



**DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION**

REQUEST FOR BID (RFB)

Revised 05/2021 (S)(LVP)

BID NUMBER: **122029**
REVISED 3/18/22

BID TITLE: **Custodial Services for
Vulnerable Population
Housing and Isolation
Quarantine Center**

BID DEADLINE: **March 23, 2022**
2:00 p.m. (CST)

SUBMIT BID TO: **Purchasing Bid Dropbox**
www.danepurchasing.com

Late, faxed, mailed, hand-delivered or unsigned bids will be rejected

**DIRECT
ALL INQUIRES
TO:**

Carmen Hidalgo
Purchasing Officer
(608)266-4966
Carmen.Hidalgo@countyofdane.com
www.danepurchasing.com

BID SUBMISSION CHECKLIST

- Update Vendor Registration
- Read Entire Bid Document

Completed Bid Packet (In PDF Format)

- Section 1 – Vendor Information
- Section 2 – Bid Specifications
- Section 3 – Price Proposal

- Upload Bid Response to Purchasing Bid Dropbox

DATE ISSUED | February 24, 2022

VENDOR INFORMATION

VENDOR NAME: _____

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address			
City		County	
State		Zip+4	
Vendor Rep. Name		Telephone	
Title			
Email			
Dane County Vendor #			

Local Vendor Preference <i>(Reference General Guidelines #1.6)</i>
<input type="checkbox"/> Locally Based & Owned Vendor
<input type="checkbox"/> Locally Operated Vendor
<input type="checkbox"/> Non-Locally Operated Vendor
<input type="checkbox"/> No Local Vendor Preference

**Local Content Vendor Preference
Does Not Apply To This Bid**
(Reference General Guidelines #1.7)

Cooperative Purchasing <i>(Reference General Guidelines #1.8)</i>
<input type="checkbox"/> I agree to furnish the commodities or services of this bid to municipalities and state agencies.
<input type="checkbox"/> I do not agree to furnish the commodities or services of this bid to municipalities and state agencies.

Fair Labor Practice Certification <i>(Reference General Guidelines #1.9)</i>
<input type="checkbox"/> Vendor has not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/> Vendor has been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Addenda – we hereby acknowledge receipt, review and use of the following addenda, if applicable.				
<input type="checkbox"/> Addendum #1	<input type="checkbox"/> Addendum #2	<input type="checkbox"/> Addendum #3	<input type="checkbox"/> Addendum #4	<input type="checkbox"/> None

Signature Affidavit
<p>In signing this bid, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.</p>

Signature: _____

Title: _____

Printed Name: _____

Date: _____

BID AND SPECIFICATION OVERVIEW

Dane County as represented by the Purchasing Division will accept bids for the purchase of specified item(s) as described within this document.

Specification Compliance: Bidder shall complete every space in the area provided with either a check mark to indicate the item being bid is exactly as specified (**Yes**), or deviates from bid specification (**No**). Any deviation from the minimum specifications stated herein must be identified in detail in the Specifications Deviations section of the bid and must include a description of how the proposed item(s) differ from the bid requirements, along with detailed justification for such deviation. Bidder shall include photos and schematics as necessary, for complete clarification.

The specifications below describe an acceptable product. Minor variations in specification may be accepted if, in the opinion of County staff, they do not adversely affect the quality, maintenance or performance of the item(s). Dane County reserves the right to accept or reject any and all bids, to waive informalities and to choose the bid that best meets the specifications and needs of the County.

Term: The contract shall be effective on the date indicated on the Dane County purchase order or the Dane County contract execution date and shall run for one year from that date with four optional one-year renewals. This bid is for services funded by American Rescue Plan (ARP) dollars in response to the COVID-19 pandemic. As such, it is expected that the services will not be extended past 2022.

If applicable, any renewal terms are not automatic extensions. Vendor performance may be taken into consideration in the decision by the contracting agencies and the Purchasing Division to either continue this contract into each possible renewal term or to terminate and re-bid this contract.

Anticipated Start Date: March 28, 2022

Location of Services:

- Quality Inn 1754 Thierer Road, Madison WI, Madison
- Madison Plaza Hotel 3841 E Washington Ave, Madison WI
- Rodeway Inn 4845 Hayes Road, Madison WI

Scope of Services: Different scenarios of cleaning will be required these include

- Standard Room Cleaning - Preparing the room for a new guest. Services include but are not limited to dusting, wiping down all surfaces, vacuuming, trash removal and linen removal.
- Cluttered or Filth Cleaning - Standard Room Cleaning plus removal of personal items, cleaning of hazardous and medical waste, carpet cleaning
- Clutter and Gross Filth Decontaminate & Disinfect - Standard and Cluttered cleaning in addition to cleaning the after effects of a catastrophic event (ex: death)

Services will be required on an as-needed basis. Provider will work with County, County's partners, and County's other vendors to identify areas to clean, scope of cleaning needed, and to set a schedule that prioritizes returning the room back in service as quickly as possible.

