

**Town of Silver City  
Invitation for Bids**

**BID 16/17-6  
Janitorial Services**

Bid Opening Date and Time:

**June 23, 2017 @ 11:00 am**

/S/

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Approval:

Alex C. Brown, Finance Director/Town Manager

/S/

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Erika Martinez, Purchasing Agent

**The Procurement Code, §13-1-28 through 13-1-199 NMSA, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and criminal kickbacks.**

## INVITATION FOR BID

The Town of Silver City will receive bids for Janitorial Services. All bids must be separated per building; segregated bids will be accepted.

Bids will be received at the Town of Silver City Purchasing Department, 101 W. Broadway, Silver City NM 88061 until June 23, 2017 @ 11:00a.m. Bids will be read aloud shortly there after at the same location.

Plans and Specifications for said work may be examined and/or obtained at the office of the Town Purchasing Agent at 101 W. Broadway, Silver City, NM, (575) 538-3731.

Bidders shall clearly mark on the outside of the sealed bid envelope BID# 16/17-6 Janitorial Services and give bidder's name and address.

### General Conditions

The following bid is made for furnishing goods or services to the Town of Silver City. The bidder declares that the amount and nature of the goods or services to be furnished is understood and that the nature of this bid is in strict accordance with the conditions set forth and is a part of this bid and that there will at no time be a misunderstanding as to the intent of the specifications or conditions to be overcome or pleaded after the bids are opened.

The bidder, in submitting this bid, represents that he is an equal opportunity employer and will not discriminate with regard to race, religion, color, national origin or sex in the performance of this contract.

The bidder hereby proposes to furnish the items or services described in this bid F.O.B. Silver City, New Mexico, at the unit prices quoted herein after notice of bid award, unless otherwise noted in the bid. Bidder must fill in all information asked for in the blanks provided under each item. Failure to comply may result in rejection of the bid at the Town's option.

The Town reserves the right to reject any or all bids or to waive technicalities at its option when in the best interest of the Town.

If the items, which have been called for, have been identified by a "brand name or equal" description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that will be satisfactory. Bid offering "equal" products will be considered for award if such products are clearly identified in the bids and are determined by the Purchasing Agent and requesting Department to be equal in all material respects to the brand name products referenced. Unless the bidder clearly indicates in his bid that he is offering an "equal" product, his bid shall be considered as offering a brand name product referenced in the Bid Specifications.

Equal shall be taken in its general sense and shall not mean identical. Specifications are for the sole purpose of establishing minimum requirements of level of quality, standards of performance and design and are in no way intended to prohibit the bidding of any manufacturer(s) item of equal or better quality. The Town of Silver City shall be the sole judge of equality in their best interest and decisions of the Town of Silver City as equality shall be final.

Pursuant to Section 13-1-108 NMSA 1978, the total amount bid shall exclude all applicable taxes including applicable state gross receipts tax or applicable local option tax. The Town will pay for any taxes due on the contract and will pay any increase in applicable taxes which become effective after the date the contract is entered into in addition to the bid total base upon separate billings which the successful bidder shall submit with each request for payment. Taxes shall be shown as a separate amount on such billings or request for payment and shall separately identify each tax being billed.

Bids deposited with the Town cannot be withdrawn prior to the time set for opening bids. Request for non-consideration of bids must be made in writing to the Purchasing Agent and received by the Town prior to the time set for opening bids. After other bids are opened and publicly read, the bid for which non-consideration is properly requested may be returned unopened. The bid may not be withdrawn after the bids have been opened and the bidder, in submitting the same, warrants and guarantees that his bid has been carefully reviewed and checked and that it is in all things true and accurate and free of mistakes and that such bid will not and cannot be withdrawn because of any mistake committed by the bidder.

After bids are opened and publicly read, the bids will be tabulated for comparison on the basis of the bid prices and quantities shown in the bid. Until final award by the Town of Silver City, the Town reserves the right to reject any or all bids, to waive technicalities and to re-advertise, or proceed to do the work otherwise when the best interest of the Town will be realized.

