

## **REQUEST FOR BID (RFB)**

### **Janitorial Services**

#### **Carbon County Courthouse, Carbon County Detention Facility (Jail) and the Carbon Building and the Interim Justice Center, all located in Rawlins, WY 82301**

The Carbon County Commissioners (Owner) is seeking the services of a qualified and experienced vendor to provide janitorial services for the Carbon County Courthouse, Carbon County Jail, Carbon Building and Interim Justice Center as outlined under *Carbon County Janitorial General Specifications Dated January 1, 2021*.

*Buildings will be bid separately. Vendor can bid one, any combination of buildings or all.*

A one-year contract is required by the Owner with provisions to extend one additional year.

Selection of the successful vendor(s) shall be based on price proposal, qualifications, references or any combination thereof. Interview with short-listed prospective vendors may be performed.

A walk through of the buildings for all prospective vendors is required and can be scheduled with the Owner by contacting the individual listed below.

Submitted proposal shall constitute acknowledgement of all provisions in the *Carbon County Janitorial General Specifications Dated January 1, 2021*.

For questions please contact Jim Piche, Building and Grounds Manger via e-mail [jimpiche@carbonwy.com](mailto:jimpiche@carbonwy.com) or phone 307-328-7811.

Price Proposals shall be on the form provided by the county using one form per building, in a sealed in an envelope clearly marked "Janitorial Price Proposal" and received no later than 3:00 pm local time, Thursday, January 28, 2021, at the Carbon County Courthouse, County Clerks' Office, P.O. Box 6 or 415 West Pine Street, Suite 101, Rawlins, WY 82301. Statements may be mailed or hand delivered. Faxed or electronically submitted proposals and late proposals will not be considered.

**Price Proposal for Janitorial Services**  
**Carbon County Courthouse, Carbon County Interim Justice Center,**  
**Carbon County Jail and Carbon Building, Rawlins, Wyoming**

I, (print business name or personal name) \_\_\_\_\_  
hereby submit the following price proposal to provide janitorial services per the  
*Carbon County Janitorial General Specifications Dated January 1, 2021*. I understand  
and acknowledge the proposal is for a period of one (1) year beginning February 5,  
2021 ending January 31, 2022, with the option at the County's discretion to extend  
for an additional one year period beginning February 1, 2022 through January 31,  
2023 at the same price.

**Submit as an annual cost by building using one sheet per building. Do not bid  
multiple buildings on one sheet**

Building: \_\_\_\_\_

Annual Cost \$ \_\_\_\_\_

(In words): \_\_\_\_\_ Dollars

**Submitted By:**

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Company

\_\_\_\_\_  
e-mail

***PLEASE ATTACH REFERENCES***

## **Carbon County Janitorial General Specifications Dated January 1, 2021**

**Note: Carbon Building will be under construction all of 2021 and into early 2022. and Courthouse will be under construction early 2022 for approximately one year. Some areas will not be cleaned as work progresses. Courthouse will be closed entirely during construction and will not need cleaning services. This will be further explained during the required walkthrough.**

1. Contractor shall provide janitorial services for all areas of the Carbon County Courthouse, Carbon County Interim Justice Center, Carbon County Detention Center (Jail) and Carbon Building, including but not limited to offices, restrooms, vestibules, stairwells and common areas.
2. Daily cleaning must be performed after closing (5:00 p.m. Monday through Friday for Courthouse and Interim Justice Center, between 2:00 PM-10:00 p.m. for Carbon County Jail, between 6:00 AM-10:00p.m. for Carbon Building, and weekends during the day as needed) and before start of the next business day. Weekly and monthly cleaning must be performed on the same schedule. Contractor will be notified of annual holiday closing schedule.
3. Contractor will be supplied with access keys and will be responsible for unlocking the building and securing premises upon completion of cleaning. All non-emergency lights must be turned off and the building left neat and orderly. Buildings shall be locked while cleaning is done, unless it is normal business hours. No admittance shall be allowed of others except contractor, employees or subcontractor.
4. Contractor shall supply all janitorial equipment and cleaning chemicals. Unless otherwise indicated, if county-owned equipment is provided, Contractor shall demonstrate competency in using equipment and be responsible for damages (equipment or county-owned property) occurring during use. County will supply all toilet paper, paper towels, hand soap and trash can liners. Contractor will alert county through the county's work order system if stock needs to be replenished.
5. Contractor employees shall abide by all building regulations and safety rules (sites are under video surveillance).

