

# GREEN BAY METROPOLITAN SEWERAGE DISTRICT

## REQUEST FOR PROPOSAL

### FOR

## JANITORIAL SERVICES

NEW Water, the brand of the Green Bay Metropolitan Sewerage District (GBMSD), owns and operates two wastewater treatment plants in Green Bay and De Pere, WI treating an average of 32 million gallons of wastewater per day at its Green Bay Facility (GBF) and 8 million gallons of wastewater per day at its De Pere Facility (DPF).

GBMSD is seeking a professional service provider with strong experience in janitorial services that will provide professional janitorial services at its GBF, DPF, and Jack Day Center.

<b>GBF</b>	<b>DPF</b>	<b>Jack Day Center</b>
GBMSD	GBMSD	GBMSD
2231 North Quincy Street	315 Leonard Street	90 Bay Beach Road
Green Bay, WI 54302	De Pere, WI 54115	Green Bay, WI 54302

Services provided under a contract resulting from this RFP will include all routine interior cleaning. Proposals will not be opened and read publicly.

### 1. Background Information

The primary goals of this service-oriented janitorial program are to:

- a. Maintain the interiors of the identified buildings in such a state that they contribute to a positive work environment and experience for the space users.
- b. Assist GBMSD in its initiatives and goals of waste reduction, material recycling, etc. while using environmentally friendly products.

### 2. Scope of Services

The scope of services to be provided by the contractor under this proposal are as follows:

#### Scheduling of Work:

- a. The contractor will be allowed to schedule work hours between 5:00 p.m. and 11:00 p.m. Monday through Friday, not including holidays recognized by GBMSD.

#### Site Service Frequency:

- a. GBF janitorial services to be provided FIVE times per WEEK or as a special request.
- b. DPF janitorial services to be provided ONE time per WEEK or as a special request.
- c. Jack Day Center janitorial services to be provided TWO times per MONTH or as a special request.

GBF – Building 2 (Administration Building)

Reception area, halls, stairwells, passenger elevator, nurse's office, offices/cubicles, including basement office spaces. Office spaces are located in the basement, 1<sup>st</sup> floor, and 2<sup>nd</sup> floor.

a. Daily Service:

- Empty and wipe down all wastebaskets, recycle bins, and shredders at each work station. Insert new appropriate plastic liners in all wastebaskets and other containers.
- Wipe down countertops, desks, tables, chairs, file cabinets, light switches, etc.
- Wash interior entrance door glass and frames to remove hand marks and smudges, clean entrance area.
- Remove smudge marks from doors and walls in elevator.
- Wipe down (sanitize) drinking fountains with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Remove any cobwebs from lights, stairwells, etc.
- Dust window sills, blinds, vents, pictures, coat racks, artificial plants, etc.
- Check walls, doors, windows, etc. for smudges, dirt, grease, etc. and clean as necessary.
- Sweep and/or dust mop all hard-surface floors, including halls, stairwells, entryways, and basement office areas.
- Vacuum all carpeted areas and floor mats, including halls, passenger elevator, stairwells, and entryways. Spot clean all spots/stains in carpeting. Return furniture, chairs, etc. to their appropriate location.
- Wet mop all hard-surface floors, including halls, stairwells, and entryways.
- Turn off all lights except those designated to be left on.

b. Weekly Service:

- Wipe down (sanitize) railings in stairwells, including self-closing safety gates with a solution containing a commercial grade disinfectant.
- Burnish or buff floors.
- Spot clean interior windows as needed.
- Wipe down (sanitize) telephone receivers in the reception area with a solution containing a commercial grade disinfectant.

GBF – Building 2 (Administration Building)

Lavatory/Locker rooms (three sets on 1<sup>st</sup> floor and two sets on 2<sup>nd</sup> floor)

a. Daily Service:

