

## **Information for Cleaning Services Bidders**

BIDS and STATEMENTS OF QUALIFICATIONS (S.O.Q.) will be received by Hurricane City, at Hurricane City Office, 147 N 870 W, Hurricane, UT 84737 until 5:00 PM, Thursday July 6, 2017.

Each Bid and S.O.Q. must be submitted in a sealed envelope, addressed to Hurricane City, 147 N 870 W, Hurricane, UT 84737. Each sealed envelope containing a Bid must be plainly marked on the outside as Bid for Cleaning Services and the envelope should bear on the outside the name of the Bidder and his address.

Each BID must be accompanied by a Statement of Qualifications which should include:

1. Work experience in Commercial Cleaning
2. Personnel & Equipment
3. References
4. Current Business License Information

The City of Hurricane reserves the right not to award the project to the low bidder.

Bidders must satisfy themselves of the accuracy of the estimated quantities in the Bid Services by examination of the site and a review of the buildings. After BIDS have been submitted, the Bidder shall not assert that there was a misunderstanding concerning the quantities of work or of the nature of the work to be done.

**LOCAL VENDOR PREFERENCE:** In awarding bids for public work or for the procurement of supplies or services, preference shall be given to local vendors. A “local vendor” is defined as a business having:

- (1) a commercial office, store, distribution center, or other place of business located within the boundaries of the City, with an intent to remain on a permanent basis;
- (2) a current Hurricane City business license; and,
- (3) at least one employee physically present at the local business outlet.

All three criteria must be met in order to qualify as a local vendor. If there are no bidders who qualify as a local vendor, the same preference may then be extended to residents of Washington County under the conditions below.

If a low bid is submitted by a non-local bidder, the bid may be awarded to a local vendor if the local vendor's bid is within five percent (5%) of the low non-local bid, and if the local vendor agrees, in writing, within seventy-two (72) hours after notification that he is the qualified preferred bidder, to meet the low bid. Such notice shall contain the exact bid submitted by the non-local bidder, and the City shall enter into no contract until seventy-two (72) hours have elapsed after notification to the local vendor. The principal place of business of a local vendor may be elsewhere as long as a local branch meeting the above criteria is present. The domicile of one or more partners, owners, associates, directors, employees or agents shall not qualify for constituting a local vendor in the absence of an actual local business outlet.

**LICENSING:** The successful bidder will be required to show proof of their Hurricane City Business License or for non-local vendors, a current City Business License and shall be in compliance with Worker's Compensation rules and laws.

**AWARD AND REJECTION:** The contract will be awarded to the lowest and/or best qualified responsible bidder. The City reserves the right to reject any or all proposals or waive any informality or technicality in any proposal. All bids shall hold firm for a period of sixty (60) days after the date of opening.

Bids are to be quoted "all or none" unless otherwise stipulated. A partial quote will be rejected.

City of Hurricane

**CLEANING SCHEDULE**

1. City Offices, 147 N 870 W (Cleaned Wednesday & Saturday)
  - A. Entry, Offices, Common Areas: Dust and clean countertops and other surfaces. Dusting will include periodic cleaning of cold air returns, heater vents, etc, as well as other surfaces 72" and above, typically on a monthly basis. Clean break room. Vacuum all carpeted areas. Sweep and mop tiled common areas. Remove fingerprints from interior glass. Clean drinking fountains.
  - B. Glass: Clean glass entryway doors and spot clean other windows as needed.
  - C. Empty Garbage: Disposal of trash from main floor and offices, replacement of liners as needed, wipe down containers and tops.
  - D. Bathrooms: Clean bathrooms, sinks, and mirrors. Replace consumable items as needed. (Consumable items will be provided by the City.)
  - E. Window Cleaning – Clean all 206 surfaces inside and outside, removing hard water stains and tracks twice a year.
  - F. Carpet Cleaning (Deep Steam Extraction), twice a year.
2. Police Department, 90 S 700 W (Cleaned 2 times a week)
  - A. Janitorial Services as described for City Offices, plus scrub down showers.
3. Sub-Station, 526 W 600 N (Cleaned 1 time a week)
  - A. Janitorial Services as described for City Offices.
4. Maintenance Shed, 614 W 600 N (Cleaned 1 time a week)
  - A. Janitorial Services as needed.
5. Water Maintenance Building, 646 W 600 N (Cleaned 1 time a week)
  - A. Janitorial Services as described for City Offices.