

REQUEST FOR BIDS – CLEANING SERVICES

The **City of Arlington** is requesting bids for weekend cleaning services at its Community Center. Bids will be accepted until **11:00 a.m. on Thursday, September 16th** at the Arlington City Offices. Mail or hand deliver sealed bids to City Hall, Attn: City Administrator, 204 Shamrock Drive, Arlington, MN 55307. Bids will be awarded at the September 20th City Council meeting with work commencing on October 1, 2010. Bids should be based on a flat fee per event for events held on Fridays, Saturdays and Sundays. Cleaning supplies and equipment will be furnished by the City of Arlington and should not be included in the bid. A description of duties and a sample contract can be picked up at City Hall, by phone request at (507) 964-2378, or by visiting the City's website at www.arlingtonmn.com. Bidders should include a list of references and work experience with the bid. To set up a meeting to tour the facility, or for more information on the Community Center, contact Lana at (507) 964-2378. The City of Arlington reserves the right to reject any and all bids and to waive any bids received without explanation.



Agreement for Cleaning Service
Arlington Community Center

This agreement will establish the conditions of this contract between the City of Arlington (hereafter "City") and _____ (hereafter "Cleaning Service"). This contract will be lawful and binding if both parties agree to the terms within this contract, and that both parties perform to the terms outlined within this agreement for it to be fulfilled.

This agreement is for a one (1) year period. This contract will begin on October __, 2010 and end on October __, 2011. This agreement may be terminated by either party with or without cause upon sixty (60) days written notice served on the other party personally or by U.S. Mail.

This agreement is conditional to the terms of agreement of both parties as to the costs/conditions associated with:

Time of Cleaning

- Starting time can start immediately after an event, or by 1:00 a.m.
- The renters will be required to have any remaining items from their event near or next to the big door by 1:00 a.m.
- The cleaning crew shall be done with cleaning by 6:00 a.m. No renter shall be allowed entry until 6:00 a.m., unless the cleaning crew agrees to allow them in prior to the 6:00 a.m. stipulations.
- The cleaning crew shall allow for non-profits to enter the kitchen for food or other preparation purposes at 5:30 a.m.
- The City reserves the right to clean the facility on Mondays if it is deemed that it can be done by City staff.

Cleaning Costs

- The rate to be paid to the Cleaning Service shall be a flat fee of \$ _____ per event on Fridays, Saturdays, and Sundays.
- Non-profit events scheduled on a Sunday will result in a \$ _____ cleaning fee for the day.
- For back-to-back events, the Cleaning Service shall be paid an additional amount for table & chair setup when this service has been paid for by the renting party.

- Cleaning Service shall provide the City with hours worked only for the purpose of withholding deposit money in the case of damages or extraordinary cleaning that is outside of the normal for a rental. Documentation is needed in order for the Cleaning Service to receive additional compensation.

Schedule of Cleaning

- Cleaning will be on the following days: Fridays, Saturdays, and Sundays when there is a scheduled event that has been authorized by Community Center Coordinator.
- Cleaning will follow the community center's scheduled events calendar.
- A Community Center Schedule will be given to the cleaning service at least three (3) weeks prior to a scheduled event for adequate scheduling of employees on behalf of the Cleaning Service.
- There shall be an appropriate number of cleaning staff to complete the job properly and within the time frame given.

Cleaning Check List

- Cleaning Service shall provide a sheet that identifies any broken or mishandled tables, chairs, etc. that require repair by City Staff and/or charging of damages to the rental party. This includes any damage to walls or floors as well.
- Cleaning Service shall provide in writing (on supplied forms) any extra cleaning circumstances (such as glitter, food fight, etc.) that requires extra cleaning. This is to insure that the rental party is charged accordingly for excessive cleaning. Photographs of these extraordinary circumstances should be provided as undeniable evidence to the renting party.
- The attached description of duties/cleaning list shall be used as a guideline by the Cleaning Service for what the City expects to have done.

Cleaning Supplies and Equipment

- The City will provide all necessary cleaning supplies. However, there may be the possibility of purchasing cleaning supplies from Cleaning Service, provided that the supplies are at a lower cost than our current provider.
- The City will provide the cleaning equipment and will replace scrubbing machine pads, mop heads, etc. that are within reasonable wear.
- Cleaning Service is responsible for any misuse of equipment and any unreasonable damage done with the equipment to the facility.
- The City will take care of buffing and burnishing of the floors during the week as needed.

City Employee to Assist Cleaning Service

- If there is a problem with plumbing, electrical, fire alarms, or other concerns that need immediate attention, there will be an on-call person that can be reached for emergency situations at (507) 327-6601.

Independent Contractor

- The City and Cleaning Service shall agree that this agreement does not create an employment arrangement or an agency relationship. Cleaning Service agrees that the duties contained within this agreement will be performed without direct supervision of the City, and Cleaning Service is an independent contractor.
- Cleaning Service agrees to indemnify and hold harmless the City from any injuries or damages resulting from any negligent or intentional acts of their agents.
- Cleaning Service agrees to provide to the city a certificate of liability insurance covering personal injury and property damage liability in coverage amounts acceptable to the city, and also to provide to the city a certificate of workers compensation insurance, if such insurance is required to be carried by Cleaning Service under state law.

This agreement is amendable upon an agreement of both parties to alter this agreement in anyway but must be done in writing and must be signed and dated to be binding.

