

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**


Item No. 6g
For Meeting of 06-21-10

ITEM TITLE: Consideration of a resolution approving a cleaning services RFP for city hall and the new Community Center.

CONTACT PERSON: Josh Heggen, Director of Community Services
Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

With the opening of the new Community Center, a contract is needed for weekly and yearly cleaning of the building. Currently city hall cleaning is also contracted out. This RFP would get bids on cleaning both buildings. It is anticipated to have a contract on the August 16th agenda for approval by the council.

<input checked="" type="checkbox"/> Resolution _____ <input type="checkbox"/> Ordinance _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL _____ <div style="text-align: right; margin-top: 10px;"> City Administrator</div>

STAFF RECOMMENDATION:

COUNCIL ACTION:

Request for Proposal Windsor Heights City Hall and Community Center

The City of Windsor Heights is currently soliciting proposals for janitorial services for the Windsor Heights City Hall (1133 66th Street) and Community Center (6900 School Street).

The proposal asks for bids on the minimum requirements of the City for services. All bids must meet the minimum requirements.

All proposals must be sealed and are due by July 30, 2010, at 4:30 PM. Proposals should be submitted to Tracy Levine, City Hall, 1133 66th Street, Windsor Heights, IA, 50324.

Proposals will be evaluated based on the following:

- Annual cost of services.
- Experience of the submitting firm.

While price and experience shall be important factors in the evaluations, they shall not exclusively be the determining factors. If you would like to schedule a time to review the buildings, please contact Tracy Levine at 279-3662.

The city has the right to accept or reject any or all proposals.

Minimum Requirements:

- ◆ Perform the following at least twice weekly, preferably Monday and Thursday:
 - Cleaning and disinfect all toilets, sinks, and vanities.
 - Vacuuming all carpets.
 - Dust and recondition all surfaces.
 - Sweeping and mopping all floors.
 - Cleaning all mirrors.
 - Emptying all trash and recycling receptacles.
 - Filling all paper and soap dispensers.

- ◆ Perform the following on a weekly basis:
 - Wash all exterior and interior windows and doors in public areas.

- ◆ Perform the following on a quarterly basis:
 - Deep clean all carpets per manufacturer's instructions.

- ◆ Perform the following on a yearly basis:
 - Strip and Wax concrete and tile floors

- ◆ Let staff know if supplies are getting low and quantity needed

Please note: City will supply mop and mop bucket and broom and dust pans. Cleaning supplies will be supplied by the city and stored on site.

The Windsor Heights Community Center is new center, so duties and responsibilities may grow depending on need.

Submitting firm: _____

Address: _____

City: _____

Phone Number: _____

Monthly cost of services \$ _____

Please attach information regarding firm experience and at least three firm business references.