

City of Ketchum

REQUEST FOR PROPOSAL (RFP)

Janitorial Cleaning Services

City of Ketchum, Idaho

Filing Deadline is:

September 20 at 2:00 PM MDT

Contacts:

Tara Fenwick
City Clerk and Business Administration Manager
tfenwick@ketchumidaho.org

Juerg Stauffacher
Facilities Manager
jstauffacher@kethcumidaho.org

I. INVITATION TO SUBMIT PROPOSALS

Date of Request: August 21, 2021

Due Date for Proposals: September 20, 2021, at 2:00 PM MDT

Decision: September 21, 2021, at 2:00 PM MDT

The City of Ketchum is seeking proposals for Janitorial Cleaning Services.

- A site tour will be held on **September 14, beginning at 10:00 a.m.** at Ketchum City Hall. The tour will cover all areas of janitorial service being requested.
- On **September 15** a Q&A conference call will be held to answer any questions:

Zoom Meeting Details

Topic: City of Ketchum - Janitorial RFP - Zoom Meeting

Time: **Sep 15, 2021 01:00** PM Mountain Time

Join Zoom Meeting:

<https://us06web.zoom.us/j/89477494242?pwd=b2RZbEZ0TnhzeVhzUDR5enZVbTVZUT09>

Meeting ID: 894 7749 4242

Dial by your location:

+1 253 215 8782 US

Meeting ID: 894 7749 4242

II. SERVICE DESCRIPTION

Janitorial Cleaning Services to be provided for the following locations:

Office Locations / City Sites

City Hall	Fire Station	Streets	Recreation	Visitor Center
191 5 th St. W. Ketchum, ID	107 Saddle Rd. Ketchum, ID	200 10 th St. Ketchum, ID	900 3 rd Ave. Ketchum, ID	491 Sun Valley Rd. Ketchum, ID

Public Areas

Town Square	Forest Services Park	Lucy Loken Park
480 4 th St. East Ketchum, ID	131 River St. Ketchum, ID	100 Walnut Ave. Sun Valley, ID

III. SCOPE OF SERVICES

Office Locations / City Sites

- Offices / Conference Rooms
- Restrooms / Showers
- Kitchens
- Trash

Public Areas / Visitor Center

- Public Restrooms
- Trash

IV. CLEANING SCHEDULE

As a guideline, the City anticipates the following schedule:

City Hall	Fire Station	Streets	Recreation	Visitor Center
3 days a week	3 days a week	3 days a week	3 days a week	7 days a week
Monday, Wednesday, Friday after 5:00 p.m.	Monday, Wednesday, Friday after 5:00 p.m.	Monday, Wednesday, Friday after 3:30 p.m.	Monday, Wednesday, Friday after 5:30 p.m.	Monday – Sunday Anytime

Town Square	Forest Services Park	Lucy Loken Park
7 days a week	7 days a week	7 days a week
Monday – Sunday Before 12:00p	Monday – Sunday Before 12:00p	Monday – Sunday Before 12:00p

The above Public Locations require services for a portion of the year - starting the Friday before Memorial Day and ending the last day of October.

V. PROPOSAL FORMAT

Proposals shall be organized per the following information:

- **Company General Information and Philosophy**
(Your Company name here) provide individual commentary.
- **Confirmation of Ability to Meet the Required Service Schedule**
(Your Company name here) will address the required schedule.
- **Billing / Invoicing**
(Your Company name here) explain how billing / invoice will occur.
 - *As needed, the City may ask the provider to + / - number of service days per week. Identify rate changes for any changes (+ / -) to days of service.*
- **Supervision / Quality Assurance**
(Your Company name here) explain how staff supervision / quality assurance will be provided.

- **Supplies / Equipment**
(Your Company name here) list supplies you will provide in service.
- **Special Services – available outside agreement**
(Your Company name here) list additional services / pricing that can be procured off-contract.
- **Business License / Insurance**
(Your Company name here) will furnish all forms of license and insurance required by law and shall maintain the same in force.
 - Active Business / Tax Licensure
 - Comprehensive General Liability
 - Property Damage
 - Workers Compensation
- **Employee Status**
Personnel supplied by (your Company name here) are deemed employees of your Company and will not for any purpose be considered employees or agents of the customer.
- **Equal Opportunity Employer**
(Your Company name here) is an equal opportunity employer. All necessary employment for will be maintained by your office as required by law.
- **Term**
(Your Company name here) The terms of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year period on the anniversary date of this agreement.
- **Cancellation**
(Your Company name here) This agreement may be terminated or canceled at any time with a minimum of thirty (30) days written notice from either party.

VI. PROPOSAL SUBMITTAL INSTRUCTIONS

Proposals should be submitted via email or received at either of the following locations:
tfenwick@ketchumidaho.org

Mailing Address:

City of Ketchum
PO Box 2315
Ketchum, Idaho, 83340

Delivery Address:

480 East Avenue North
Ketchum, Idaho, 83340

VII. DECISION

Decision and contract award will be made on the date of September 21, 2021, at 2:00 PM MDT.

Please address all questions regarding this project to Tara Fenwick at tfenwick@ketchumidaho.org. The City reserves the right to reject and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Proposer, according to the City's evaluation and as deemed to be in the best interest of the City. The City may opt to conduct interviews at its own discretion following the proposal deadline.