Required Documentation: Pictures of the room/personal effects shall be submitted to the county at the time of invoicing.

BID SPECIFICATIONS

Custodial Services for VPH and IQC

#	DESCRIPTION	SPEC COMPLIANCE	
1	General		
2	Minimum of 2 years of commercial cleaning service experience	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	Organizational capacity to complete all specifications listed within the Scope of Services.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	All cleaning staff members must be trained in hazardous waste removal which includes but is not limited to medical waste, drug paraphernalia, body fluids, etc. All hazardous waste shall be removed in a safe and proper manner.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6	All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	The Provider shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8	The Provider shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	Any work found to be in any way defective or unsatisfactory shall be corrected by the Provider at its own expense at the order of the County. The County also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The County reserves the right to charge the vendor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this contract.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	Employees of the Provider shall wear proper identification at all times.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Abandoned items must be discarded in an appropriate manner	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	Items of a confidential nature are to remain confidential and shredded to ensure safety of identity	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	Equipment and Supplies	SPEC COMPLIANCE	
14	All tools and equipment and cleaning supplies shall be provided by the provider	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15	The Provider will make every effort to use environmentally friendly products	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16	All Personal Protective Equipment (PPE) shall be provided by the Provider for custodial staff.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17	Quality Assurance Inspections	SPEC COMPLIANCE	
18	The provider's on site supervisor shall conduct a monthly inspection and evaluation of the facility with the designated Dane County staff member to ensure compliance with the work required until the expiration of this program	<input type="checkbox"/> YES	<input type="checkbox"/> NO
20	Security, Clearance and Background Checks	SPEC COMPLIANCE	
21	Provider shall be responsible for all keys issued to the Provider.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 2 – Bid Specifications – Submit with Bid

22	Under no circumstances shall Provider's employees admit anyone to areas controlled by a key in their possession.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
23	All doors and windows shall be closed and locked upon completion of work in the area.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
24	Provider shall not duplicate any keys for the premises and shall report any lost keys to the Dane County contact person.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
25	Dane County will replace keys and re-key locks. Any costs incurred for the replacement of keys or re-keying of locks necessitated by the Provider or the Provider's employees will be charged to the Provider.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
26	Any person working under this contract whose employment or performance is objectionable to the County, or who fails to obtain a security clearance, shall be immediately transferred from the premises.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
27	A request by the County to transfer an employee shall not constitute an order to discipline or discharge the employee.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
28	Provider is responsible for ensuring that all personnel have successfully passed background checks prior to working at these facilities.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
29	Background checks for new personnel can be requested by the Provider at any time and will require two weeks for processing.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

BID SPECIFICATIONS

#	DESCRIPTION	SPEC COMPLIANCE	
SP 1	At Room Turnover		
SP 2	Restore room to a safe living environment	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 3	Disinfect and sanitize surfaces	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 4	Vacuum room	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 5	Spot clean carpets of spills.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 6	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 7	Install plastic liners as required.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 8	Leave furniture neat and organized.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 9	Secure doors as directed.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 10	Leave written report on broken items or unusual occurrences.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 11	Decontaminate and clean restrooms, including:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 12	-Clean and disinfect sinks, toilets, shower, hardware	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 13	-Clean counter and mirrors	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 14	-Spot clean walls, doors, light switches of smudges	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 15	-Empty and remove trash	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 16	Decontaminate Kitchen area including refrigerator and counters	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 17	Extract any odor	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 18	Disinfect high touch points	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 19	Wipe down furniture	<input type="checkbox"/> YES	<input type="checkbox"/> NO
SP 20	Remove any and all hazardous waste in a safe and proper manner	<input type="checkbox"/> YES	<input type="checkbox"/> NO

PRICE PROPOSAL

VENDOR NAME: _____

Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product in accordance with the specifications and terms and conditions of this bid document and your proposal.

Additional Services – Work not considered to be routine and not considered under the regular schedule of this contract shall be considered additional services. This type of work may only be done at the request of the Dane County Human Services Department. Additional services and project cleaning shall be performed at the service rate noted below. The County, in consultation with the Provider, will determine the number of hours and schedule required to accomplish the requested additional services. The cost of special equipment, materials and supplies will be separately negotiated, if not provided by the County.

ITEM	DESCRIPTION	WEEKDAY PRICING (\$)	WEEKEND PRICING (\$)
1	IQC Standard Room Clean (3 hours)		
2	IQC Cluttered Room Clean (5 hours)		
3	IQC Decontaminate Room Clean (8 hours)		
4	VPH Standard Room Clean (3 hours)		
5	VPH Cluttered Room Clean (5 hours)		
6	VPH Decontaminate Room Clean (8 hours)		
7	Hourly Rate for Additional Services		
8	Future Pricing Increase (%) – Year 2		
9	Future Pricing Increase (%) – Year 3		
10	Future Pricing Increase (%) – Year 4		
11	Future Pricing Increase (%) – Year 5		