

Request for Proposal (RFP)

Cleaning Services

Issued February 26, 2024

by the

Daniel Boone Regional Library

PO Box 1267, 100 W. Broadway

Columbia, MO 65205-1267

(573) 817-7012; FAX: (573) 499.0191

Deadline 3:00 PM March 20, 2024

Attn: Russ Niermeyer, Building and Grounds Manager

I. Project Statement and Background

The Daniel Boone Regional Library Board of Trustees (DBRL) requests proposals from qualified individuals or firms (Contractor) to provide cleaning services on a contractual basis for the Columbia Public Library (CPL), 100 W. Broadway, Columbia, Missouri, 65203; the Southern Boone County Public Library (SBCPL) 109 N. Main St. Ashland, Missouri 65010; and the Holts Summit Public Library (HSPL) 188 W. Simon Blvd. Holts Summit, Missouri 65043.

The Contractor will work in consultation and through the guidance of Russ Niermeyer, Building Superintendent, and Angela Scott, Associate Director.

The CPL, a 102,000 SF building, was built in 2002 and is open seven days per week, year-round. The SBCPL, a 6,500 SF Building, was built in 2005 and is open six days a week, year-round. The HSPL, a 7,200 SF of the building, and is open six days a week, year-round. The library intends to contract for services to clean the public areas of the building on Monday through Saturday during the library's closed hours.

II. Additional Information

Please review the enclosed information that describes the Scope of Services, schedule, and requirements for submittal of quotations and qualifications.

III. Process

A. Submission of RFP Responses:

The DBRL will accept all bids and evidence of qualifications submitted in writing in response to this RFP until 3:00 PM, March 20th at which time they will be opened by staff.

Submittals shall be sent to:

Administrative Office - Columbia Public Library
Attn: Russ Niermeyer, Building and Grounds Manager
PO Box 1267, 100 W. Broadway
Columbia, MO 65205-1267.

B. Submittal Requirements:

DBRL invites qualified individuals and firms to submit fee quotations and evidence of qualifications for the project.

1. Qualifications information to be submitted:

- a) Name and address of individual or firm; type of organization; number of years in business; type of ownership and name(s) of owner.
- b) Name(s) of person(s) that will perform the work, description of proposed role(s), and any professional certifications or credentials.
- c) Confirmation that the Contractor can begin work soon after the notice to proceed and within the specified project schedule. The anticipated start date is April 1, 2024.
- d) Experience of Contractor and their designated personnel with projects of similar size and complexity.
- e) Names and contact information of three references.
- f) Verification of insurance.

2. Fee Information to be submitted: The Consultant will submit a proposed fee and cost information for the following services:

- a) Lump Sum Fee with hourly rate stated for weekly cleaning services of the public areas of the building to be performed Monday through Saturday during the library's closed hours. Also, include the approximate number of man hours represented by the lump sum fee.
- b) Hourly rate for additional services initiated at the request of DBRL, which exceed the scope of basic services as described within the RFP.

C. Selection and Criteria:

DBRL designees will review and evaluate the written responses to the RFP in accordance with the evaluation criteria as listed below. Factors to be considered will include, but not be limited to, previous experience and

qualifications, references and reputation for reliability and quality of work, ability to effectively perform the scope of work within the project schedule, communication skills, location of the Contractor, and the proposed fees. DBRL staff will select the best proposal based on the aforementioned criteria.

DBRL reserves the right to waive or not waive any informality and the power to reject any and all proposals. A contract shall be awarded to the most responsible contractor DBRL staff determines will best serve the interest of the Daniel Boone Regional Library.

Should any Bidder take exception to any terms, conditions or specifications stated in this RFP, then such exception must be so stated in writing within the bid submittal and an alternate must be described. Failure to so specify such exceptions will result in a conclusive assumption and requirement that the Bidder will comply with all of the terms, conditions and specifications stated in this RFP.

- D. Insurance:** The successful contractor agrees to obtain and maintain throughout the term of the contract, General and /or Professional Liability, and Worker's Compensation Insurance in the amount required by statute for all employees to be engaged in the work of this contract. The required insurance must be written by a company licensed to do business in Missouri at the time the policy is issued and in effect. Neither party will be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of those within its control or employ.

IV. General Conditions and Contract:

Bidders may withdraw their Proposal at any time prior to the scheduled closing time for receipt of Proposals but no Bidders may withdraw their Proposal after the scheduled closing time for receipt of Proposals.

Proposals and stated costs will remain valid for acceptance by the Client for a period of not less than ninety (90) days from the Proposal due date, and if it is accepted within that time period it shall be binding upon the successful Bidders.

The terms of the contract agreement will consist of the RFP, the Contractor's proposal for fees and services, and a letter of agreement giving notice to proceed. The Contractor will be required to complete and submit workers eligibility affidavit, a federal W-9 form, submit a certificate of insurance and before any payment is made, a monthly invoice for payment.