- Wipe down (sanitize) toilet seats, toilet bowls, toilet paper dispenser, and partitions with a solution containing a commercial grade disinfectant.
- Fill toilet paper dispensers; leave extra roll.
- Wipe down (sanitize) urinals with a solution containing a commercial grade disinfectant, remove any debris.
- Wipe down (sanitize) sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots and excess soap - wipe clean).
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Wipe down mirrors and surrounding stainless steel (remove water spots).
- Wipe down (sanitize) shower enclosures, including benches with a solution containing a commercial grade disinfectant.
- Refill spray bottles in showers with a commercial grade disinfectant.
- Empty and wipe down all wastebaskets and other waste containers. Insert new appropriate plastic liners in all wastebaskets and other containers.
- Sweep and/or dust mop all hard-surface floors, including entryways.
- Wet mop all hard-surface floors.
- Check walls, door partitions, etc. for any water spots, smudges, etc. and clean as necessary.
- Wipe down (sanitize) light switches and door handles with a solution containing a commercial grade disinfectant.
- Turn off all lights except those designated to be left on.

b. Weekly Service:

- Burnish or buff floors.
- Dust all other areas as needed.

GBF – Building 2 (Administration Building)

Lunch room/break stations (two areas on 1<sup>st</sup> floor and two areas on 2<sup>nd</sup> floor)

a. Daily Service:

- Wipe down (sanitize) tables, chairs, and light switches with a solution containing a commercial grade disinfectant.
- Wipe down (sanitize) sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Wipe down (sanitize) microwaves (inside and outside) with a solution containing a commercial grade disinfectant.
- Empty and wipe down all wastebaskets and recycling bins. Insert new appropriate plastic liners in all wastebaskets and containers.
- Wipe down and fill paper towel dispensers
- Replace soap (bars, liquid dispensers, powder, etc.)
- Wash coffee pots, empty filters, wipe down coffee makers.
- Wipe down appliances (dishwasher, refrigerators, vending machines, etc.)
- Dust window sills, pictures, blinds, vent, etc.
- Sweep and/or dust mop all hard-surface floors.
- Vacuum all carpeted areas and floor mats, including halls, stairwells, and entryways. Spot clean all spots/stains in carpeting. Return furniture, chairs, etc. to their appropriate location.
- Wet mop all hard-surface floors.
- Turn off all lights except those designated to be left on.

b. Weekly Service:

- Spot clean interior windows as needed.
- Burnish or buff floors.
- Dust all other areas as needed.

GBF – Building 2 (Administration Building)

Conference rooms/training center (two on 1<sup>st</sup> floor and three on 2<sup>nd</sup> floor)

a. Daily Service:

- Wipe down tables, chairs, and light switches as needed.
- Sanitize sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Empty and wipe down all wastebaskets and recycling bins. Insert new appropriate plastic liners in all wastebaskets and containers.
- Wash and rinse coffee pots/cups and glasses.
- Wipe down and fill paper towel dispensers.
- Check walls, doors, windows, etc. for smudges, dirt, grease, etc. and clean as necessary.
- Dust window sills, pictures, blinds, vent, etc.
- Vacuum carpeting. Spot clean all spots/stains in carpeting. Return furniture, chairs, etc. to their appropriate location.
- Turn off all lights except those designated to be left on.

b. Weekly Service:

- Spot clean interior windows as needed.
- Dust all other areas as needed.

GBF – Building 2 (Administration Building)  
Laboratory

a. Daily Service:

- Empty and wipe down all wastebaskets and recycling bins. Insert new appropriate plastic liners in all wastebaskets and containers.
- Sanitize sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Check walls, doors, windows, etc. for smudges, dirt, grease, etc. and clean as necessary.
- Dust window sills, pictures, blinds, vent, etc.
- Sweep and/or dust mop all hard-surface floors, including entryways.
- Vacuum all carpeted areas and floor mats.
- Wet mop all hard-surface floors, including entryways.
- Turn off all lights except those designated to be left on.

b. Weekly Service:

- Burnish or buff floors.
- Dust all other areas as needed.
- Spot clean interior windows, etc. as needed.

GBF – Building 3 (Maintenance Building)

Halls and offices/cubicles (main office section and satellite offices)

a. Daily Service:

- Empty and wipe down all wastebaskets, recycle bins, and shredders at each work station. Insert new appropriate plastic liners in all wastebaskets and other containers.
- Wipe down countertops, desks, tables, chairs, file cabinets, light switches, etc.
- Wash entrance door glass and frames to remove hand marks and smudges, clean entrance area.
- Wipe down (sanitize) drinking fountains with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Remove any cobwebs from lights, stairwells, etc.
- Dust window sills, blinds, vents, pictures, coat racks, artificial plants, etc.
- Check walls, doors, windows, etc. for smudges, dirt, grease, etc. and clean as necessary.
- Sweep and/or dust mop all hard-surface floors, including halls and entryways.
- Vacuum all carpeted areas and floor mats, including halls and entryways.
- Wet mop all hard-surface floors, including halls and entryways.
- Turn off all lights except those designated to be left on.

b. Weekly Service

- Burnish or buff floors.
- Dust all other areas as needed.
- Spot clean interior windows, etc. as needed.

