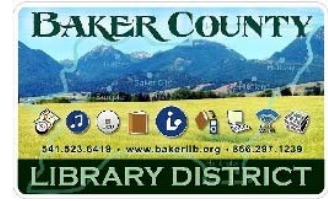


## Request for Proposals for Janitorial Services



*Proposals due:* Friday, April 13 2018, at 5.00 pm  
*Mailing address:* 2400 Resort St, Baker City, OR 97814  
*Email:* [jobs@bakerlib.org](mailto:jobs@bakerlib.org)  
*Fax:* 541-523-9088

Baker County Library District is seeking a qualified cleaning firm to perform regular janitorial services at the Baker County Public Library at 2400 Resort Street in Baker City. Sealed proposals will be accepted through the above date and time. Proposal specifications as well as information and clarification on this RFP may be obtained by contacting:

Perry Stokes, Library Director  
Baker County Library District  
2400 Resort St, Baker City, OR 97814  
[jobs@bakerlib.org](mailto:jobs@bakerlib.org)  
541-523-6419

Questions must be in writing and must be received by 5.00 pm on Friday, April 6, 2018.

Proposers are required to comply with all provisions of Oregon Revised Statutes and District policy.

The District reserves the right to:

1. Reject any or all proposals not in compliance with public proposal procedures,
2. To postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening,
3. To waive informalities in proposals,
4. To select the proposal which appears to be in the best interest of the District.

## I. Statement of Work

### A. Purpose of RFP

Baker County Library District is issuing a Request for Proposals (RFP) and invites qualified cleaning firms to submit proposals to perform regular janitorial services at the Baker County Public Library at 2400 Resort Street in Baker City, OR. Our objective is to select the firm best qualified to provide regular daily, weekly, and annual janitorial services for the Baker County Public Library.

The cleaning firm recommended by the Library Director will be awarded the contract. Contract award is contingent on approval by the Library District Board of Directors.

The term of the contract will be for one year and may be renewed annually thereafter at the option of the District.

### B. Description of District

Baker County Library District serves all of Baker County, Oregon. The District facilities include the Baker County Public Library plus a Bookmobile and five smaller branches in Haines, Halfway, Huntington, Richland, and Sumpter. This proposal is only to clean the Baker County Public Library facility at 2400 Resort Street in Baker City.

### C. Description of the Facility

The Baker County Public Library at 2400 Resort Street in Baker City is an approximately 18,000 square foot facility on a single level, with offices, reception areas, two large restrooms, six small restrooms, and multiple reading, research, and lounge areas. The facility is open seven days per week.

### D. Scope of Janitorial Services Required

The contractor will be responsible for cleaning all areas of the building, as well as shutting off all designated lights and ensuring all doors and exits are locked before the end of the shift.

- 4 Days per week (Must include **Sunday, Tue, and Thu** afternoon/eve. + 1 discretionary day)
  - Spot vacuum high traffic areas (defined as entry areas, computer labs, pathways from entry areas to front desk and restrooms, hallways, and Reading Room)
  - Clean and disinfect all bathrooms, including sinks, toilets, baby changing stations, and door handles
  - Wet mop all restrooms
  - Fill all soap and paper dispensers
  - Spot clean walls and toilet partitions
  - Clean glass doors outside and inside
  - Sweep or vacuum all non-carpet areas (front/back entryways, StoryTime Room, staff break room)
  - Empty all wastebaskets, remove trash from building and replace soiled liners.
  - Ensure all entrances and marked doors are locked and that non-emergency lights are off

- Weekly duties:
  - Vacuum all carpet areas
  - Vacuum upholstered furniture in Reading Room and computer labs
  - Wet mop all non-carpet areas or auto-scrub (restrooms, front/back entryways, StoryTime Room, YA room, staff break room)
  - Wash all work and public desks and tables (when cleared by staff)
  - Clean around light switches and door handles, remove smudges and fingerprints from doors, doorframes, and all painted and chrome surfaces.
  - Clean and sanitize all drinking fountains.
  - Clean and sanitize break room
  - Remove spider webs up to 120"
  - Report low supplies needs to designated library staff
  - Report all lights out, plumbing problems and other related maintenance items to the designated library staff
  
- As-needed duties (to be performed during regularly-scheduled cleanings):
  - Remove broken glass or sharp material from all surfaces
  - Spot steam clean carpeted areas with visible stains/dirt
  - Apply stain remover to toilets or sinks
  - Clean glass display case fronts (car exhibit, various cases in entry foyer)
  - Empty all paper recycling material from designated stations into the central depository receptacle and replace each station with empty containers
  - Emptying exterior garbage bin before and after large downtown events including but not limited to Easter Egg Hunt in Park (April), Independence Day (July 4th), Miner's Jubilee festival (July), Library end of Summer Reading party (August), Community Night Out (August).
  - Clean and restore work environments after contractors, maintenance workers, or utility workers complete projects and remodeling
  
- Annual duties:
  - Deep scrub vinyl and tile floors in staff break room, children's story time room, and young adult room; recoat as necessary
  - Clean all windows inside and out.

Aside from the annual duties, the requirements stated above are to serve as guidelines. The actual requirements shall be performed as frequently as necessary to maintain the building in a clean and sanitary condition.

### **E. Contractor and District Expectations**

The contractor must provide all essential cleaning products and equipment not supplied by the District as specified below. The contractor must also have in place an OSHA-compliant MSDS

program and provide the District with a copy to be made available on-site. The contractor must keep the program and the District updated if there are changes. Notification of changes must be made immediately.

The contractor is prohibited from sharing keys to the building with assistants or anyone else without approval from the Library Director. The contractor must maintain at its own expense Worker's Compensation and General Liability Insurance and provide acceptable proof of such insurance to the District within thirty days of signing a contract.

