



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR BID (RFB)

Revised 05/2021 (S)(LVP)

BID NUMBER: **122027 – Revised**
02/22/2022

BID TITLE: **Custodial Services for Ferris
Center – Dane County Sheriff’s
Office**

BID DEADLINE: **March 15, 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

OPTIONAL SITE VISIT: **February 23, 2022**
9:00am – 9:30am
2120 Rimrock Rd, Madison, WI 53513

**DIRECT
ALL INQUIRES
TO:**

Carmen Hidalgo
Purchasing Officer
(608)266-4966
Hidalgo.Carmen@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

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 (Reference General Guidelines #1.8)
<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 (Reference General Guidelines #1.9)
<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 until December 31, 2022 with four one-year optional renewals.

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: April 1, 2022

- Term 1 – April 1, 2022 – December 31, 2022
- Term 2 – January 1, 2023 – December 31, 2023
- Term 3 – January 1, 2024 – December 31, 2024
- Term 4 – January 1, 2025 – December 31, 2025
- Term 5 – January 1, 2026 – December 31, 2026

Site Visits: There is an optional scheduled site visits for this bid, information below. Vendors are encouraged to ask additional questions when necessary in order to complete their bid – see section 1.2 of RFB General Guidelines and Terms & Conditions.

February 23, 2022
9:00am – 9:30am
2120 Rimrock Rd,
Madison, WI 53513

BID SPECIFICATIONS

Custodial Services – Ferris Center

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
1	General		
2	Minimum of 2 years of commercial cleaning service experience with comparably sized facilities.		
3	Access to all necessary equipment. Dane County will not provide custodial cleaning equipment.		
4	Access to all proper and necessary cleaning chemicals.		
5	Organizational capacity to complete all specifications listed within the Scope of Services.		
6	All cleaning staff members are trained in commercial cleaning.		
7	All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices.		
8	All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.		
9	The Provider shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times.		
10	The Provider shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.		
11	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.		
12	Employees of the Provider shall not disturb papers or personal effects on desks, open drawers or cabinets, use telephone, radio or television sets, or tamper with other personal or county property. Employees of the Provider shall wear proper identification at all times.		
13	Square footage measurements for each building are approximate and may include areas that do not require cleaning services.		
14	Equipment and Supplies	Yes	No
15	The provider shall provide all tools, equipment and cleaning supplies. Cleaning supplies shall either meet specifications on Attachment A or be approved by Dane County		
16	The Provider will make every effort to use environmentally friendly products		
17	If necessary, all Personal Protective Equipment (PPE) shall be provided by the Provider for custodial staff.		
18	Provider will order directly from our contracted vendor for specific products for this facility. Dane County will cover the cost of supplies.		

Section 2 – Bid Specifications – Submit with Bid

19	Quality Assurance Inspections	Yes	No
20	The Provider's on-site supervisor shall conduct a quarterly inspection and evaluation of the facility with the designated Dane County staff member to ensure compliance with the work required by this contract.		
21	Security, Clearance and Background Checks	Yes	No
22	Provider shall be responsible for all keys issued to the Provider.		
23	Under no circumstances shall Provider's employees admit anyone to areas controlled by a key in their possession.		
24	All doors and windows shall be closed and locked upon completion of work in the area.		
25	Provider shall not duplicate any keys for the premises and shall report any lost keys to the Dane County contact person.		
26	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.		
27	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.		
28	A request by the County to transfer an employee shall not constitute an order to discipline or discharge the employee.		
29	The services to be performed are located at Ferris Center. The Ferris Center will conduct background checks on all Provider personnel who will be working in these facilities		
30	Provider personnel cannot begin working at these facilities until they have passed a background check.		
31	Provider personnel that do not pass a background check cannot work at these facilities.		
32	Provider is responsible for ensuring that all personnel have successfully passed background checks prior to working at these facilities.		
33	Background checks for new personnel can be requested by the Provider at any time and will require two weeks for processing.		

BID SPECIFICATIONS

**Ferris Center
2120 Rimrock Rd, Madison, WI 53513**

Weekly Service Needs	Twice A Week	
Service Days	M & Th <u>OR</u> Tu & F	
Service Start Time	7:00am	
Description	Square Footage	
	Tile	Carpet
Upper: Common Area	1,530	
Upper: Public Lobby	222	
Upper: Visitation	404	
Upper: Front Desk		230
Upper: Diversion Office 1	218	
Upper: Diversion Office 2	218	
Upper: Office 1	102	
Upper: Office 2	61	
Upper: Office 3	61	
Upper: Office 4	70	
Upper: Stairs	68	
Upper: Men's Bathroom	212	
Upper: Women's Bathroom	46	
Upper: Public Bathroom	45	
Upper: Kitchen	96	
Upper: Kitchen Storage	40	
Total Tile	3,393	
Total Carpet		230
Custodial Closet	Yes	
# of Toilets	3	
# or Urinals	1	
# of Restroom Individual Sinks	3	
# of Drinking Fountains	1	
Approx. Sq. Ft. of Internal Glass Panels	N/A	
Exterior Window Pane Count	N/A	
Interior Window Pane Count	N/A	

BID SPECIFICATIONS

Ferris Center
2120 Rimrock Rd, Madison, WI 53513

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
NE 1	Once Per Week		
NE 2	Vacuum/clean edges and recesses of carpets and tile not cleaned twice weekly.		
NE 3	Brush or vacuum all upholstered chairs.		
NE 4	Remove cobwebs.		
NE 5	Clean restroom vents, acid clean toilets and urinals, and flush drains with water.		
NE 6	Twice Per Week	Yes	No
NE 7	Vacuum carpeting and any entry mats		
NE 8	Sweep/dust mop tile floors, then damp mop		
NE 9	Dust or damp wipe horizontal surfaces of cleared desks, files, cabinets, shelves, countertops, etc.		
NE 10	Spot clean carpets of spills		
NE 11	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
NE 12	Install plastic liners as required.		
NE 13	Clean any entry door glass.		
NE 14	Delime and polish water fountain.		
NE 15	Clean all halls and entrance areas.		
NE 16	Leave written report on broken items or unusual occurrences.		
NE 17	Clean restrooms, including:		
NE 18	-Clean and disinfect sinks, toilets, urinals and hardware		
NE 19	-Clean partitions, dispensers and mirrors		
NE 20	-Stock soap, towel and tissue dispensers		
NE 21	-Spot clean walls, doors, light switches of smudges		
NE 22	-Empty and remove trash		
NE 23	-Sweep floors and damp mop		
NE 24	-Clean shower area as required		
NE 25	Special attention cleaning of offices and breakroom		
NE 26	Once Per Month	Yes	No
NE 27	Dust chair rungs		
NE 28	Perform dusting above 7'.		
NE 29	Spot clean walls as needed.		
NE 30	Twice Per Year on Dates To Be Determined	Yes	No
NE 31	Shampoo and Extract Carpet		
NE 32	Strip and Wax Floors		
NE 33	4 Times Per Year (Week of January 1, April 1, July 1, and October 1)	Yes	No
NE 34	Dust any blinds and sides of furniture.		