GBF – Building 3 (Maintenance Building)  
Lavatory/Locker rooms and shop gang sinks (2)

a. Daily Service:

- Wipe down (sanitize) toilet seats, toilet bowls, toilet paper dispenser, and partitions with a solution containing a commercial grade disinfectant.
- Fill toilet paper dispensers, leave extra rolls.
- Wipe down (sanitize) urinals with a solution containing a commercial grade disinfectant; remove any debris.
- Wipe down (sanitize) sinks, gang sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots and excess soap - wipe clean).
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Wipe down mirrors and surrounding stainless steel (remove water spots).
- Wipe down (sanitize) shower enclosures, including benches with a solution containing a commercial grade disinfectant.
- Refill spray bottles in showers with a commercial grade disinfectant.
- Empty and wipe down all wastebaskets and other waste containers. Insert new appropriate plastic liners in all wastebaskets and other containers.
- Sweep and/or dust mop all hard-surface floors, including entryways.
- Wet mop all hard-surface floors, including entryways.
- Wet mop the delineated area around the shop gang sinks.
- Check walls, doors partitions, etc. for any water spots, smudges, etc. and clean as necessary.
- Wipe down (sanitize) light switches and door handles with a solution containing a commercial grade disinfectant.
- Turn off all lights except those designated to be left on.

b. Weekly Service

- Burnish or buff floors.
- Dust all other areas as needed.



GBF – Building 3 (Maintenance Building)

Lunch room/break area

a. Daily Service:

- Wipe down (sanitize) tables, chairs, and light switches with a solution containing a commercial grade disinfectant.
- Wipe down (sanitize) sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Wipe down (sanitize) microwaves (inside and outside) with a solution containing a commercial grade disinfectant.
- Empty and wipe down all wastebaskets and recycling bins. Insert new appropriate plastic liners in all wastebaskets and containers.
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Wash coffee pots, empty filters, wipe down coffee makers.
- Wipe down appliances (dishwasher, refrigerators, vending machines, etc.)
- Dust window sills, pictures, blinds, vent, etc.
- Sweep and/or dust mop all hard-surface floors, including entryways.
- Vacuum all carpeted areas and floor mats, including halls, stairwells and entryways. Spot clean or damp mop all spots/stains in carpeting. Return furniture, chairs, etc. to their appropriate location.
- Wet mop all hard-surface floors, including entryways.
- Turn off all lights except those designated to be left on.

b. Weekly Service

- Burnish or buff floors.
- Dust all other areas as needed.

GBF – Building 5 (Thickening Building)  
Lavatory (1 room)

a. Weekly Service:

- Wipe down (sanitize) toilet seat, toilet bowl, toilet paper dispenser, and partition with a solution containing a commercial grade disinfectant.
- Fill toilet paper dispensers; leave extra roll.
- Wipe down (sanitize) sink with a solution containing a commercial grade disinfectant (remove water spots and excess soap - wipe clean).
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Wipe down mirror and surrounding stainless steel (remove water spots).
- Empty and clean all wastebaskets and other waste containers and insert new appropriate plastic liners in all wastebaskets and containers.
- Sweep and/or dust mop hard-surface floor.
- Wet mop all hard-surface floor.
- Check walls, door partitions, etc. for any water spots, smudges, etc. and clean if needed.
- Dust all other areas as needed.
- Wipe down (sanitize) light switches and door handles with a solution containing a commercial grade disinfectant.

