



REQUEST FOR BID  
 Date: 04/05/10  
 Bid 10-0214

RETURN BY OPENING TIME TO:  
 Purchasing Division  
 RM 100 City Hall  
 411 West 1<sup>st</sup> Street  
 Duluth, MN 55802

**Community Center Cleaning**

Buyer: Dennis Sears  
 Phone: 218-730-5003  
 Fax: 218-730-5922

**BID OPENING, RM 100 AT 2:00 PM ON Tuesday, April 20, 2010**

Note: All bids must be written, signed, and transmitted in a sealed envelope, plainly marked with the bid number, subject matter, and opening date. The City of Duluth reserves the right to split award where there is substantial savings to the city, waive informalities and to reject any and all bids. Bidder should state in proposal if bid is based on acceptance of total order. Sales tax is not to be included in the unit price. Bidder to state freight charges if, proposal is F.O.B. shipping point, freight not allowed. Low bid will not be the only consideration for award of bid. All pages must be signed or initialed by authorized bidder's representative as indicated at the bottom of the page(s) of the request for bid forms.

RETURN BID IN DUPLICATE WITH DUPLICATE DESCRIPTIVE LITERATURE  
 BID RESULTS WILL BE POSTED TO THE WEB SITE SHORTLY AFTER BID OPENING  
 City bid information on website: [www.duluthmn.gov/purchasing/bid information.cfm](http://www.duluthmn.gov/purchasing/bid%20information.cfm)

Designated F.O.B. Point

Tax: Federal Excise Tax Exemption  
 Account No. 41-74-0056 K

Item No.	Qty	U/OM	Description	Unit Price	Total Price
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General cleaning services per the attached description and schedules.  
 (3 one year renewal options)

Vendor E-mail Address \_\_\_\_\_ Freight Charges N/A

Name \_\_\_\_\_  
 Addr \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Bid Price \_\_\_\_\_  
 (To include any additional pages)

Payment Terms \_\_\_\_\_

By: \_\_\_\_\_

F.O.B. Point N/A

(print title)

Delivery Date N/A

\_\_\_\_\_  
 (signature) (tele#)

## General Specifications/Requirements

Contractor is to supply all necessary cleaning equipment and cleaning agents to perform cleaning duties at each location. Ie: mops, buckets, floor scrubbers, brooms, etc.

Contractor is to provide all paper products and all trash can liners used by the respective community centers.

Please provide a quote for each Community Center as follows. The City may choose to award to more than one contractor. Leaving any center blank signifies that a vendor is not interested in cleaning the particular center.

**Special Note:** Blinds, ledges, garbage cans, windows and other surfaces need to be wiped down once a week. Janitorial closets need to be kept in an "adequate self-serve" inventory condition as most user groups are expected to clean up after they use the facility. At any time, this policy should change and require additional cleaning times, the city can negotiate with the contractor for any additional cost associated with this requirement/policy.

Center:	Per Time	Total
Goodfellowship Club (Morgan Park Community Center) 1242 88 <sup>th</sup> Ave West 2 days per week, Wednesday and Friday See attached for requirements.	_____	_____
City Center West (Evergreen) 5830 Grand Ave 3 days per week, Monday, Wednesday, Friday See attached for requirements.	_____	_____
Portman Community Center 4601 McCulloch Street Upper level only. 2 days per week, Tuesday and Thursday See attached for requirements.	_____	_____
Central Hillside Community Center 12 Eats 4 <sup>th</sup> Street Upstairs and Downstairs 3 days per week, Monday, Wednesday, and Friday See attached for requirements.	_____	_____

Successful Contractor(s) will need 1.5M Certificate of Insurance on file in the City of Duluth Purchasing Office.

## **Goodfellowship Club (Morgan Park Community Center)**

2 Days Per Week, Wednesday & Friday

Before 8:00 am or after 3:30 pm

### Kitchen

- ◆ Empty garbage in kitchen & dining area & replace bags as needed
- ◆ Sweep kitchen
- ◆ Wet mop kitchen & hallway
- ◆ Vacuum hallway rugs

### Dining

- ◆ Sweep/Dust mop the floor
- ◆ Wet mop floor

### Bathrooms

- ◆ Sweep floors
- ◆ Clean toilets
- ◆ Disinfect all touchable surfaces including faucets & handles, countertops, soap dispensers, toilet & urinal flush valves, handicap grab bars, stall door handles, entry door handles, & light switches
- ◆ Wash mirrors
- ◆ Empty garbage and replace bags
- ◆ Restock toilet paper, hand towels, and soap as needed
- ◆ Wet mop floor
- ◆ Clean the drinking fountain between the bathrooms