6. Contractor shall carry a minimum \$1,000,000 commercial general liability insurance policy and provide proof of coverage to the county prior to beginning work unless the Carbon County Commissioner's agree to another proposed insurance amount.
7. Contractor employees and subcontractors shall carry a current surety bond in an amount not less than \$10,000.
8. Contractor employees must pass a pre-employment background check performed by the county at the Contractor's expense. Each new employee during the term of the contract shall pass a background check prior to being allowed to work in any county building.
9. Additional security clearance may be needed if working in a secure area.
10. Each employee of the Contractor must be able to lift and carry 40 pounds.
11. Contractor employees must pass Carbon County security and background checks.
12. Contractor employees shall not eat, drink or smoke in the buildings. They shall not disturb paper/objects on desks, open drawers or cabinets, or use telephones, computers, monitors or other office equipment.
13. Contractor employees shall keep any nonpublic personal information encountered while performing services confidential.
14. Contractor employees will immediately notify Owner of any maintenance conditions including but not limited to leaky faucets, stopped toilets and drains, broken fixtures, burned out lights, etc.
15. Owner will assign sufficient space on premises for storage of cleaning materials and equipment. Utilities will be provided by Owner.
16. Contractor employees will leave all cleaning materials and equipment storage areas in a neat and orderly condition.

17. All chemicals used shall be pre-approved by Owner through the Building & Grounds Manager. Contractor shall supply MSDS sheets for all chemicals used. Only pre-approved chemicals are acceptable for use.
18. Contractor shall report any maintenance issues observed to Owner within 24 hours of observation.
19. All contractor employees and subcontractors are the sole responsibility of the Contractor; they are not considered employees of Carbon County.
20. If Contractor is unable to perform scheduled cleaning, payment will be prorated accordingly.
21. Owner or Contractor can terminate this agreement at any time or for any reason with a minimum of sixty-days notice, and the Owner may terminate the contract for cause at any time.
22. Payment for services shall be made by Owner after receipt of an invoice and only after work has been performed.

#### Daily Cleaning

- a. Empty all county owned trash receptacles (interior and exterior), damp wipe interior and exterior of container when needed, replace liners as needed.
- b. Dust and damp wipe all surfaces, including but not limited to computer desks, desks, tables, counters, cabinets, appliances, handrails, windowsills, etc.
- c. Wet mop all tile and resilient flooring, including main hallways and stairs.
- d. Clean and polish sinks, toilets, partitions, mirrors, drinking fountains. This includes interior and exterior of toilets and sinks.
- e. Spot clean glass dividers/sidelights, inside windows.
- f. Replenish soap, toilet paper, and paper towels.
- g. Thoroughly vacuum high use public and traffic areas including rugs.
- h. Empty all outdoor ashtrays, damp wipe interior and exterior of the containers as needed.

#### Weekly Cleaning

- a. All the above, plus:
- b. Use furniture polish and cleaner for fine wood surfaces.
- c. Damp wipe and disinfect all phones, door handles, light switches, etc.
- d. Thoroughly vacuum entire building, moving small items and using crevice tools to reach difficult areas.
- e. Spot clean carpet and chairs.
- f. Clean all glass dividers/sidelights, inside windows.

### Monthly Cleaning

- a. All the above, plus:
- b. Vacuum and/or damp wipe all chairs as needed.
- c. De-scale all sinks, toilets and drinking fountains.
- d. Dust and spot clean light covers and other hard to reach places.
- e. Steam clean restroom walls, floors and partitions.