



Item: Janitorial Services for Public Works Complex
From: Tom Hugg, Vehicle Maintenance Supervisor
Initiated By: Public Works Department
Presented By: Jim Rearden, Public Works Director
Action Requested: Postpone Bid Award

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission postpone the bid award for the janitorial services for the Public Works Complex.”

2. Mayor calls for a second, discussion, public comment, and calls for the vote.

Staff Recommendation: Staff recommends that the City Commission postpone the bid award for the janitorial services for the Public Works Complex.

Background:

Purpose

This agreement would be to provide janitorial services for the Public Works Complex for the next three years.

Evaluation and Selection Process

The specifications were advertised two times in the Great Falls Tribune, posted on the City website and mailed to five prospective bidders, with four bidders responding.

Staff is requesting additional time to further analyze the bids and to research possible alternatives to this agreement. Alternatives include sharing janitorial services within the City of Great Falls.

Alternatives: Reject the bids for the janitorial services for the Public Works Complex.

Attachments/Exhibits: Janitorial Services Specifications.

CITY OF GREAT FALLS – PUBLIC WORKS
JANITORIAL SERVICES SPECIFICATION

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It is the intent of these minimum specifications to secure price quotes for janitorial services at the City Public Works Complex for a period of three years from the date of Agreement execution by the City of Great Falls. Janitorial services and the needed frequencies are listed below. Any deletions or variations from the following specifications must be noted and explained.

		Meets or Exceeds Specifications YES or NO	Explanation of any Exceptions
A.	<u>GENERAL:</u>		
1.	The contractor will perform janitorial services in three buildings at the Public Works Complex, comprising approximately 10,000 square feet, five days each week exclusive of holidays. Approximately 250 cleaning days will be required.	_____	_____
2.	The contractor will perform services between the hours of 6:00 P.M. and 6:00 A.M. prior to a regular City work day. In the case two or more non-work days are in succession, the contractor may perform services any time prior to the next regular City work day.	_____	_____
3.	Services will be provided according to the Task Schedules in Item C below.	_____	_____
4.	Successful bidder will sign a Services Agreement with the City.	_____	_____
5.	Contractor will provide an on-site supervisor and at least one other crew member for each service day.	_____	_____
6.	All access doors/gates will be locked and checked at the end of each service day.	_____	_____
7.	Contractor will provide all cleaning equipment, machines, tools, cleaning/waxing chemicals, etc. The City will provide toilet tissue, paper towels, hand soap, urinal blocks, trash bags and can liners. No other items will be provided by the City.	_____	_____
8.	Contractor shall possess a City of Great Falls Business license.	_____	_____
9.	Each employee of Contractor shall be bonded in the amount of Five Thousand Dollars (\$5,000.00).	_____	_____

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		Meets or Exceeds Specifications YES or NO	Explanation of any Exceptions
A.	<u>GENERAL (cont'd):</u>		
10.	Contractor will contact the City's designated representative in the event of unusual or emergency conditions or problems.	_____	_____
11.	Contractor will obtain and maintain a general liability Insurance policy as outlined in Attachment A (Agreement) for One Million Dollars (\$1,000,000.00)	_____	_____
B.	<u>BUILDING LOCATIONS/IDENTIFICATION:</u>		
1.	Building 'A': Street/Sanitation building		
2.	Building 'B': Vehicle Garage/Shop and Offices		
3.	Building 'C': Utilities Shop, Offices, and Director's Office		
C.	<u>BUILDING TASK SCHEDULE:</u>		
1.	Daily Tasks:		
a.	vacuum all carpeted areas	_____	_____
b.	empty trash receptacles and replace liners as needed	_____	_____
c.	clean, sanitize and restock restrooms:		
	1. fixtures and soap dispensers/dishes		
	2. mirrors		
	3. floor		
	4. spot clean walls		
	5. dusting of surfaces		
	6. trash receptacles		
	7. showers – building A		
	8. paper towels		
	9. toilet paper	_____	_____
d.	clean drinking fountains	_____	_____
e.	spot clean entry glass and lobby glass	_____	_____
f.	clean lunchroom tables, chairs, counters, sinks, outside of appliances, inside of trash receptacles, vacuum stairs.	_____	_____
g.	sweep, dust mop all tile floors	_____	_____

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		Meets or Exceeds Specifications YES or NO	Explanation of any Exceptions
2.	Weekly Tasks:		
	a. dust all surfaces under seventy (70) inches from the floor	_____	_____
	b. sweep and damp mop all tile areas	_____	_____
	c. clean telephones	_____	_____
	d. clean desk and counter tops		
	e. clean doors, door frames, light switch covers, kick and push plates, door handles, walls and glass	_____	_____
3.	Monthly Tasks:		
	a. customer service visit by manager or supervisor during normal working hours, as needed	_____	_____
	b. dust mini blinds, remove and dust cobwebs from ceilings	_____	_____
	c. power scrub and refinish all tile surfaces including desk knee holes	_____	_____
	d. dust all surfaces over seventy (70) inches from the floor	_____	_____
4.	Bi-monthly Tasks:		
	a. vacuum all upholstered furniture	_____	_____
	b. clean all interior glass surfaces	_____	_____
5.	Semi-annual Tasks:		
	a. clean all exterior glass surfaces	_____	_____

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D. BID:

1. Cost per cleaning day for items listed under Section C, Task Schedule for Buildings 'A' and 'B' \$ _____
(per day)

2. Cost per cleaning day for items listed under Section C, Task Schedule for Building 'C': \$ _____
(per day)

3. Cost per man-hour for special services as requested By City and not covered under Sections 'C' (Task Schedules) above or more frequently than described above: \$ _____
(per hour)

E. CLIENT LIST:

Vendor to provide name, address and phone number of three current or recent clients for janitor services:

NAME	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME OF COMPANY:

ADDRESS:

TELEPHONE NUMBER:

PREPARED BY:

(Printed or typed name and position) (Signature) (Date)

If there are any questions, please contact Tom Hugg, Vehicle Maintenance Supervisor, P.O. Box 5021, Great Falls, MT. 59403 or (406) 771-1401.