### Entry and Small Meeting Room

- ◆ Vacuum rugs by entry way
- ◆ Sweep/Dust mop the floor
- ◆ Wet mop floor

## City Center West (Evergreen)

Does not include the library, fire hall, or police areas

3 Days Per Week, Monday, Wednesday & Friday

Before 8:00 am or after 3:30 pm

### Kitchen

- ◆ Pull rugs out of kitchen area
- ◆ Empty garbage in kitchen & dining area & replace bags as needed
- ◆ Sweep kitchen
- ◆ Wet mop kitchen
- ◆ Vacuum kitchen & dining area entry rugs
- ◆ When floor is dry move rugs back to their location

### Dining & Side Room

- ◆ Sweep/Dust mop the floor
- ◆ Wet mop floor

### Bathrooms

- ◆ Sweep floors
- ◆ Clean toilets
- ◆ Disinfect all touchable surfaces including faucets & handles, countertops, soap dispensers, toilet & urinal flush valves, handicap grab bars, stall door handles, entry door handles, & light switches
- ◆ Wash mirrors
- ◆ Empty garbage and replace bags
- ◆ Restock toilet paper, hand towels, and soap as needed
- ◆ Wet mop floor
- ◆ Clean the drinking fountain between the bathrooms

*Note:* There are two bathrooms by the library entrance and one in the senior dining area.

### Library Entry and Sitting Area

- ◆ Vacuum the sitting area and pick up garbage
- ◆ Empty garbage and replace bags
- ◆ Sweep/Dust mop the floor
- ◆ Wet mop floor

## **Portman Community Center**

Upper level only

2 Days Per Week, Tuesday & Thursday

Before 8:00 am or after 3:30 pm

### Kitchen

- ◆ Empty garbage in kitchen & dining area & replace bags as needed
- ◆ Sweep kitchen
- ◆ Sweep/Dust mop hallway
- ◆ Wet mop kitchen & hallway

### Dining

- ◆ Sweep/Dust mop the floor
- ◆ Wet mop floor

### Bathrooms

- ◆ Sweep floors
- ◆ Clean toilets
- ◆ Disinfect all touchable surfaces including faucets & handles, countertops, soap dispensers, toilet & urinal flush valves, handicap grab bars, stall door handles, entry door handles, & light switches
- ◆ Wash mirrors
- ◆ Empty garbage and replace bags
- ◆ Restock toilet paper, hand towels, and soap as needed
- ◆ Wet mop floor
- ◆ Clean the drinking fountain by office

Note: There are two single, unisex bathrooms on the main level

### Small Meeting Room

- ◆ Sweep/Dust mop the floor
- ◆ Wet mop floor with a #40 solution

**Note:** Blinds, ledges, garbage cans, windows and other surfaces need to be wiped down on a rotational basis throughout the month. The Janitors closets need to be kept in a "self-serve" condition as most user groups are expected to clean up after they use the facility.

## Central Hillside Community Center

Upstairs and Downstairs

3 Days Per Week, Monday, Wednesday & Friday

Before 8:00 am

### UPSTAIRS

#### Meeting room

- ◆ Empty garbage and replace bags
- ◆ Sweep/Dust mop floor
- ◆ Wet mop floor

#### Kitchen

- ◆ Empty garbage and replace bags
- ◆ Sweep mop floor
- ◆ Wet mop floor

#### Entry

- ◆ Sweep floor
- ◆ Vacuum rugs
- ◆ Wet mop floor

#### Offices and Hallways

- ◆ Empty garbage and replace bags
- ◆ Take recycling bin to dumpster as needed
- ◆ Vacuum carpets

#### Bathrooms

- ◆ Sweep floors
- ◆ Clean toilets
- ◆ Disinfect all touchable surfaces including faucets & handles, countertops, soap dispensers, toilet & urinal flush valves, handicap grab bars, stall door handles, entry door handles, & light switches
- ◆ Wash mirrors
- ◆ Empty garbage and replace bags
- ◆ Restock toilet paper, hand towels, and soap as needed
- ◆ Wet mop floor
- ◆ Clean the drinking fountain located in the hallway

#### Stairwell

- ◆ Vacuum stairs and landings
- ◆ Be sure stairs are clear of clutter

## Central Hillside Community Center Continued

### DOWNSTAIRS

#### Entry, Meeting Room, and Hallway

- ◆ Empty garbage and replace bags
- ◆ Sweep/Dust mop floor
- ◆ Wet mop floor

#### Bathrooms

- ◆ Sweep floors
- ◆ Clean toilets
- ◆ Disinfect all touchable surfaces including faucets & handles, countertops, soap dispensers, toilet & urinal flush valves, handicap grab bars, stall door handles, entry door handles, & light switches
- ◆ Wash mirrors
- ◆ Empty garbage and replace bags
- ◆ Restock toilet paper, hand towels, and soap as needed
- ◆ Wet mop floor
- ◆ Clean the drinking fountain between the bathrooms

**Note:** Blinds, ledges, garbage cans, windows and other surfaces need to be wiped down on a rotational basis throughout the month. The Janitors closets need to be kept in a "self-serve" condition as most user groups are expected to clean up after they use the facility.