

CITY OF WASHBURN
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891



715-373-6160
715-373-6161
FAX 715-373-6148

To: Interested Providers
From: Scott Kluver, Washburn City Administrator
Re: Request for Proposals – Cleaning Services
Date: March 29, 2019

Notice is hereby given that the City of Washburn is accepting proposals until 4:00 p.m. on Thursday, April 18, 2019 from qualified contract janitorial or cleaning firms or individuals to provide cleaning services for the City of Washburn Memorial Park and West End Park. Sealed proposals will be received by the City of Washburn for said services until 4:00 p.m. according to the clock on the wall at the Office of the City Clerk, 119 Washington Avenue, P.O. Box 638, Washburn, WI 54891.

Request for Proposal (RFP) packets may be picked up at the Office of the City Clerk. Packets may be downloaded off of the City's website at <http://www.cityofwashburn.org/>. Packets may also be mailed upon request by contacting Mr. Scott Kluver at 119 Washington Avenue, P.O. Box 638, Washburn, WI 54891, or call at 715-373-6160 Ext. 4, or e-mail at Washburnadmin@CityofWashburn.org.

By responding to this RFP an individual respondent accepts the process outlined in the RFP and fully acknowledges that the final determination of the City of Washburn Common Council is binding and without appeal. The City Administrator reserves the right to reject any or all proposals and/or waive any irregularities if deemed in the best interests of the City. The City of Washburn Common Council reserves the right to accept the proposal considered most advantageous to the City of Washburn. All respondents accept this process in submitting a proposal.

CITY OF WASHBURN
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891



715-373-6160
715-373-6161
FAX 715-373-6148

March 29, 2019

To Area Cleaning Services:

The City of Washburn is soliciting proposals to provide cleaning services to municipal restroom and shower facilities at Memorial and West End Parks including the handicap restroom at West End Park.

Attached you will find a detailed list of cleaning services to be provided on a daily basis. The City of Washburn will furnish all cleaning supplies including paper products, detergents, cleaners, brushes, brooms, and mops.

Each facility should be cleaned once daily, (between the hours of 9:00 am and 12:00 Noon) twice daily on holiday weekends (May 25th, 26th, and 27th; July 4th, 5th, 6th, and 7th; July 27th, 28th, and 29th; and August 31st, September 1st, and 2nd). The cleaning service shall be provided between May 15 and October 15, 2019.

The selected firm shall have general liability, including automobile liability, insurance of at least \$1,000,000 per occurrence and aggregate. In addition, the selected firm shall also carry Workers Compensation insurance as required by the State of Wisconsin. A certificate of insurance will be required before any work is commenced; showing the City of Washburn as an additional insured, and that such coverage will not be changed without first notifying the City 30 days advance.

Please provide an estimate based on the information provided above and on the attached document. The estimate can be delivered to my attention at the address listed above. Estimates must be received by 4:00 pm on April 18, 2019.

If you have any questions regarding this request, please do not hesitate to contact Bob Anderson at (715)373-6171 or dpw@cityofwashburn.org.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott J. Kluver", with a long horizontal flourish extending to the right.

Scott J. Kluver

City Administrator

List of Park Bathroom Cleaning services to be provided on a daily basis.

DUTIES:

Hose down all showers, walls, stalls, doors, toilets, urinals, and sinks.

Clean (scrub) all sinks with cleanser (Ajax/Comet). Clean handles, around base, and all surfaces.

Clean (scrub) all toilets and urinals with appropriate cleaner. Clean all surfaces and handles. Replace urinal pads as required.

Spray off all shower curtains (both sides) with appropriate cleaner, let soak, and rinse.

Mop all shower stalls with appropriate cleaner and hot water. Rinse mop after each use.

Clean and sanitize all walls with appropriate cleaner including stalls, doors, toilet paper holders, soap dispensers paper towel holders, rails, shower coin boxes, showerheads, hand dryers, and stainless steel trays.

Check and fill dispensers as needed.

Dry off all surfaces to include all toilets, urinals, sinks, counters, etc.

Squeegee floor and wipe behind toilets to provide clean surfaces.

Ensure all corners are clean and dry.

Place cleaned mats back into showers.

Clean bench and put back inside.

Clean mirrors.

Clean debris from all drains, including urinals, and sanitize.

Empty garbage.

Check all air fresheners and ensure they are full and working.

Hose and sweep entryways.

Replace and refill all supplies after each cleaning.

Maintain the Janitor's Closet in a neat order. Dispose of all empty containers.

Report any broken items, plugged toilets, or vandalism to supervisor immediately.

Inform Supervisor when supplies get low and ensure they don't run out.

The City of Washburn will furnish all cleaning supplies including paper products, detergents, cleaners, brushes, brooms, and mops.