Bids will be considered irregular if they show any omissions, alterations of form, additions, or conditions not called for, unauthorized alternate bids or irregularities of any kind. However, the Town reserves the right to waive any irregularities and to make the award in the best interest of the Town. The Town reserves the right to reject any bid or any part of a bid in part and all bids are subject to reservation.

The successful bidder may not assign the rights awarded and duties of an award without the written consent of the Town. Such consent shall not relieve the assignor of liability in event of default by his assignee.

Delivery date is an important factor to the Town and may be required to be part of each bid. The Town of Silver City may choose to award a bid to a single bidder holding a low total bid versus individual low bidders of individual items when in its best interest based on delivery of goods and/or services. In addition, after an award has been made, should a supplier not be able to provide goods and/or services as stated in a bid, the Town may pursue purchasing an item from the second low bidder if agreeable with the second low bidder. Any price difference may be charged to the first bidder awarded goods and/or services. The Town may at its discretion, extend delivery date when in its best interest.

The Town reserves the right to demand bond or penalty to guarantee delivery by the date indicated. If order is given and the bidder fails to furnish the materials by the guaranteed date, the Town reserves the right to cancel the order without liability on its part.

The Town will make payment within thirty (30) days of receiving invoicing unless unusual circumstances arise. Invoices shall be fully documented as to labor, materials and equipment provided. No order shall be made prior to the approval of an authorized purchase order number. Purchase order number is required on all transactions.

All specifications will be of new or most current goods or services unless specifically indicated in specification documentation.

The quantities shown on any bid for the purchase of goods and/or services are estimated quantities only.

The Town of Silver City reserves the right to purchase more or less than the quantities shown. In any event, the unit prices shall govern.

Bidder warrants that all deliveries made under a contract will be of the type and quantity specified; and the Town may reject and/or refuse any delivery, which falls below the quality specified in the specifications. The Town shall not be held to have accepted any delivery until after an inspection has been made and an opportunity to exercise its rights of rejection has been afforded.

All manufacturer's warranties shall insure to benefit the Town and replacement of defective materials shall be made promptly upon request. Failure of the Contractor to make reasonable delivery as and when requested shall entitle the Town to acquire quantities from alternate sources wherever available, with the right to seek reimbursement from the Contractor for amounts, if any, paid by the Town over and above the bid price. All materials shall be free of any and all liens and shall upon acceptance thereof become property of the Town free and clear of any materialman's, supplier's or other liens.

Regardless of the award of a contract hereunder, the Town retains the right to purchase the same or similar materials or items from other sources should it be determined that doing so would be in the Town's best interest, based on cost and quality consideration; however, in such event the contractor will be given the first option of meeting or rejecting the proposed alternate sources lower price or higher quality. Acceptance by the Town of any delivery shall not relieve the contractor of any guarantee or warranty, express or implied, nor shall it be considered an acceptance of material not in accordance with the specifications thereby waiving the Town's right to request replacement of defective material.

These specifications are based upon design and performance criteria which have been approved by the Town of Silver City. Subsequently, these specifications reflect only the type of equipment, materials or supplies that will be accepted. Therefore, exceptions may be considered if they are minor, equal or superior to that which is specified and provided that they are listed and fully explained on a separate page entitled, "Exceptions to Specifications". The exceptions shall refer to the specification page if available, item number, paragraph or other identification. The Town shall determine which exceptions (if any) are acceptable and this determination shall be final.

This procurement will be conducted in accordance with the Procurement Procedures of the Town of Silver City, all applicable Federal Laws, State Laws and Municipal Ordinances.

