

CITY OF PROCTOR
CUSTODIAL SERVICES PROPOSAL



100 PIONK DRIVE

PROCTOR, MN 55810

218-624-3641 cityhall@proctormn.gov

Proposals are due September 30, 2021 by 4:00pm. Please return proposal to City of Proctor, Attention: City Administrator, 100 Pionk Drive Proctor, MN 55810 or jrich@proctormn.gov

FOR DEPARTMENT USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

CUSTODIAL SERVICES PROPOSALS

The City is seeking proposals for Custodial Services for the following City owned buildings:

1. Proctor Area Community Center (PACC)

A sample contract has been included in this packet. The sample contract may be amended at time of contract signing and as agreed upon by both parties.

Services to be provided for each building is included in this packet.

PROPOSAL PACKET MUST INCLUDE THE FOLLOWING:

1. Completed and signed Proposal Form (included in this packet)
2. Copy of Insurance listing the City of Proctor as an Additional Insured. Insurance must also include workman's compensation insurance if required.
3. Five references
4. Summary of experience relating to custodial services

Proposals are due September 30, 2021 by 4:00pm. Please return proposal to City Hall, Attention City Administrator, 100 Pionk Drive Proctor MN 55810.

The City of Proctor reserves the right to reject any and all proposals, and to waive any irregularities in such proposal and to award in the best interest of the City.

Contractor must have working knowledge of general cleaning and maintenance compounds, tools & equipment. Must have physical strength to lift and carry at least 40 pounds. Must be trustworthy and dependable. Must submit fingerprints to the Proctor Police Department. Must be able to work quickly and efficiently with little or no supervision. Must be careful around technical equipment.

While performing the duties of this job, the contractor is frequently required to use hands to handle, feel, or operate objects along with heavier cleaning equipment, reach with hands and arms, walk, talk, and hear. The Contractor should be able to climb or balance, stoop, kneel, crouch, or crawl.

While performing the duties of this job, the contractor spends most their time on their feet.

PROPOSAL FORM

Monthly Charge \$ _____

Hours Per Week _____

Charge for exterior window cleaning \$ _____/occurrence

Other Charges (please explain) \$ _____/_____

OTHER COMMENTS/CLARIFICATIONS TO YOUR PROPOSAL

**CONTRACT FOR CUSTODIAL SERVICES
CITY OF PROCTOR**

DRAFT SAMPLE – SUBJECT TO CHANGE

THIS AGREEMENT is made and entered into by and between the City of Proctor, State of Minnesota, hereinafter called the "City of Proctor" and _____,
_____, Minnesota, a _____, hereinafter called the "Contractor."

WHEREAS, the "City of Proctor" wishes to purchase the services of "Contractor" to provide Custodial Services to the Silver Bay _____; and

WHEREAS, there are funds available for the purchase of these services;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the "City of Proctor" and the "Contractor" agrees as follows:

1) Term and Cost of the Agreement

The "Contractor" agrees to furnish Custodial Services on behalf of the "City" during the period commencing _____, and terminating _____ for a total cost of \$ _____ per month;

2) Services to be Provided

For Custodial Services at the Proctor Area Community Center _____ as set forth in the attached Description of Custodial Services to be Performed.

3) Payment for Services

Payment for services shall be made directly to the "Contractor" upon the presentation of a claim in the manner provided by law for payment of claims against the "City of Proctor."

Materials and Supplies. It is the responsibility for the Contractor to purchase normal materials and supplies to be reimbursed by the City. However, the Contractor shall not purchase materials or supplies, incurring an obligation by the City without prior approval of the City Administrator.

4) Independent Contractor

Nothing contained in this agreement is intended or should be construed as creating the relationship of employer-employee, co-partners, or joint ventures. No tenure or any rights of benefits, including Workers' Compensation, Unemployment Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees, shall accrue to the Contractor or employees of the Contractor performing services under this agreement. The

contractor is responsible for filing own tax withholdings and does not hold the City responsible for filing of any withholdings.

5) Indemnification and Insurance

The "Contractor" agrees it will defend, indemnify, and hold harmless the "City of Proctor", its officers and employees against any and all liability, loss, costs, damages and expenses which the "City of Proctor", its officers or employees may hereafter sustain, incur, or be required to pay arising out of the "Contractor's" performance or failure to adequately perform its obligations pursuant to this contract.

In the event the "Contractor" employs other persons to perform the duties provided herein, the "Contractor" shall provide its own Workers' Compensation insurance.

6) Data Practices

All data collected, created, received, maintained, or disseminated for any purposes by the activities of "Contractor" because of this contract is governed by the Minnesota Government Data Practice Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

7) Records--Availability and Retention

Pursuant to Minn. Stat. 16B.06, subd. 4, the "Contractor" agrees that the City, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the "Contractor" and involve transactions relating to this Agreement.

"Contractor" agrees to maintain these records for a period of three years from the date of termination of this Agreement.

In the performance of its duties, the "Contractor" may be exposed to or have contact with private, confidential, or other non-public information. The contractor agrees that he will not transmit, communicate, or disseminate in any manner such information.

8) Merger and Modification

a) It is understood and agreed that the entire Agreement between the parties is contained here, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

CUSTODIAL SERVICES - 4 DAYS PER WEEK

Daily:

- Cleaning services needed every Monday morning and Wednesday afternoons. Other days can be at contractors' discretion.
- Dust and/or wash all furnishings, cabinets, sink, countertops, desks, monitors, window ledges, top of file cabinets, etc.
- Entrance – sweep and wet mop
- Trash - Empty all containers, dispose of trash and recyclables properly
- Floor – Mop and Vacuum carpet all (furniture should be moved as much as possible for vacuuming, edges and corners will be vacuumed as well)
- Bathrooms – clean and disinfect all fixtures, mirrors, sinks, empty garbage, fill paper products, change urinal screens replace toilet paper, soap, paper towels, and wet mop floors each cleaning.

As Needed:

- Lights – replace bulbs as needed.
- Entrance windows, doors, and light switches – wash regularly. Sweep door jambs and outside entrances seasonally.
- Carpet – Spot clean when soiled
- Custodian Closet – keep organized, clean, and keep an inventory of supplies
- Clean baseboards/vinyl cove base.

Seasonally:

- Windows – clean inside and out as often as necessary
- Lights – wash inside and out yearly
- Flags – shake dust free twice a year
- Vents and blinds – clean yearly