GBF – Building 6 (Solids Building)

Halls, stairwells, passenger elevator, training room, control room, offices/cubicles (3<sup>rd</sup> floor)

a. Daily Service:

- Empty and wipe down all wastebaskets, recycle bins and shredders at each work station. Insert new appropriate plastic liners in all wastebaskets and other containers.
- Wipe down countertops, desks, tables, chairs, file cabinets, light switches, etc.
- Wash entrance door glass and frames to remove hand marks and smudges, clean entrance area.
- Remove smudge marks from doors and walls in elevator.
- Wipe down (sanitize) drinking fountains with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Remove any cobwebs from lights, stairwells, etc.
- Dust window sills, blinds, vents, pictures, coat racks, artificial plants, etc.
- Check walls, doors, windows, etc. for smudges, dirt, grease, etc. and clean as necessary.
- Sweep and/or dust mop all hard-surface floors, including halls, stairwells and entryways.
- Vacuum all carpeted areas and floor mats, including halls, passenger elevator, stairwells, and entryways. Spot clean all spots/stains in carpeting. Return furniture, chairs, etc. to their appropriate location.
- Wet mop all hard-surface floors, including halls, stairwells and entryways.
- Turn off all lights except those designated to be left on.

b. Weekly Service:

- Wipe down (sanitize) railings in stairwells, including self-closing safety gates with a solution containing a commercial grade disinfectant.
- Burnish or buff floors.
- Spot clean interior windows as needed.

Green Bay Campus – Building 6 (Solids Building)

Lavatory/Locker rooms (one lavatory on 1<sup>st</sup> floor, two lavatories on 3<sup>rd</sup> floor, and one set of locker rooms on 3<sup>rd</sup> floor)

a. Daily Service:

- Wipe down (sanitize) toilet seats, toilet bowls, toilet paper dispenser and partitions with a solution containing a commercial grade disinfectant.
- Fill toilet paper dispensers; leave extra roll.
- Wipe down (sanitize) urinals with a solution containing a commercial grade disinfectant; remove any debris.
- Wipe down (sanitize) sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots and excess soap - wipe clean).
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Wipe down mirrors and surrounding stainless steel (remove water spots).
- Wipe down (sanitize) shower enclosures, including benches with a solution containing a commercial grade disinfectant.
- Refill spray bottles in showers with a commercial grade disinfectant.
- Empty and wipe down all wastebaskets and other waste containers. Insert new appropriate plastic liners in all wastebaskets and other containers.
- Sweep and/or dust mop all hard-surface floors.
- Wet mop all hard-surface floors.
- Check walls, doors partitions, etc. for any water spots, smudges, etc. and clean as necessary.
- Wipe down (sanitize) light switches and door handles with a solution containing a commercial grade disinfectant.
- Turn off all lights except those designated to be left on.

b. Weekly Service:

- Burnish or buff floors.
- Dust all other areas as needed.
- Spot clean interior windows as needed.

GBF – Building 6 (Solids Building)  
Lunch room/break area (3<sup>rd</sup> floor)

a. Daily Service:

- Wipe down (sanitize) tables, chairs, and light switches with a solution containing a commercial grade disinfectant.
- Wipe down (sanitize) sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Wipe down (sanitize) microwaves (inside and outside) with a solution containing a commercial grade disinfectant.
- Empty and wipe down all wastebaskets and recycling bins. Insert new appropriate plastic liners in all wastebaskets and containers.
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Wash coffee pots, empty filters, and wipe down coffee makers.
- Wipe down appliances (dishwasher, refrigerators, vending machines, etc.)
- Dust window sills, pictures, blinds, vent, etc.
- Sweep and/or dust mop all hard-surface floors.
- Vacuum all carpeted areas and floor mats, including halls. Spot clean all spots/stains in carpeting. Return furniture, chairs, etc. to their appropriate location.
- Wet mop all hard-surface floors.
- Turn off all lights except those designated to be left on.

b. Weekly Service:

- Burnish or buff floors.
- Dust all other areas as needed.
- Spot clean interior windows as needed.

## GBF – Jack Day Center

- a. Bi-Weekly Service – Lavatory (only needed between the months of October 16 – April 14):
  - Wipe down (sanitize) toilet seats, toilet bowls, toilet paper dispenser, and partitions with a solution containing a commercial grade disinfectant.
  - Fill toilet paper dispensers; leave extra roll.
  - Wipe down (sanitize) urinals with a solution containing a commercial grade disinfectant; remove any debris.
  - Wipe down (sanitize) sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots and excess soap - wipe clean).
  - Wipe down and fill paper towel dispensers.
  - Replace soap (bars, liquid dispensers, powder, etc.)
  - Wipe down mirrors and surrounding stainless steel (remove water spots).
  - Empty and wipe down all wastebaskets and other waste containers. Insert new appropriate plastic liners in all wastebaskets and other containers.
  - Sweep and/or dust mop all hard-surface floors.
  - Wet mop all hard-surface floors.
  - Check walls, doors partitions, etc. for any water spots, smudges, etc. and clean as necessary.
  - Wipe down (sanitize) light switches and door handles with a solution containing a commercial grade disinfectant.
  - Turn off all lights except those designated to be left on.
  