The Town of Silver City has designated a Procurement Manager/Agent, who is responsible for the conduct of this procurement whose name; address and telephone number are listed below:

Erika Martinez, Purchasing Agent  
Town of Silver City  
101 W. Broadway  
P.O. Box 1188  
Silver City, NM 88062  
Telephone Number: (575) 534-6352  
E-mail: [purchasing@silvercitynm.gov](mailto:purchasing@silvercitynm.gov)

All deliveries via express carrier should be addressed as followed:

Erika Martinez, Purchasing Agent  
Town of Silver City

101 W. Broadway  
Silver City, NM 88061

All deliveries via common mail services should be addressed as follows:

Erika Martinez, Purchasing Agent  
Town of Silver City  
P.O. Box 1188  
Silver City, NM 88062

Any inquiries or requests regarding this procurement should submit to the Purchasing Manager/Agent in writing. Only those questions answered by the person listed above will be legal and binding.

### **DEFINITIONS**

**Contract:** means an agreement for the procurement of items of tangible personal property or services;

**Contractor:** means the successful bidder;

**Department:** means a department or sub-department within the Town of Silver City organization;

**Desirable:** means “may”, “can”, “should”, “preferably”, or “prefers” identify a desirable or discretionary item or factor for the Town to determine;

**Determination:** means the written determination of a decision of a procurement manager/agent including findings of fact to support a decision. A determination becomes part of a procurement file to which it pertains;

**DFA:** means the Department of Finance and Administration of the State of New Mexico;

**Mandatory:** means “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor. Failure to meet a mandatory factor may result in rejection of bid;

**Bidder:** means a person, corporation, or partnership who chooses to submit a bid;

**Procurement Manager/Agent:** means the person or designee authorized by the Town to manage or administer a procurement requiring the evaluation of competitive sealed bids. This person may also be known as the “Purchasing Agent”, “Purchasing Officer”, or “Purchasing Supervisor”;

**Responsible Bidder:** means a bidder who submits a responsible bid and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the bid; and

**Responsive Bid:** means an offer or bid which conforms in all material respects to the requirements set forth in the invitation for bids. Material respects of an invitation for bids include, but are not limited to price, quality, quantity or delivery requirements.

### **CONDITIONS GOVERNING THE PROCUREMENT**

This section of the bid contains the schedule for the procurement, describes the major procurement events and the conditions governing the procurement.

### **SEQUENCE OF EVENTS**

The Procurement Manager will make every effort to adhere to the following schedule:

| <u>Action</u>                     | <u>Responsibility</u>       | <u>Date</u> |
|-----------------------------------|-----------------------------|-------------|
| 1. Issue of Bid                   | Agency                      | 06/07/2017  |
| 2. Distribution List Response Due | Bidder                      | N/A         |
| 3. Pre-Bid Conference             | Agency                      | N/A         |
| 4. Deadline to Submit Questions   | Bidder                      | 06/19/2017  |
| 5. Bid Submission                 | Bidder                      | 06/23/2017  |
| 6. Contract Award                 | Town Council                | 06/27/2017  |
| 7. Protest Deadline               | Anyone Participating In Bid | 07/12/2017  |

## **EXPLANATION OF EVENTS**

1. **Issue of Bid**

The bid is being issued by the Town of Silver City on **June 7, 2017**.

2. **Distribution List Response Due**  
**(Not Applicable For This Bid)**

Potential bidders should hand deliver or return by facsimile or registered or certified mail the Acknowledgment of Receipt Invitation for Bid Form that accompanies this document to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated and returned by close of business.

The procurement distribution list will be used for the distribution of written responses to questions and any bid amendments or addendum. Failure to return this form will result in no further information, addendums, amendments, etc., to be sent to bidder. In addition, bidder will not be entitled to any answers to any questions. The failure to submit this form does not exclude potential bidders from being considered for final award.

3. **Pre-Bid Conference**  
**(Not Applicable For This Bid)**

Pre-bid conference is highly recommended but not mandatory for consideration of bid. All interested parties attending this pre-bid conference will be required to sign in.