The District reserves the right to reject any employee's privilege to work inside or outside the facilities.

The District will provide trash bags, toilet tissue, toilet seat covers, soap, paper towels, and toilet bowl blocks.

#### **F. Contract Period**

The contract will cover one calendar year and will include a sixty-day cancellation provision. The District reserves the right to request proposals for janitorial services in future years.

## **II. Proposal Submission Procedures**

### **A. Proposal Submission**

The signed proposal must be received by Wednesday, April 13, 2018, 5:00 pm. Proposals must be clearly designated as "Janitorial Proposal". Emailed and faxed proposals are acceptable. Late proposals will not be accepted.

### **B. Summary of Cleaning Firm's Qualifications**

Firms should describe their recent experience providing janitorial services in high-traffic, publicly-accessible buildings.

### **C. Facility Walkthrough**

Potential bidders may request a walkthrough of the facility by contacting Library Director Perry Stokes. Walkthroughs must be performed before Wednesday, April 11, 2018, by 7.00p.

### **D. Fees Section**

1. Provide a set monthly rate for the services requested in the "four days per week", "Weekly duties", and "As-needed duties" in Section D of this document. The rate listed is to include all travel, out of pocket costs, and labor.
2. Provide a fee schedule for other services that must be performed on an as needed basis. Please include items in the "Annual duties" listed in Section D of this document. Please include the cost of rental equipment if necessary. These task items may include, but are not limited, to the following: Steam Cleaning of Carpets and ceramic tile areas as requested, stripping of wax, cleaning, and re wax of vinyl floor tile, window cleaning, and other detail cleaning the contractor determines is necessary. Provide an hourly rate for task items directed "Ad Hoc" by BCPL staff, based on charges for labor requirements ("one person required", "two persons required"].

**E. Opportunity to Comment**

Firms may formally protest or comment on this proposal or selection process by submitting a written, signed statement to Perry Stokes, Library Director, Baker County Library District, at the contact information on page 1. Protests and comments must be received by 5.00 pm, Friday, April 13, 2018, to be considered. No protest against award because of the content of specifications shall be considered after this deadline.

**F. Addenda**

Addenda, if any, will be issued prior to the proposal due date. To ensure receipt of addenda, verify that the District has the name, phone number, email, and fax number for a contact person for the firm.

**G. Equal Employment Compliance Requirement**

By submitting this proposal, Proposer certifies conformance to the applicable federal acts, executive orders, and Oregon statutes and regulations concerning affirmative action toward equal employment opportunities.

**H. Additional Information**

Please provide any other information you feel would help the Library Director evaluate your firm for this engagement.

### **III. Proposal Evaluation Procedures**

#### **A. Evaluation of Proposals**

Proposals will be evaluated to determine which proposal best meet the needs of the District. Proposals will be evaluated on the experience of the firm and fees. The District reserves the right to make the final selection by exercise of its own discretion.

#### **B. Proposal Rejection**

The District reserves the right to:

1. reject any or all proposals not in compliance with all public procedures and requirements;
2. reject any proposal(s) not meeting the specifications set forth herein;
3. waive any or all irregularities in proposals submitted;
4. reject all proposals;
5. award any or all parts of any proposal.
6. request references and other data to determine responsiveness.

#### **C. Protest of Award**

Any adversely affected Proposer has five calendar days from the date of the written notice of award to file a written protest.

### **IV. General Terms and Conditions**

#### **A. Submission and Signing of Proposals**

The submission and signing of a proposal shall indicate the intention of the firm to adhere to the provisions described in this RFP.

#### **B. District Clarification of Proposals**

The District reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the firm's proposal.

#### **C. Cost of Preparing a Proposal**

The RFP does not commit the District to paying any costs incurred by any Proposer in the submission or presentation of a proposal, or in making the necessary studies for the preparation thereof.

## V. Proposal Certifications

### Non-Discrimination Clause (ORS 279A.110)

All those responding to this solicitation certify that they do not practice or condone discrimination in rate of pay, promotion, or work place assignment on the basis of Race, Religion, Gender, Gender Orientation, or political affiliation. Respondents and / or successful contractors found to be in violation of these proscriptions against discrimination by representatives of BCPL, State of Oregon, Baker County, or the Federal Government shall be prohibited from any further work for BCPL until such time as certification of correction of these practices is demonstrated to the aforementioned agency personnel.

Emerging small business will be considered. However, the asset base of the business, General Liability Insurance, Workmen's compensation insurance to the specifications of the Oregon Workers' Compensation Division of the State of Oregon for all employees, qualifications of key personnel, adherence to aforementioned non- discrimination practices, back ground checks of all principals, and character references will still be considered critical factors for evaluation.

It is further understood that any contractor who is in violation of this clause shall be barred from receiving awards of any contracts or purchases from the Library District unless a satisfactory showing is made that discriminatory practices have terminated and that a recurrence of such acts is unlikely.

Certified by: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

## VI. Signature Page

The undersigned proposes to perform all work as listed in this RFP, for the prices stated; and that all articles supplied under any resultant contract will conform to the specifications herein.

The undersigned certifies that the proposal has been arrived at by the Proposer independently and has been submitted without any collusion designed to limit independent competition.

The undersigned certifies that the following addenda have been received and duly considered and that all associated costs have been included in this proposal:

Addenda: No. \_\_\_\_\_ to No. \_\_\_\_\_ inclusive.

The proposer has examined all parts of this Request For Proposal, including all requirements and contract terms and conditions thereof. If its proposal is accepted, Proposer agrees to execute a contract which incorporates the terms and conditions of this RFP.

Name of firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Authorized Signer

Date

\_\_\_\_\_  
Printed Name