



Request for Proposal
For
Cleaning Service

City of Waller
1218 Farr Street
Waller, Texas 77484

Introduction

The City of Waller is soliciting proposals for a two (2) year contract for cleaning services for four City buildings.

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 2:00 p.m. Tuesday, May10, 2022, directly to the City Hall at the following address:

City of Waller
Attn: Request for Proposal for Cleaning Services
1218 Farr Street, Waller, Texas 77484

General Instructions for Proposal

- a) **Proposal Content** - A completed proposal must contain the following:
 - **Proposal Form & Signature Page**- the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non- responsive.
 - **References**- Proposals shall include a list of three (3) references including name, address, phone number and contact person. The City 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 City 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 the price, quality of service, the Vendors qualifications and capabilities to provide the specific service, and other factors which the City of Waller may consider. The City reserves the right to accept or reject any or all proposals and waive irregularities therein. Proposals will be approved publicly at the May 16, 2022, City Council meeting.
- d) **Terms and Renewal**- The term of the Contract shall be for two (2) years unless earlier terminated. The contract may be terminated by either party within 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 service was performed and amount for each building. Special services provided will be billed via a separate invoice and describe by the service.

Specifications

The specification outlines the requirements for cleaning services for four (4) City of Waller buildings. A list of each building, 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

- City Hall
1 floor
1218 Farr Street
includes entryway and main hallway, Council chambers, restrooms and entire office areas.
- Police Department
1 floor
1219 Farr Street
includes entryway all office areas and restrooms
- Public Works Building
1 floor
102 Walnut Street
includes all areas inside the building and restrooms
- Library
1 floor
1018 Saunders Street
includes all area inside the building and restrooms
- *Civic Center*
1 floor
3007 Waller Street
includes all areas inside the building and restroom
Cleaning of the Civic Center will be on an as needed basis

City Hall, Police Department, Public Works Building and the Library

Entrance(s), Lobby, Reception Area, General Offices, Conference/ Training Rooms and Work Areas

Weekly:

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Squeegee both sides of glass doors removing prints and smudges; wipe frames.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, telephones, pictures, office furniture and manner of furnishings.
4. Vacuum walk off mats and traffic lanes.
5. Spot treat soiled carpet areas.
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
7. 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. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly

1. Thoroughly wash windows (interior and exterior on ground level) and partition glass on both sides. Damp wipe all window/glass frames (Weather permitting)
2. Dust horizontal blinds.

Restrooms 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 towels, tissue, 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. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Sweep or dust mop hard surface floor.

9. Report any restroom repairs needed to the maintenance department

Monthly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Kitchen 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. Stock and wipe/polish dispensers as needed. (Client to furnish supplies)
4. Damp wipe counters.
5. Clean and sanitize sink (Client responsible for dishes)
6. Spot clean cabinets and exterior of appliances to present at neat appearance.
7. Clean interior of microwaves removing food particles and stains.
8. Dust mop hard surface floors.
9. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Monthly:

1. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Civic Center will be on an as needed basis.

Equipment and Cleaning Chemicals

The City of Waller 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 Administration Department.

Damage

The contractor shall report to the Administration Department any damaged facilities and/or broken items that need to be replaced so as not to be held accountable weekly

Instructions
Request for Proposal for Cleaning Service

1. Based on the requirements and provider qualifications please **provide two (2) copies of the proposal to the City of Waller.**
2. Complete Proposal Form and Signature Page
3. Complete Worker's Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form

If delivered via mail or in person, vendor shall include items 1-5 in a sealed envelope. All proposals should be clearly labeled on the outside of the envelope: Request for Proposal for Cleaning Services. If delivered via email, please include as subject line: **“Request for Proposal for Cleaning Services.”**

Proposals should be mailed or delivered in person to:

City of Waller
Attn: Request for Proposal for Cleaning Services
1218 Farr Street
Waller, Texas 77484

Proposals shall be emailed to: cward@wallertexas.com

Proposals must be received no later than 2:00 p.m., May 10, 2022

Proposal Form
Request for Proposal for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the City of Waller buildings:

City Hall	\$ _____
Police Dept.	\$ _____
Public Works Building	\$ _____
Library	\$ _____
Civic Center	\$ _____

Signature Page
Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Email _____

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the City of Waller and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Texas with the following insurance company.

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

- I will perform said Contract myself and do not and will not have any employee or employees assisting me with the performance of the Contract and I am not required by the Laws of the State of Texas to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Waller.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Texas on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of Texas. The City reserves the right to contact references other than, and / or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____