4. **Deadline to Submit Additional Written Questions**

Potential bidders, who have submitted their Distribution List Response, may submit additional written questions as to the intent or clarification of this Request for Bids until close of business on **June 19, 2017**. All written questions must be addressed to the Purchasing Agent.

5. **Submission of Bids**

**ALL BIDS MUST BE RECEIVED FOR REVIEW BY THE PURCHASING AGENT OR DESIGNEE NO LATER THAN 11:00 A.M. MOUNTAIN TIME ZONE ON JUNE 23, 2017.** Bids received after deadline will not be accepted or

will be returned unopened. The date and time will be recorded on each bid. Bids must be addressed and delivered to the Purchasing Agent at the address listed in these bid documents. Bids must be sealed and labeled on the outside of the package to clearly indicate that they are in response to **BID# 16/17-6; Janitorial Services and give bidder's name and address.** Bids submitted by facsimile or electronic mail will not be accepted. A public log will be kept of the names of all bidders who have submitted bid(s).

6. **Contract Award**

On **June 27, 2017**, Town Council will review for award/rejection the recommendation of the Purchasing Agent and Town Staff. This date is subject to change at the discretion of the Mayor and Town Council.

7. **Protest Deadline**

Any protest by a bidder must be in conformation with Section 71 of the Town of Silver City Procurement Policy. The fifteen (15) day protest period for responsive bidders shall begin on the day following the bid award/rejection and will end as of the close of business on **July 12, 2017**. Protest must be written and must include the name and address of the protestor and the request for bid number. It must also contain a statement of grounds for protest including appropriate supporting exhibits and it must specify the ruling requested from the Town Purchasing Agent. The protest must be delivered to:

Erika Martinez, Purchasing Agent  
Town of Silver City

**MAILED TO:**  
P.O. Box 1188  
Silver City, NM 88062

**HAND DELIVERED or EXPRESS MAILED TO:**

101 W. Broadway  
Silver City, NM 88061

Protests received after the deadline will not be reviewed or accepted.

**OTHER GENERAL REQUIREMENTS**

1. **Incurring Costs**

Any cost incurred by the bidder in preparation, transmittal, presentation or any bid or material submitted in response to this bid shall be born solely by the bidder.

2. **Prime Contractor Responsibility**

Any contract that may result from this bid shall specify that the prime contractor is solely responsible for fulfillment of the contract with the Town. The Town will make contract payment to only the prime contractor.

3. **Amended Bid**  
A bidder may submit an amended bid before the deadline for receipt of bids. Such amended bid must be a complete replacement for a previously submitted bid and must be clearly identified as such in the transmittal letter. The Town personnel will not merge, collate, or assemble bid material.
4. **Termination**  
This bid solicitation may be canceled at any time and any and all bids may be rejected in whole or in part when the Town determines such action to be in its best interest.
5. **Number of Responses**  
Bidders shall submit only one bid.
6. **Letter of Transmittal (THIS MUST BE INCLUDED IN YOUR BID DOCUMENTS). Any company/person not submitting this request will be considered non-responsive.**

**The letter of transmittal MUST be typed:**

- 1) Identify the organization or individual submitting the bid;
  - 2) Identify the name and title of the person authorized to contractually obligate the organization or individual;
  - 3) Identify the names, titles, telephone and fax numbers of persons to be contacted for clarification of bid;
  - 4) Identify the mailing address of the company;
  - 5) Identify the New Mexico CRS # and Federal Tax Identification Number or Social Security Number;
  - 6) Acknowledge receipt of any and all amendments or addendums of bid; and
  - 7) Be signed by the person authorized to contractually obligate the organization.
7. **Bid Form**
    - 1) All bids will be submitted typewritten or printed in ink.
    - 2) Bid price of each item on the form will be stated numerically. In the case of error in price, the unit price shall govern (versus extended price).
    - 3) The Town of Silver City reserves the right to deduct individual priced items as it sees necessary in order to meet budget and award bid.
  8. **Evaluation of Bids**  
If a contract is to be awarded, it will be awarded to the lowest (or highest when call for bid is for the sale of items), responsive, responsible bidder; whose evaluation by the Town indicated to the Town that the award will be most advantageous and in its best interest.



