the February 28, 2022, City Council meeting.**

- c) Term and Renewal –
The term of the Contract shall be for one (1) year unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.
- d) Basis of Payment –
Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice and after approval by the Seaside Police Chief. The invoice shall state the date the service was performed and amount for the cleaning. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.
- e) Specifications -
The specifications outline the requirements for cleaning services for the police department building.

Seaside Police Department –

1st Floor - includes entryway and hallways, communications center, lobby, restrooms, kitchen, interview rooms, officer work area, and booking room.

2nd Floor – includes stairs and hallway, training room, men's and women's locker rooms, and restrooms.

Areas not included in this agreement are the individual offices, jail cells, and property and evidence rooms.

Responsibility of the Contractor:

The following are the cleaning schedule and instructions.

- a) Cleaning services to be performed three (3) days per week; Monday, Wednesday, and Friday.
- b) Empty all trash receptacles, replace liners as needed and remove trash to a collection point.
- c) Cleaning both sides of windows removing prints and smudges and wipe frames.
- d) Cleaning bathrooms completely. Inclusive of fixtures, showers, floors, walls, and ceilings. Stock towels, tissue, and hand soap. Toilet to be wiped clean on all sides. Clean and polish mirrors.
- e) Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, counters, moldings, telephones, and pictures.
- f) Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
- g) Vacuum mats, traffic lanes, and all other areas thoroughly.

- h) Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
- i) Lunch and break room area - Empty all trash receptacles, replace liners as needed and remove trash to a collection point. Wipe clean fronts, tops, and sides of trash receptacles. Damp wipe counters. Clean and sanitize sink (Client responsible for dishes). Spot clean cabinets and exterior of appliances. Clean interior of microwave removing food particles and stains.
- j) Contractor is responsible for checking in and informing the police department if not be able to make it due to weather, sickness or any other issues that may arise.

Equipment and Cleaning Chemicals:

The City of Seaside Police Department will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps, and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Administration Department.

Damage:

The contractor shall report to the Administration Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable.

Insurance:

Contractor agrees, at Contractor's own expense, and at all times during the terms of this Agreement, to maintain, keep in effect, furnish and deliver to Owner liability insurance policies in form and with an insurer satisfactory to Owner, insuring both Owner and Contractor against all liability for damages to person or property arising out of this Agreement; the amount of this liability insurance shall be \$1,000,000.00 combined single limit bodily injury and property damage. Contractor agrees to and shall indemnify and hold owner harmless against any and all claims and demands arising from the negligence of Contractor, his officers, agents, invitees and/or employees, as well as those arising from Contractor's failure to comply with any covenant of this Agreement on his part to be performed and shall, at Contractor's own expense, defend Owner against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals therefrom and shall satisfy and discharge any judgement which may be awarded against Owner in any such suit or action, including Owner's attorney's fees and costs incurred therein.

Proposal Instructions - Request for Proposal for Cleaning Services:

1. Complete Proposal Form and Signature Page
2. Complete Worker's Compensation Certificate
3. Complete Independent Contractor Statement
4. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-4 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: RFP - Cleaning Services and the submittal date of the RFP.

Proposals should be mailed or delivered in person to:

City of Seaside
Attn: RFP - Cleaning Services
989 Broadway
Seaside, OR. 98138

No Emailed or Faxed Bids allowed.

Proposals must be received no later than 2:00PM on Tuesday, February 15, 2022.

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the City of Seaside Police Department building:

Total Bid Price: \$ _____

Request for Proposal for Cleaning Services:

By: Name and Title (please print) _____

Signature _____

Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the City of Seaside and at all times in the performance of such Contract that:

☐ I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Oregon with the following insurance company:

Company Name: _____

Agent's Name, Address and Telephone Number _____

Policy Number and Effective Date

☐ I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Oregon to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract. I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Seaside.

Date: _____

Signature of Contractor: _____

Client References:

Please list three (3) client references. It is preferred that those references are clients within the State of Oregon. The City reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____
 Address: _____
 Phone Number: _____

2. Name: _____
 Address: _____
 Phone Number: _____

3. Name: _____
 Address: _____
 Phone Number: _____

PUBLIC NOTICE

The City of Seaside Police Department, Seaside, Oregon, is accepting proposal from qualified individuals to secure a one-year contract for cleaning services for the Seaside Police Department building located at 1091 S. Holladay.

Copies of the Proposal Forms are available at Seaside City Hall, 989 Broadway, Seaside, Oregon 97138, or via the city website: <https://www.cityofseaside.us/city-recorder/pages/bids-and-requests-proposals-rfps>

Proposals must be submitted to Seaside City Hall at 989 Broadway, Seaside, OR 97138, no later than 2:00PM, Tuesday, February 15, 2022. Proposals must be clearly marked on the outside of the sealed envelope as "RFP - CLEANING SERVICES" and the submittal date of the RFP. Late proposals will not be considered.

The City reserves the right to reject any and all proposals.

**PUBLISH: DAILY ASTORIAN – January 29, 2022
February 8, 2022**