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

Community Center Cleaning

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

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

Designated F.O.B. Point
Tax: Federal Excise Tax Exemption
Account No. 41-74-0056 K

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Qty</th>
<th>U/OM</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>General cleaning services per the</td>
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<td>attached description and schedules.</td>
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<td></td>
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<td>(3 one year renewal options)</td>
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Vendor E-mail Address ________________________________ Freight Charges N/A

Name ________________________________
Addr ________________________________
______________________________

By: ________________________________
(print title)

(signature) (tele#)

An Equal Opportunity Employer
General Specifications/Requirements

Contractor is to supply all necessary cleaning equipment and cleaning agents to perform cleaning duties at each location. I.e: 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.

<table>
<thead>
<tr>
<th>Center:</th>
<th>Per Time</th>
<th>Total</th>
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<tbody>
<tr>
<td>Goodfellowship Club (Morgan Park Community Center)</td>
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<tr>
<td>1242 88th Ave West</td>
<td></td>
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<tr>
<td>2 days per week, Wednesday and Friday</td>
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<tr>
<td>See attached for requirements.</td>
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<tr>
<td>City Center West (Evergreen)</td>
<td></td>
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<tr>
<td>5830 Grand Ave</td>
<td></td>
<td></td>
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<tr>
<td>3 days per week, Monday, Wednesday, Friday</td>
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<td>See attached for requirements.</td>
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<tr>
<td>Portman Community Center</td>
<td></td>
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<tr>
<td>4601 McCulloch Street</td>
<td></td>
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<tr>
<td>Upper level only.</td>
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<td>2 days per week, Tuesday and Thursday</td>
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<td>See attached for requirements.</td>
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<tr>
<td>Central Hillside Community Center</td>
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<tr>
<td>12 Eats 4th Street</td>
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<td></td>
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<tr>
<td>Upstairs and Downstairs</td>
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<td>3 days per week, Monday, Wednesday, and Friday</td>
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<td>See attached for requirements.</td>
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Successful Contractor(s) will need 1.5M Certificate of Insurance on file in the City of Duluth Purchasing Office.

*An Equal Opportunity Employer*
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.