



# Village of Black Earth

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## REQUEST FOR PROPOSALS

### Municipal Building Cleaning Service

Village of Black Earth  
Dane County, Wisconsin

**Proposal Due Date: Friday, February 3, 2023 at 12:00pm**

## **Request for Proposals**

The Village of Black Earth is seeking proposals for municipal building cleaning services.

Pursuant to this request for proposals, there is no expressed or implied obligation for the Village to reimburse responding Contractors for any expenses incurred in preparing responsive proposals. The Village may accept or reject any or all proposals received. The Village must receive all proposals by email no later than 12:00 p.m. on Friday, February 3, 2023. Proposals should be emailed to: [beclerk@blackearthwisconsin.com](mailto:beclerk@blackearthwisconsin.com). Proposals should include the subject line: "Proposal: Municipal Building Cleaning Services".

Proposals will first be evaluated by the Village Board of Trustees and Village staff members at the March 2023 board meeting. Proposals will only be reviewed if submitted appropriately by the deadline.

### **Inquiries and proposals should be directed to:**

Dani Fields  
Deputy Clerk  
Village of Black Earth  
1210 Mills Street, PO Box 347  
Black Earth, WI 53515

608-767-2563  
[beclerk@blackearthwisconsin.com](mailto:beclerk@blackearthwisconsin.com)

## Purpose of Request

The Village of Black Earth is seeking quality cleaning services at competitive pricing for The Village of Black Earth Municipal Building. Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The Village is interested in proposals for both once-weekly and twice-weekly cleaning frequency.

## Format for Proposal

The contractor shall submit one (1) digital .pdf copy of the proposal via email. All proposal costs are at the expense of the contractor. Proposals must be delivered on time in proper format or may result in disqualification. The Village will require the following items as part of the proposal:

- **Contractor information:** Name, address, telephone number, website, main point of contact.
- **Background:** a profile and history of the Contractor.
- **Team:** provide names and contact information for key personnel.
- **Experience:** describe the Contractor's experience, including experience with similar communities or businesses.
- Proof of insurance is required.
- Provide a list of references and identify any other municipal clients.

## Evaluation of Proposals

The Village reserves the right to reject any and all proposals, waive technicalities, and to accept any proposal if such action is believed to be in the best interest of the Village. The Village reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions. The Village reserves the right to change submission date(s) or other requirements for any reason, and to contact any reference or any client listed in the documents for information which may be helpful in evaluating the consultant's performance on previous assignments.

## Evaluation Criteria

The criteria for evaluating the proposals will be based on the following:

1. Current and past experience in providing cleaning services for similar organizations.
2. Overall cost of cleaning services. Please provide detail.
3. Ability to provide the required cleaning services as specified within this request for proposal.
4. Ability to provide adequate cleaning materials to perform the required service.
5. Proposals of both once weekly cleaning and twice weekly cleaning.

## Specifications

The Village Municipal Building includes the municipal office, Library, one meeting room, kitchen, a shared hallway, and two restrooms.

A walk-through of the building can be scheduled. Contact Dani Fields, Deputy Clerk, at 608-767-4902 or [beclerk@blackearthwisconsin.com](mailto:beclerk@blackearthwisconsin.com) to schedule a walk-through or for any questions.

Below is a non-exhaustive list of cleaning tasks to indicate in submitted proposals.

- General Cleaning
  - Wipe down & disinfect surfaces, doorknobs, and other high-touch points
  - Empty garbage and recycling
  - Sweep, vacuum, & mop floors
  - Clean glass windows and doors
  - Dusting of surfaces – tables, chairs, windows, desks, filing cabinets, etc.
- Washrooms / Kitchen
  - Clean and disinfect sinks and toilets
  - Clean mirrors and fixtures
  - Restock paper towels, hand soap, toilet paper & trash bags
  - Clean and disinfect kitchen counters
  - Empty trash and recycling
  - Spot clean doors, frames, baseboards, walls and switches
- Offices
  - Sweep/Vacuum & Mop Floor
  - Empty trash and recycling
  - Quarterly/Semi-annually
  - Wipe down baseboards
  - High dusting
  - Spot clean doors, frames, baseboards, walls and switches
- As needed / every-other month
  - Wipe down fridge (exterior) and microwave (interior & exterior)
  - Vacuuming upholstered furniture

Please indicate in your proposal any additional services you provide such as exterior window cleaning, etc. and pricing of those items.

## Equipment and Cleaning Supplies

Indicate in your proposal any changes to the below lists.

The following materials are to be provided by the Village of Black Earth.

- Trash bags
- Dish soap
- Paper towels and toilet paper
- Floor cleaner, disinfectant spray, glass cleaner, toilet cleaner, etc.

Municipal staff will do their best to ensure supplies are stocked. The Contractor shall notify the facility manager by phone or email of any supplies running low and needing to be replaced, or any special supplies that are required.

The contractor must supply all other equipment and supplies required for the job, including but not limited to:

- Vacuum
- Cleaning brushes
- Dusters
- Rags

### **Damage or Repairs**

The contractor shall promptly report any damaged facilities and/or broken items that need to be replaced and/or repaired.

### **Building Security**

The contractor is responsible for maintaining security for any building in which they are providing service while they are the only persons in that building. The basic responsibility is to close and lock all doors and windows. Keys will be issued to the Contractor. If keys are lost, stolen or go missing, the Contractor will notify the facility manager immediately.

### **Compliance with Law**

All work and services performed under the contract/agreement must be executed in accordance with all laws and regulations of the State of Wisconsin, Dane County, and Village of Black Earth.

### **Independent Contractor**

The contractor will work with the Village on a contractual basis and will perform the services required as an Independent Contractor and shall not be deemed an employee of the Village. The successful Respondent will be responsible for payment of all their own payroll taxes and payment of all withholding amounts including, but not limited to, State and Federal income tax, FICA, and other types of payroll taxes.

### **Insurance**

The Contractor shall maintain full liability insurance coverage to protect and hold harmless the Village of Black Earth. Prior to commencement of work, the Contractor shall provide an insurance certificate from their insurance carrier that attests to liability coverage and names the Village of Black Earth as third-party party insured. Full liability coverage must at minimum include Worker's Compensation and General Liability.