- b. Bi-Weekly Service – Main Room:
  - Wipe down (sanitize) tables, chairs, and light switches with a solution containing a commercial grade disinfectant.
  - Empty and wipe down all wastebaskets and recycling bins. Insert new appropriate plastic liners in all wastebaskets and containers.
  - Dust window sills, pictures, blinds, vent, etc.
  - Sweep and/or dust mop all hard-surface floors, including entryways.
  - Wet mop all hard-surface floors, including entryways.
  - Turn off all lights except those designated to be left on.
  - Spot clean interior windows as needed.

## DPF – Main Office Building

Conference room, basement lunch area, offices, laboratory, stairwell, and halls

### a. Weekly Service:

- Empty and wipe down all wastebaskets and recycle bins at each work station. Insert new appropriate plastic liners in all wastebaskets and other containers.
- Wipe down countertops, desks, tables, chairs, file cabinets, light switches, etc.
- Wash front/rear entrance door glass and frames to remove hand marks and smudges.
- Wipe down (sanitize) drinking fountains with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Wipe down (sanitize) sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots - wipe clean).
- Wipe down (sanitize) microwaves (inside and outside) with a solution containing a commercial grade disinfectant.
- Wipe down appliances (refrigerators, vending machines, etc.)
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Remove any cobwebs from lights, stairwells, etc.
- Dust window sills, blinds, vents, pictures, coat racks, artificial plants, etc.
- Check walls, doors, windows, etc. for smudges, dirt, grease, etc. and clean as necessary.
- Sweep and/or dust mop all hard-surface floors, including halls, stairwells, and entryways.
- Vacuum all carpeted areas and floor mats, including halls, stairwells and entryways. Spot clean all spots/stains in carpeting. Return furniture, chairs, etc. to their appropriate location.
- Wet mop all hard-surface floors, including halls, stairwells, and entryways.
- Turn off all lights except those designated to be left on.

### b. Monthly Service:

- Wipe down (sanitize) railings in stairwells with a solution containing a commercial grade disinfectant.
- Burnish or buff floors.
- Spot clean interior windows as needed.
- Wipe down (sanitize) telephone receivers in the reception area with a solution containing a commercial grade disinfectant.

DPF – Main Office Building  
Lavatory/Locker rooms

a. Weekly Service:

- Wipe down (sanitize) toilet seat, toilet bowl, toilet paper dispenser, and partitions with a solution containing a commercial grade disinfectant.
- Fill toilet paper dispensers; leave extra roll.
- Wipe down (sanitize) sinks, fixtures, and countertops with a solution containing a commercial grade disinfectant (remove water spots and excess soap - wipe clean).
- Wipe down and fill paper towel dispensers.
- Replace soap (bars, liquid dispensers, powder, etc.)
- Wipe down mirrors and surrounding stainless steel (remove water spots).
- Wipe down (sanitize) shower enclosures, including benches with a solution containing a commercial grade disinfectant.
- Refill spray bottles in showers with a solution containing a commercial grade disinfectant.
- Empty and wipe down all wastebaskets and other waste containers. Insert new appropriate plastic liners in all wastebaskets and other containers.
- Sweep and/or dust mop all hard-surface floors.
- Wet mop all hard-surface floors,
- Check walls, door partitions, etc. for any water spots, smudges, etc. and clean as necessary.
- Wipe down (sanitize) light switches and door handles with a solution containing a commercial grade disinfectant.
- Turn off all lights except those designated to be left on.