9. **Bid Opening**

The person opening the bids will adhere to the following procedure:

- 1) Name the bidder;
- 2) Check for acknowledgment of addenda/amendments;
- 3) Check for proper signature on transmittal letter;
- 4) Check for list of subcontractors if applicable; and
- 5) Call out items identified in bid and their respective prices.

10. **Term**

The Town of Silver City reserves the right to request additional materials aggregate materials listed in this bid for a period not to exceed one year from date of award. Cost of aggregate shall remain firm for the remainder of this agreement.

11. **Award**

The Town of Silver City reserves the right to award each item individually, by groups or in its entirety to the supplier(s) meeting bid specifications, submitting the lowest bid and in its best interest.

12. **Invoicing**

Invoices shall be received by the Town of Silver City on the first day of the following month for services provided throughout the month. Invoices should be delivered to the Town Purchasing Agent.

## **Bid Specifications**

### **SPECIFICATIONS**

The Town of Silver City is advertising for a multiple bid on Janitorial Services for numerous Town buildings. The first part of the bid will be to qualify bidders to provide these services. The second part will be cost. That is, determining the lowest responsive bidder meeting all other specifications most advantageous to the Town.

#### **PART 1: QUALIFICATIONS**

1. Bidders must complete the form titled **APPENDIX A - QUALIFICATIONS**. No other form will be accepted.
2. Bidders failing to complete this form will receive no further consideration in this process.

#### **PART 2: COST**

1. Bidders will complete the form titled **APPENDIX B - COST FORM**. No other form will be accepted.
2. Bidders will submit Appendix B in a sealed envelope following Appendix A.
3. Only those bidders meeting PART 1: QUALIFICATIONS will be afforded the opportunity to have their cost form reviewed.

#### **GENERAL SPECIFICATIONS**

1. Firm/Company shall be responsible for the complete performance of all work and for the methods, means and equipment used, and for all materials, tools, apparatus and property of every description used in connection with this Contract.
2. The Town realizes that the majority of cleaning supplies used by the janitorial firm/company are not hazardous. As a requirement of this bid, firm/company shall provide a list of all materials and supplies that will be used to do the work under this contract. Indicate what each product will be used for.
3. Firm/Company awarded this contract shall furnish and maintain a complete binder of MSDS sheets on all chemicals to be used under this contract. Firm/Company shall provide a complete binder for each location by July 27, 2017.
4. Firm/Company shall furnish and maintain all necessary equipment. NOTE: Manually operated carpet sweepers are not to be used in place of an electric vacuum cleaner on carpet.

5. Firm/Company shall be responsible for the supervision and direction of the work performed by his/her employees and shall, at all times provide a full time manager or crew leader on the premises to carry out the responsibility. The manager or crew leader shall have the authority to act as agent for the firm/company in his/her absence, and shall be fully qualified to implement the contract specifications.
6. Firm/Company shall be responsible for instructing his/her employees in all safety measures. All equipment used by the firm/company shall be maintained in safe operating condition at all times, free from defects or wear which may in any way constitute a hazard to any person or persons on Town property. All electrical equipment will be properly grounded. All employees will wear proper personal protective equipment while working on Town premises.
7. When possible, the Town will provide areas for storage for the supplies of the firm/company and shall be maintained by the firm/company in a clean, orderly and safe condition at all times.
8. Firm/Company **shall utilize the trash system presently in use**, and will provide for the transportation of trash to selected areas.
9. The Town of Silver City participates in a paper-recycling program. All specially marked bins shall be left alone and not emptied into general trash containers.
10. Firm/Company shall conduct duties from anytime between 5:00pm and 6:00am on scheduled days.

