

## **INTRODUCTION**

The Gilpin County Public Library District is soliciting proposals for an annual contract for cleaning services at the Library. Subject to annual appropriation, the contract will renew at the start of the fiscal year.

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 5:00PM on Friday, August 3, 2018, directly to the Gilpin County Public Library at the following address:

Gilpin County Public Library  
Attn: Michael Carlson  
15131 Hwy 119  
Black Hawk, CO 80422

## **GENERAL INSTRUCTIONS FOR PROPOSAL**

- A. Proposal Content - A completed proposal must contain the following:
  - Proposal - a written proposal that presents the vendor's qualifications and understanding of the work to be performed. The written proposal must include a proposal price along with a signature of an individual authorized to bind the vendor. All proposals submitted without such a written proposal, proposal price, and signature may be deemed nonresponsive.
  - 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 Colorado contacts. The Library reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.
- B. Proposal Period - Proposal prices are to be firm for ninety (90) days.
- C. Proposal Award - It is the intent of the Library 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 Gilpin County Public Library may consider. The Library reserves the right to accept or reject any or all proposals and to waive irregularities therein.
- D. Term and Renewal - The term of the Contract shall be until the end of the 2018 fiscal year. Subject to annual appropriation, the contract will be renewed on a yearly basis beginning with the 2019 fiscal year. The Contract may be terminated by either party with a thirty (30) day written notice.
- E. Basis of Payment - Payment will be made to the contractor within 30 days upon receiving the contractor's monthly invoice. The invoice shall state the date the services were performed and amount.

## **INSURANCE AND TAX REQUIREMENTS**

The proposer certifies that it/they can comply with providing the Library District with a W-9 Request for Taxpayer Identification Number and Certification. The proposer must also be able to product a liability insurance certificate from their insurance agent with a minimum of \$1,000,000.00 in liability coverage. A current workers compensation insurance certificate (or Declaration of Independent Contractor Status Form) must also be on file with the Library before any work can commence.

## **SPECIFICATIONS**

The specifications outline the requirements for cleaning services for the Gilpin County Public Library. The address and approximate square footage is outlined to assist you in your quote. A walkthrough can be scheduled by appointment to view the buildings beforehand.

### **Building List**

Gilpin County Public Library  
15131 Hwy 119  
Black Hawk, CO 80422  
1 floor  
5,500 sq. ft.

Includes entryway and main hallway, Meeting Room, Kitchenette, (3) bathrooms, office areas, and entire main area of the building including children's room.

## **RESPONSIBILITIES OF THE CONTRACTOR**

The following cleaning instructions are outlined by the building, cleaning location within the building and a cleaning schedule. All work is to be performed when the Library is closed. Schedule consist of (2) three hour shifts between the hours of 6:00am-9:00am on Mondays and Thursdays. Some schedule flexibility can be expected during inclement weather.

### Entrance, Lobby, main hallway

#### **Weekly:**

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Vacuum walk off mats and all carpeting.
3. Clean both sides of glass front doors removing prints and smudges; wipe frames.
4. Clean area around coffee maker and water cooler removing watermarks and spills on countertop and surrounding walls
5. Dust all horizontal and vertical surfaces.

#### **Monthly:**

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Spot treat soiled carpet areas.

### Meeting Room

#### **Weekly:**

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Vacuum walk off mats and all carpeting.
3. Clean both sides of glass meeting room doors removing prints and smudges; wipe frames.
4. Dust all horizontal and vertical surfaces.
5. Clean the surface of any meeting rooms tables set up.

Monthly:

1. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, and blinds.
3. Spot wipe walls, light switches and doors removing finger prints, smudges, and spills.
4. Spot treat soiled carpet areas.

General Offices, Children's room, main library area

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Vacuum traffic lanes.
3. Clean both sides of glass doors removing prints and smudges; wipe frames.
4. Dust all horizontal and vertical surfaces.
5. Damp wipe the surface of all tables including the circulation desk.

Monthly:

1. Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, ledges, moldings, chair bases, telephones, computers, pictures, office furniture and all manner of furnishings.
2. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Damp wipe telephones with disinfectant.
5. Spot treat soiled carpet areas.

Restrooms (3)

Weekly:

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock toilet paper and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Remove splash marks from walls around basins.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Sweep or dust mop hard surface floor.
8. Report any restroom repairs needed to the Library Director.

Monthly:

1. Wipe all restroom partitions on both sides.

2. Scour and sanitize all basins. Polish bright work.
3. Pour fresh water down floor drains to refresh water in sewer line.
4. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
5. Damp mop hard surface floors, taking care to get into corners, along edges and beneath fixtures.

#### Kitchenette Area

##### Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Clean and sanitize sink (Client responsible for dishes)
4. Damp wipe counters.

##### Monthly:

1. Stock and wipe/polish dispensers as needed. (Client to furnish supplies)
2. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills
3. Spot clean cabinets and exterior of appliances to present at neat appearance.
4. Clean interior of microwaves removing food particles and stains.
5. Dust mop hard surface floors.
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

#### **EQUIPMENT AND CLEANING CHEMICALS**

The Gilpin County Public Library 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 Library Director. The contractor shall report to the Library Director any damaged facilities and/or broken items that need to be replaced.

#### **PROPOSAL INSTRUCTIONS**

1. Based on the requirements and provider qualifications please provide a copy of the proposal to the Gilpin County Public Library District
2. Complete written proposal
3. Complete list of references

Proposals should be mailed or delivered in person to:

Gilpin County Public Library  
Attn: Michael Carlson  
15131 Hwy 119  
Black Hawk, CO 80422

The proposal must be received no later than 5:00PM on Friday, August 3, 2018