#### Notes:

- a. Dust mopping, as well as wet mopping, should be done every day to all tiled areas. Some days extra attention to floors will be required due to weather conditions – salt during winter months gets tracked into the buildings and may require above average number of mop water changes or mop head changes to properly clean flooring of salt, snow, etc. This is especially true in stairwells, hallways, and entryways.
- b. Burnishing or buffing should be done every day, not the entire facility, but a section should be completed each day so that by the end of the week, the entire facility would be done. The contractor will monitor and recommend additional periodic maintenance such as stripping and refinishing (waxing) hard floors, which is separate from the contracted duties and is done at an additional charge, only upon a mutually agreed upon and pre-approved purchase order.
- c. Spot checking the carpet should be done daily as the worker goes through their daily routine. If the worker sees a stain, clean it up. If they are large stains, the worker may have to clean the entire area. The contractor will monitor and recommend additional periodic maintenance such as extracting the entire carpeted area, which is separate from the contracted duties and is done at an additional charge, only upon a mutually agreed upon and pre-approved purchase order.
- d. Leave written notice of any irregularities noted during servicing; i.e. defective plumbing fixtures, electrical problems, burned out lights.

#### Work Not Included:

- a. Contractor shall not be required to wash any dishes, pots, pans, or kitchen utensils.

#### Supplies and Equipment:

- a. GBMSD will supply all the restroom, break rooms, and office supplies, such as: hand soap (bars, soaps for dispensers), paper towels, toilet paper, trash liners, entry keys, and swipe badges.
- b. The contractor is responsible for all janitorial supplies and equipment necessary to properly perform the above work. These supplies and equipment consists of mops, dusting cloths, polishes, vacuum cleaners, brushes, buckets, detergents, scouring powders, disinfectants, wax, wax machines, shampoo or steam cleaning equipment, and commercial grade disinfectants. Contractor will use “environmentally preferable” cleaning products when available for the required cleaning. A list of products that the contractor will use shall be made available for approval by GBMSD.
- c. Limited space is available for the contractor to store basic equipment and supplies on-site.

#### Contractor's Employees:

- a. The contractor shall provide professional, knowledgeable, and involved service personnel that are directly employed by the contractor. Subcontractors shall not be allowed unless pre-approved by GBMSD.
- b. All cleaning staff is directed to follow all GBMSD safety requirements, including wearing safety shoes and eye protection while commuting between buildings or in areas not designated as offices/breakrooms.
- c. Workers must refrain from the use of any GBMSD telephones, photocopy machines, computers, or other property.

### Supervision of Work:

- a. Contractor shall conduct regular systematic inspection of its work crew, and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this contract. Contractor shall notify Maintenance Mechanic Leader by phone or e-mail of any special comments on janitorial needs.
- b. Contractor shall make available and maintain a listing of employees assigned to the account. GBMSD reserves the right to conduct criminal background checks on any or all of the contractor's employees. GBMSD also reserves the right to disqualify any of the contractor's employees from GBMSD's premises due to concerns related to a criminal background check. Any such disqualification shall not relieve the contractor from its obligation of completing any portion of the scope of services.

### **3. PAYMENT**

Invoices shall be itemized per property (GBF, DPF, and Jack Day Center), and provide sufficient information for approving payment and for auditing purposes (invoices shall reference assigned purchase order number, etc.). Invoices for a particular month shall be generated no sooner than the last service day of the month. GBMSD will make payment to the contractor within 30 days of the invoicing date of a correct and complete invoice.

### **4. MANDATORY SITE INSPECTION**

Interested Bidders are required to visit and examine all three properties prior to submitting a bid in order to determine the condition of the buildings and to assure that they fully understand the scope of work. The site inspection dates are from February 26 – March 2, 2018. Schedule your visit with:

Jim Harper  
Maintenance Mechanic Leader  
E-mail address: [jharper@newwater.us](mailto:jharper@newwater.us)  
Phone: (920) 438-1160

### **5. PROPOSAL FORMAT AND REQUIREMENTS**

Proposal shall be submitted in conformance with the following format and requirements:

- a. Summary of scope of services:
  - i. Provide detailed description, including frequency, of the services proposed for execution of this RFP.
- b. Key personnel proposed for this RFP:
  - i. Provide a summary of key personnel assigned to the contract.
- c. Pricing:
  - i. A fixed monthly cost for the janitorial services identified in the scope of services to be itemized for the GBF, DPF, and Jack Day Center.
  - ii. Price quotes shall be firm for the first year of the contract, and shall include all transportation and travel costs to and from GBMSD. Annual adjustments may be made based on the change in the Consumer Price Index (CPI-U) for "Other Services", assuming the service provider can document an actual cost increase at least equal to the increase in the CPI-U.
  - iii. This service is exempt from State of Wisconsin sales & use taxes in accordance with Wisconsin Administrative Rule Tax 11.11 pursuant to Section 77.54(26) of the Wisconsin Statutes.