The Town of Silver City observes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Should the normal cleaning day fall on one of the above holidays, firm/company is not required to provide cleaning services on that day, but must make arrangements to provide services either the immediate day before or after the holiday. Should firm/company fail to provide services on those days, a deduction from payment shall be made.

11. Damage or theft of Town property directly caused by the firm/company during janitorial operations shall be assumed by the firm/company. A written report of same and cause of damage must be submitted to the person identified as responsible for each building within 24 hours of occurrence.
12. Firm/Company shall notify the Town in writing of any observed irregularities (defective plumbing, unlocked doors, etc....).
13. Firm/Company shall communicate with each building representative monthly, for

customer service reviews. Communication can be done through telephone conversations or meetings that are held at mutually agreeable times, unless a time and date is specifically stated herein.

14. Firm/Company shall not move nor jar data processing machines, equipment, accessories, etc....
15. Firm/Company shall exercise extreme caution when using water

### **INSURANCE SPECIFICATIONS**

1. Liability Insurance: Firm/Company agrees to maintain commercial liability insurance in the amount of \$1,000,000 (one million dollars) minimum on all personnel assigned duties under this contract.
2. Worker's Compensation Insurance: Firm/Company agrees to maintain (when applicable) the limits of worker's compensation per the New Mexico State Worker's Compensation Act.
3. Awarded firm/company shall provide proof of insurance by providing certificates of the kinds of insurance required to the Purchasing Agent of the Town of Silver City within 30 days of notification of award of contract.
4. Firm/Company shall maintain required insurance for the term of the contract and shall notify the Town Purchasing Agent of expiration of insurance coverage within 15 days prior to expiration date. In addition, firm/company shall provide renewal certificates to the Town Purchasing Agent as they become available.

### **SECURITY CHECK**

1. Awarded firm/company shall complete the Security Check form attached for each person who may be employed by your company to perform duties for the Town of Silver City.
2. The Town of Silver City Police Department will conduct a security check of each person.
3. The Town, at its discretion may approve/disapprove any person submitted in its best interest or may conduct additional security checks through other agencies of other communities. The awarded firm/company will be notified prior to any additional security checks occur.
4. All information shall remain confidential and will be sent to the firm/company being awarded this contract.
5. Upon initial bid submission, firm/company shall only submit a listing of those employees who may be employed by them, to provide the services of this contract.
6. Only upon award, will a security check be conducted of each individual.
7. No other persons will be allowed inside the designated buildings. There are no exceptions to this guideline.

### **EXAMINATION OF SITES**

1. Firm/Company shall have visited the site and shall have fully acquainted and familiarized themselves with the conditions as they exist and the operations to be carried out. The firm/company shall make such investigations as they may see fit so that they may fully

- understand the facilities, difficulties and restrictions attending the execution of the work.
2. The failure or omission of the firm/company to examine any instruction or document, or any part of the specification or to visit the site and acquaint themselves as to the nature and location of the work, the general and local conditions and all matters which may in any way affect performance shall not relieve the firm/company of any obligation to perform as specified herein. Firm/Company understands the intent and purpose thereof and their obligations there under and that they will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this agreement, or because of lack of information.

### **PERMITS, LICENSES AND NOTICES**

1. Firm/company shall make application for and obtain necessary permits and licenses from State of New Mexico.
2. Firm/Company shall maintain a business registration with the Town of Silver City for the term of this agreement.

### **BUILDING INFORMATION**

City Hall  
101 W. Broadway

City Hall Annex  
1211 Hudson Street

Municipal Court  
215 N. Bullard

Police Department  
1011 N. Hudson

City Annex II (Fuel Station)  
1106 N. Pope

Visitors Center  
201 N. Hudson

Hub Plaza Restrooms  
601 N. Bullard

### **TECHNICAL REQUIREMENTS**

1. All work performed by the awarded firm/company is to be done after normal business hours of 5:00 pm and completed before 6:00 am for each location.
2. All offices will require 5 days of service with the exception of the City Annex II. The City

Annex II will require cleaning at least one day per week.