Matthew Jaunich, City Administrator

Date

(Name)

Date

(Name)

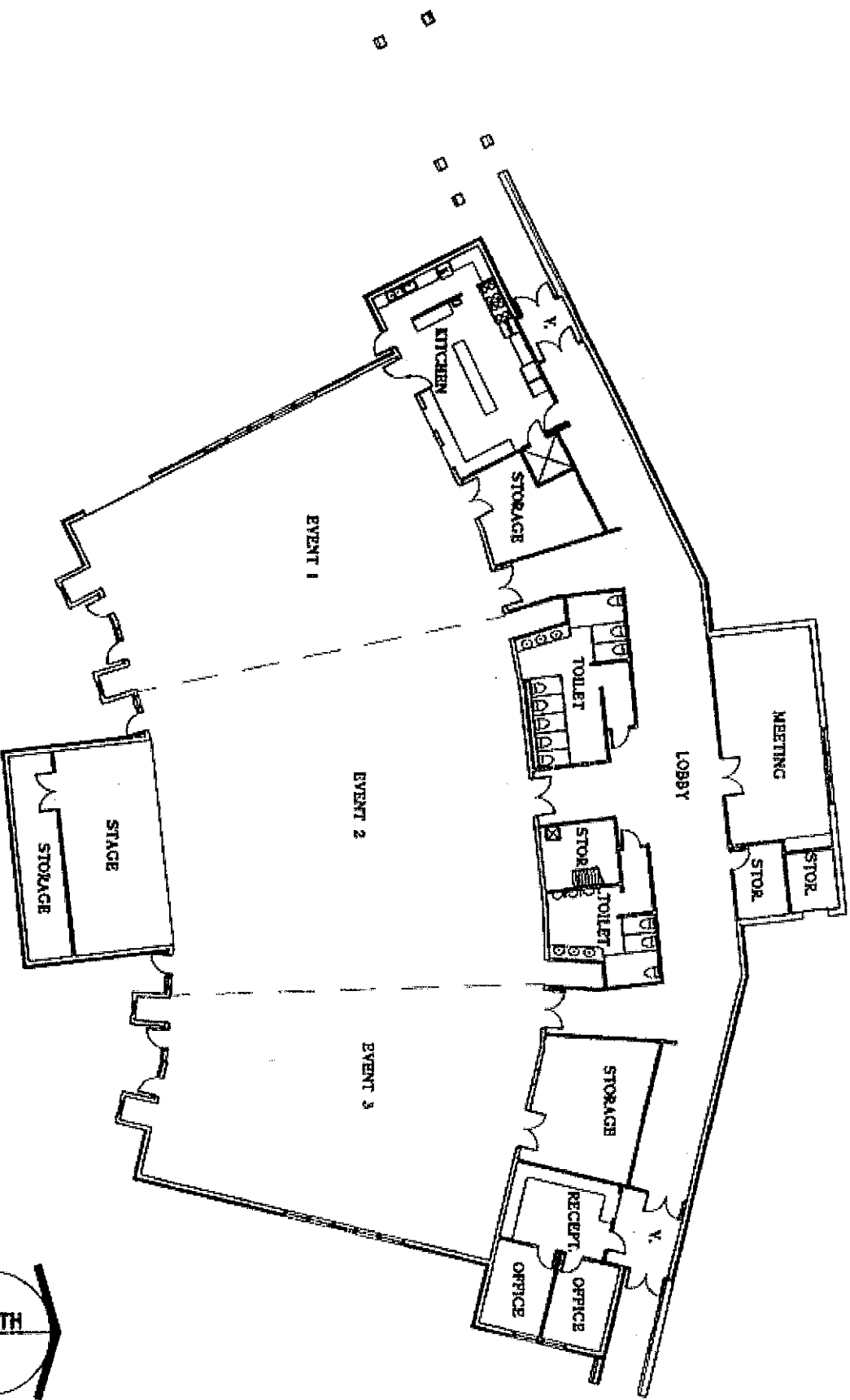
Date



Description of Duties
Community Center Cleaning Checklist

1. Setup Tables & Chairs (when called for)
2. Wash Off All Tables & Chairs
3. Tear Down Tables & Chairs
4. Sweep Floors
5. Empty All Garbage & Bathroom Sanitary Napkin Containers – take to outside disposal site.
6. Rub Out Black Scuff Marks on Floor
7. Power Scrub Main Hall & Hallway
8. Mop Kitchen, Stage, Bathroom & Entryway Floors
9. Clean Toilets & Sinks
10. Replace Toilet Paper Rolls (as needed)
11. Replace Hand Towel Rolls (as needed)
12. Clean Mirrors & Faucets with Glass Cleaner
13. Wipe Out Refrigerator & Freezer (as needed)
14. Check to See if Coffee Maker is Emptied & Rinsed Out (do if needed)
15. Wash Off Kitchen Counters & Tables
16. Clean Sinks & Dishwashers (if used)
17. Vacuum Mats in Entry Way & Main Hall
18. Empty Ash Trays Outside Entry & Patio Doors (4)
19. Clean Outside Entryways
20. Clean Windows & Glass Doors
21. Wipe Off Walls (if needed)
22. Clean Parking Lot of Garbage (if needed)

Arlington Community Center Layout



TOTAL: 14,785 SF