The contract initial term is anticipated to begin when accepted and term on April 1, 2024 with the option to renew the contract up to four (4) additional one (1) year terms. There library reserves the right to evaluate the contractor's

work performance for compliance with library standards and the right to cancel the contract at any time with 30 days notice to the contractor.

Under Section 171.181 of the Revised Statutes of the State of Missouri, no Board Member, officer or employee of DBRL, or any of its affiliated library districts is permitted to sell or provide any of the goods or services described within this RFP. The Bidder covenants that the Bidder presently has no interest and shall not acquire or employ anyone with any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the obligations and services under this RFP.

V. Scope of Services

A. **Work Schedule:** During closed hours Monday through Saturday. The library's current schedule of open hours is:

CPL:

- Monday through Thursday, 9:00AM – 8:00PM
- Friday, 9:00AM – 6:00PM
- Saturday, 9:00 AM – 5:00 PM
- Sunday, 1:00 PM – 5:00 PM

SBCPL:

- Monday through Friday, 9:00AM – 6:00PM
- Saturday, 9:00 – 3:00 PM
- Sunday, Closed

HSPL:

- Monday through Friday, 9:00AM – 6:00PM
- Saturday, 9:00 – 3:00 PM
- Sunday, Closed

DBRL reserves the right to review the schedule and scope of work on a regular basis with the Contractor and to make adjustments in the weekly schedule and scope of work as needed with advance notice given to the Contractor.

B. **Schedule for Compensation:** Following receipt of the Contractor's monthly invoice, the DBRL will issue payment checks to the Contractor on a monthly basis on a date to be negotiated with the successful Contractor.

C. **Additional Services:** DBRL will consider proposals for additional services beyond the described scope of the work. Additional Services must be authorized prior to work beginning by library contact.

D. **Equipment, Supplies and Cleaning Methods:** DBRL will provide all equipment, materials and supplies to be used. The Contractor will be

responsible for using methods, techniques, equipment, materials and supplies as directed and approved in advance by DBRL.

C. Schedule and Scope of Duties:

Columbia Public Library

Daily Routine Responsibilities for Library Public area: (1st and 2nd floor only)

1. Vacuum all carpets wall to wall, walk off mats, and runners. Remove all debris, tar, gum, etc from flooring. Library staff will vacuum stairs.
2. Clean up spillage. Spot clean carpets including weather mats as needed. If spots do not come out notify library contacts.
3. Dust/damp wipe exposed areas of desks, counters, reading tables, partitions, shelving and fixtures including tables in front of the coffee kiosk. Wipe down with clean dry cloth all stainless steel, laminate finishes, slat wall, handrails, door pushers, identification signs, kick plates, elevator walls, controls, etc. Extreme care will be taken in cleaning of staff service desks and programming areas to ensure the safeguard of all items located within these work areas. Do not clean computers.
4. Clean and wipe payphones and desk phones according to instruction with an approved disinfectant.
5. Empty trash cans and replace liners that are provided by the library. Damp wipe clean as needed.
6. Clean and sanitize all children's furniture with a disinfectant cleaner.
7. Sweep and mop all hard surface floors with a disinfectant cleaner.
8. Clean all restrooms except for 3rd floor and restrooms designated for library staff only. Clean and sanitize, sink, stool and fixtures.
9. Replace paper soap and toilet paper as needed with supplies provided by the library in the restrooms noted in #7.
10. Clean entry glass doors at all entrances including vestibule doors.
11. Clean and polish all water fountains.
12. Clean all elevators including the floors and doors on the 1st and 2nd floor.
13. Clean and organize janitorial closets upon completion of work.
14. Remove all graffiti as needed.
15. Note any in writing and report any damage, deteriorated, worn, or otherwise dangerous or hazardous surfaces or conditions.

Other Daily Routine Responsibilities in Conference Rooms, Study Rooms, Secret Garden Area, Friends but not the 3rd Floor Area.

16. Vacuum all carpets wall to wall. Remove all debris, tar, gum, etc from flooring.
17. Clean up spillage. Spot clean carpets as needed. If spots do not come out notify library contacts.
18. Dust/damp wipe exposed areas of desks, counters, reading tables, partitions, shelving and fixtures including tables in front of the coffee kiosk. Do not clean computers.

19. Empty trash cans and replace liners that are provided by the library.
Damp wipe clean as needed.
20. Arrange chairs for meetings as requested.
21. Clean tops of all tables. Do not clean computers.
22. Remove all graffiti as needed.

Weekly Routine Responsibilities for the Public Area of the 1st and 2nd Floor

23. Edge vacuum along walls and edges of rooms and hallways (2nd Floor, Tuesday, 1st Floor Wednesday).
24. Detail clean window shelves, and alcoves. (2nd Floor, Tuesday, 1st Floor Wednesday)
25. Detail dust tops of library shelves, and book shelves. (2nd Floor Friday and 1st Floor Monday).