- d. References:
  - i. Provide a list of at least three (3) professional references documenting your experience. Each reference should include individual's name, title, and a current telephone number. Individuals identified as references will be assured of anonymity to the fullest degree possible under the Freedom of Information Act.
  - ii. A listing of all buildings where the company is currently providing janitorial services.
  - iii. Information on the experience and/or qualifications of personnel to be assigned to the project.

## 6. PROPOSAL SUBMISSION

All questions and clarifications regarding this document will be directed via electronic mail to:

Jim Harper  
 Maintenance Mechanic Leader  
 E-mail address: [jharper@newwater.us](mailto:jharper@newwater.us)

The Maintenance Mechanic Leader will be the main point of contact for questions related to this RFP. All questions will need to be addressed by e-mail with the subject line reading: Janitorial Services RFP Question. All questions will be responded to, provided they are **received by 3:00 p.m. on March 16, 2018.**

- a. One electronic copy in Portable Document Format (PDF) of the proposal shall be furnished. The proposals, reference checks, and interviews will serve as the basis for selection of a service provider and subsequently, for negotiation and execution of a formal contract.
- b. Proposal must be submitted to Jim Harper of GBMSD by 3:00 p.m. on March 30, 2018.

- c. Proposals shall be addressed to:
  - Jim Harper
  - Maintenance Mechanic Leader
  - GBMSD
  - 2231 North Quincy Street
  - Green Bay, WI 54302
  - E-mail address: [jharper@newwater.us](mailto:jharper@newwater.us)

- d. Schedule for RFP:
 

i. Issue Request for Proposal	No later than January 26, 2018
ii. Site Inspection	February 26 – March 2, 2018
iii. Request for Proposal Questions	March 16, 2018
iv. Submitted Proposal	March 30, 2018
v. Reference Checks	March 26 – April 6, 2018
vi. Interviews	April 23 – April 27, 2018
vii. Selection	May 4, 2018
viii. Negotiate Contract	May 7 – May 21, 2018
ix. GBMSD Executive Director approval	May 30, 2018
x. Award Contract	May 31, 2018
xi. Start of Service	July 1, 2018

## **7. INSURANCE**

The contractor shall maintain Comprehensive General Liability insurance in the amount of \$1 Million, Automobile Liability insurance in the amount of \$500,000, and a Janitorial Bond in the amount of \$10,000.

If the contractor employs any person, they shall maintain Workers Compensation at Statutory Limits.

The contractor agrees to maintain said insurance in full force and effect during the term on the contract.

## **8. CONTRACT**

GBMSD reserves the right to negotiate the final scope of work and level of effort with the selected contractor such that a mutually acceptable agreement, level of effort, and cost will be established for a contract. GBMSD intends to enter into a contract for services from July 1, 2018 through June 30, 2021. Contractor must provide proof of insurance prior to signing of contract. GBMSD reserves the right to request any additional information pertaining to the company ability, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.

## **9. RIGHT TO CHANGE PROCESS**

GBMSD reserves the right to change the process, outlined in Section C, so as the best interest of all involved parties is served. If the process is changed or modified, GBMSD shall issue notice indicating the changes and new instructions. The contractor will be encouraged to communicate with GBMSD on ways to improve the process.

## **10. CONTRACT CANCELLATION**

GBMSD may terminate the contract with 30 day written notice if the Maintenance Manager determines that the level of service is inadequate or if the contractor fails to comply with the requirements of the specifications. GBMSD shall be the sole judge of compliance. In the event of such termination, the contractor shall be entitled to payment for work performed through the date notice is delivered to the contractor.

Should the contractor fail, or be unable to perform any required services in a timely manner, GBMSD reserves the right to have such services performed by another firm, with the cost being deducted from any monies due to the contractor.

## **11. INCURRING COSTS**

GBMSD is not liable for any cost incurred by a bidder for responding to this RFP.

## **12. FLOOR PLANS**

Floor Plans will be provided during the site inspection.

## **13. ATTACHMENTS**

None.