3. Awarded firm/company shall make emergency services available related to body fluids, flooding due to water leakage, sewer backups, etc. upon request on an hourly basis.
4. In general, the achievement of the desired standards as outlined herein will result in an almost complete absence of visible soil. In order to maintain the facilities in this condition firm/company will immediately remove any visible soil, which is found as a result of their inspection. For the purposes of definition, absence of visible soil shall be as follows:
  - Absence of dust on horizontal and vertical surfaced of floors, walls, ledges, furniture and Equipment;
  - Absence of litter and trash on floor and horizontal surfaces of equipment;
  - Absence of finger marks and spots and soil build-up on walls, partitions, doors, dividers, etc.;
  - Absence of encrustation, soil and wax build-up on floors, particularly in corners, along edges and baseboards, around doorjamb, and around furniture and equipment legs and bases;
  - Absence of soil and stains on toilet room fixtures, drains, traps, faucets, soap and paper dispensers, stalls, mirrors, ledges and drinking fountains. Disinfectants shall be used to sterilize toilet room fixtures, where required;
  - Absence of dust, spots, soil build-up and encrustation on furniture and equipment surfaces and legs;
  - Absence of dust, lint, and litter on upholstered furniture;
  - Absence of soil, litter, dust and encrustation in wastebaskets and trash containers;
  - Wastebaskets and trash containers to be washed as needed;
  - Absence of marks, spots, stains and streaks on interior and exterior entrance doors and lobby glass and all partition glass;
  - Absence of soil and dust on window blinds, shades, sills, frames, and ledges;
  - Absence of other visible soil and cobwebs on horizontal surfaces including ceilings;
  - Absence of trash in building. Trash shall be collected and removed to designated area;
  - Absence of soil, litter, dust and spots from all carpets, mats and floors; and
  - Absence of streaks, spots, stains from all bright work, where appropriate, all bright works shall be polished dry to a high sheen.
5. Daily Cleaning Tasks and Frequencies:
  - a. Empty all wastebaskets keeping trash contained in plastic bags;
  - b. Dust all unobstructed desks, furniture, filing cabinets, chairs and tables;
  - c. Low dust all horizontal surfaces including sills, ledges, moldings, shelves, picture frames, etc.;
  - d. Clean and sanitize drinking fountains;
  - e. Clean all reception lobby glass and partitions, inside and out;
  - f. Spot clean walls, light switches and doors;
  - g. Spot clean and vacuum carpet;
  - h. Wash all door glass and adjacent panels, interior and exterior;
  - i. Spot clean and brush all upholstered fabric furniture as needed;
  - j. Clean and polish counter tops; and
  - h. Bathroom: Clean and sanitize all fixtures, including toilet bowls, urinals, and

basins with detergent/disinfectant. Use toilet bowl cleaner at least once a week in toilet bowls and urinals. Clean under basins and around toilets and urinals. Clean mirrors, glass, soap dispensers, washbasins and all plumbing fixtures. Spot clean walls, light switches, doors and partitions. Empty all trash containers, replace liners as needed, spot clean and sanitize containers. Replenish soap, toilet tissue, paper towels, cups, liners, etc. Damp and wipe all ledges. Sweep and wet mop hard floor using detergent/disinfectant.