Monthly Routine Responsibilities for the Public Area of the 1st and 2nd Floor

26. Detail clean all restrooms top to bottom to include walls, vents, lights, and doors with a germicidal disinfectant cleaner. (Does not include 3rd Floor).

Quarterly Routine Responsibilities (January, April, July & October)

27. Initiate carpet program to maintain carpets with regular cleaning.
 - A. Week 1 Top Floor (Mezzanine level)
 - B. Week 2 Second Floor
 - C. Week 3 First Floor
 - D. Week 4 Basement, stairwells and Conference Rooms, special needs, and administrative areas.
28. Clean all interior office glass report to contact when completed. Same schedules as stated in 23 above. Wipe clean removing fingerprints and smudges.

Semi-annual Routine Responsibilities (March and September)

29. Scrub and recoat all tile floors with 2-3 coats of wax. Burnish to shine.

Southern Boone County Public Library

Daily Routine Responsibilities for Library Public area:

30. Vacuum all carpets wall to wall, walk off mats, and runners. Remove all debris, tar, gum, etc from flooring. Library staff will vacuum stairs.
31. Clean up spillage. Spot clean carpets including weather mats as needed. If spots do not come out notify library contacts.
32. Dust/damp wipe exposed areas of desks, counters, reading tables, partitions, shelving and fixtures including tables in front of the coffee kiosk. Wipe down with clean dry cloth all stainless steel, laminate finishes, slat wall, handrails, door pushers, identification signs, kick plates, elevator walls, controls, etc. Extreme care will be taken in cleaning of staff service desks and programming areas to ensure the safeguard of all items located within these work areas. Do not clean computers.

33. Clean and wipe desk phones according to instruction with an approved disinfectant.
34. Empty trash cans and replace liners that are provided by the library.
Damp wipe clean as needed.
35. Clean and sanitize all children's furniture with a disinfectant cleaner.
36. Sweep and mop all hard surface floors with a disinfectant cleaner.
37. Clean all restrooms and restrooms designated for library staff only.
Clean and sanitize, sink, stool and fixtures.
38. Replace paper soap and toilet paper as needed with supplies provided by the library in the restrooms noted in #7.
39. Clean entry glass doors at all entrances including vestibule doors.
40. Clean and polish all water fountains.
41. Clean all elevators including the floors and doors on the 1st and 2nd floor.
42. Clean and organize janitorial closets upon completion of work.
43. Remove all graffiti as needed.
44. Note any in writing and report any damage, deteriorated, worn, or otherwise dangerous or hazardous surfaces or conditions.

Other Daily Routine Responsibilities in Conference Room

45. Vacuum all carpets wall to wall. Remove all debris, tar, gum, etc from flooring.
46. Clean up spillage. Spot clean carpets as needed. If spots do not come out notify library contacts.
47. Dust/damp wipe exposed areas of desks, counters, reading tables, partitions, shelving and fixtures including tables in front of the coffee kiosk. Do not clean computers.
48. Empty trash cans and replace liners that are provided by the library.
Damp wipe clean as needed.
49. Arrange chairs for meetings as requested.
50. Clean tops of all tables. Do not clean computers.
51. Remove all graffiti as needed.

Weekly Routine Responsibilities for the Public Area

52. Edge vacuum along walls and edges of rooms and hallways
53. Detail clean window shelves, and alcoves.
54. Detail dust tops of library shelves, and book shelves.

Monthly Routine Responsibilities for the Public Area

55. Detail clean all restrooms top to bottom to include walls, vents, lights, and doors with a germicidal disinfectant cleaner. (Does not include 3rd Floor).

Quarterly Routine Responsibilities (January, April, July & October)

56. Initiate carpet program to maintain carpets with regular cleaning.
57. Clean all interior office glass report to contact when completed. Same schedules as stated in 23 above. Wipe clean removing fingerprints and smudges.

Semi-annual Routine Responsibilities (March and September)

58. Scrub and recoat all tile floors with 2-3 coats of wax. Burnish to shine.

Holts Summit Public Library

Daily Routine Responsibilities for Library Public area:

- 59. Vacuum all carpets wall to wall, walk off mats, and runners. Remove all debris, tar, gum, etc from flooring. Library staff will vacuum stairs.
- 60. Clean up spillage. Spot clean carpets including weather mats as needed. If spots do not come out notify library contacts.
- 61. Dust/damp wipe exposed areas of desks, counters, reading tables, partitions, shelving and fixtures including tables in front of the coffee kiosk. Wipe down with clean dry cloth all stainless steel, laminate finishes, slat wall, handrails, door pushers, identification signs, kick plates, elevator walls, controls, etc. Extreme care will be taken in cleaning of staff service desks and programming areas to ensure the safeguard of all items located within these work areas. Do not clean computers.
- 62. Clean and wipe desk phones according to instruction with an approved disinfectant.
- 63. Empty trash cans and replace liners that are provided by the library. Damp wipe clean as needed.
- 64. Clean and sanitize all children's furniture with a disinfectant cleaner.
- 65. Sweep and mop all hard surface floors with a disinfectant cleaner.
- 66. Clean all restrooms and restrooms designated for library staff only. Clean and sanitize, sink, stool and fixtures.
- 67. Replace paper soap and toilet paper as needed with supplies provided by the library in the restrooms noted in #7.
- 68. Clean entry glass doors at all entrances including vestibule doors.
- 69. Clean and polish all water fountains.
- 70. Clean and organize janitorial closets upon completion of work.
- 71. Remove all graffiti as needed.
- 72. Note any in writing and report any damage, deteriorated, worn, or otherwise dangerous or hazardous surfaces or conditions.

Other Daily Routine Responsibilities in Conference Room

- 73. Vacuum all carpets wall to wall. Remove all debris, tar, gum, etc from flooring.
- 74. Clean up spillage. Spot clean carpets as needed. If spots do not come out notify library contacts.
- 75. Dust/damp wipe exposed areas of desks, counters, reading tables, partitions, shelving and fixtures including tables in front of the coffee kiosk. Do not clean computers.
- 76. Empty trash cans and replace liners that are provided by the library. Damp wipe clean as needed.
- 77. Clean tops of all tables. Do not clean computers.
- 78. Remove all graffiti as needed.

Weekly Routine Responsibilities for the Public Area

- 79. Edge vacuum along walls and edges of rooms and hallways
- 80. Detail clean window shelves, and alcoves.
- 81. Detail dust tops of library shelves, and book shelves.

Monthly Routine Responsibilities for the Public Area

- 82. Detail clean all restrooms top to bottom to include walls, vents, lights, and doors with a germicidal disinfectant cleaner. (Does not include 3rd Floor).

Quarterly Routine Responsibilities (January, April, July & October)

- 83. Initiate carpet program to maintain carpets with regular cleaning.
- 84. Clean all interior office glass report to contact when completed. Same schedules as stated in 23 above. Wipe clean removing fingerprints and smudges.

Semi-annual Routine Responsibilities (March and September)

- 85. Scrub and recoat all tile floors with 2-3 coats of wax. Burnish to shine.

F. Cleaning Methods and Standards:

The Columbia Public Library has completely renovated and re-opened in 2002. There are a wide variety of materials finishes in this facility and DBRL expects the successful Contractor to take extreme care in the cleaning and maintenance of this facility. An outline of Standards for cleaning and maintenance will be provided and reviewed with the successful Contractor.

VI. Bid Form:

Please submit the following information:

1. Name of Firm:
2. Owner's Name:
3. Address:
4. Telephone:
5. Fax:
6. Email Address:

7. Name and address of individual or firm; type of organization; number of years in business; type of ownership and name(s) of owner.
8. Name(s) of person(s) that will perform the work, description of proposed role(s), and any professional certifications or credentials.
9. Confirmation that the Contractor can begin work on this project immediately and within the specified project schedule.
10. Experience of Contractor and their designated personnel with projects of similar size and complexity.
11. Names and contact information of three references
12. Verification of Insurance: Bidders may withdraw their Proposal at any time prior to the scheduled closing time for receipt of Proposals but no Bidders may withdraw their Proposal after the scheduled closing time for receipt of Proposals.
13. Proposals and stated costs will remain valid for acceptance by the Client for a period of not less than ninety (90) days from the Proposal due date, and if it is accepted within that time period it shall be binding upon the successful Bidders.
14. Proposed fee and cost information for the following services:
 - ☐ Lump Sum Fee with hourly rate stated for weekly cleaning services. Approximate number of man hours included for each location.
 - ☐ Hourly rate for Additional Services beyond the scope of basic services.
15. The Daniel Boone Regional Library will not be responsible for payment of any work or materials supplied by the successful Bidders before full execution of a contract between the Bidders and the Daniel Boone Regional Library.

The undersigned Bidders, having examined the specifications, terms and conditions, and all addenda thereto: and being acquainted with and fully understanding the extent and character of the equipment to be provided,

The undersigned agrees and understands the Daniel Boone Regional Library has the right to reject any and all Proposals, waive informalities and other requirements for its benefit, and to accept such Proposal as it deems in its best interest.

SIGNATURE_____

PRINT NAME_____

COMPANY NAME_____

MAILING ADDRESS_____

CITY, STATE, ZIP_____

TELEPHONE_____

FAX_____

DATE_____

End of Section