- i. Damp mop other hard floors, remove gum, tar or other foreign matter;
  - j. Keep custodial closet clean;
  - k. Do other general and emergency cleaning as required;
  - l. Report any maintenance defects to building representative;
  - m. Wash down walks as required;
  - n. Sweep cobwebs from walls around entrance and dust windows;
  - o. Mop all non-carpeted stairways and remove scuffs;
  - p. Spot clean all plastic floor mats;
  - q. Kitchen: Clean sinks with detergent/disinfectant. Clean kitchen counters, tables, and other hard surfaces (microwaves, soda machine, etc.).
6. Weekly Cleaning Tasks and Frequencies:
- a. Clean and sanitize telephones;
  - b. Wash all tables;
  - c. Remove dust and cobwebs from ceiling areas of standard height;
  - d. Dust mop and damp mop storage areas;
  - e. Dust vertical surfaces;
  - f. Dust Venetian/mini blinds;
  - g. Brush and vacuum all upholstered furniture and modular panels; and
  - h. Pick up all plastic floor mats (not secured to the floor by furniture), vacuum under mats, and clean mats with all-purpose cleaner and return to proper area.
7. Monthly Cleaning Tasks and Frequencies:
- a. Vacuum air conditioning grills and returns;
  - b. Dust ceiling fans;
  - c. Clean light covers (external only) of all ground mounted light fixtures;
  - d. Machine scrub and refinish all hard floors with a non-slip finish;
  - e. Dust visible areas of bookshelves;
  - f. Vacuum all curtains to remove dust and debris; and
  - g. Clean all windows on the bottom floor inside and out. This includes the removal of all screens.
8. Quarterly Cleaning Tasks and Frequencies:
- a. Steam clean all carpeted areas. Clean carpet through hot water extraction method; utilize a surface cleaning system, i.e., bonnet cleaning method, for the carpets in between actual carpet cleaning, as required;
  - b. Clean all windows inside and out. This includes the removal of all screens; and
  - c. Strip and re-wax all hard floors or, more often as required. **Attention: Only quality floor finishes with a minimum slip resistance factor (static coefficient or friction) of .5, as measured by the American Society of Testing and Materials (ASTM) test method standards, shall be used on hard floor**

**surfaces.**

9. Semi-Annual Tasks and Frequencies:
  - a. Wash light fixtures and covers;
  - b. Wash Venetian/mini blinds with all-purpose cleaner. It does not require the removal of blinds; and
  - c. Wash air conditioning grill and return.



**APPENDIX A  
QUALIFICATIONS**

**Please submit all requested information for qualifications on this form unless otherwise directed. In order for a firm/company to be considered responsive in PART I they must submit all information requested, including their transmittal letter and appropriate signatures. Failure to meet these requirements will deem your firm/company non-responsive and no further consideration will be given.**

**Yes [ ] No [ ]** Firm/Company shall have a minimum of three years acceptable general experience in janitorial service. Does your company have a minimum of three years of experience?

\*Separately, submit on no larger than (2) 8 ½" x 11" pages, a brief narrative of your experience in the janitorial service.

**Yes [ ] No [ ]** Firm/Company shall furnish at least (2) account references with whom the firm/company has acceptably contracted for at least (1) year in the last (5) years to service a minimum of 4,000 square foot buildings. These accounts shall have been janitorial contracts and references shall be provided to demonstrate acceptable performance. Can your company supply these accounts/references?

\*Please provide this information below:

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of Years of Service for Account: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Number of Years of Service for Account: \_\_\_\_\_

**Yes [ ] No [ ]** Does your company meet insurance commercial general liability and worker's compensation requirements?

**Yes [ ] No [ ]** Does your company maintain all necessary state and local permits? If no, please provide when they will be obtained.

**Yes [ ] No [ ]** Firm/Company must provide a list of holidays observed by their firm/company. Can firm/company provide service on, immediately before or after those holidays observed by the Town of Silver City?  
Firm/Company holidays observed?

**Yes [ ] No [ ]** Can firm/company supply all necessary cleaning equipment or chemicals required to perform duties as required by this contract?

**Yes [ ] No [ ]** Has firm/company provided a listing of all possible persons who might participate in the duties required by this contract?

**APPENDIX B  
COST SHEET**

**Firm/Company must submit this form with their bid. No other form will be accepted.**

Cost Sheet

| <b><u>Location</u></b>           | <b><u>Monthly Rate</u></b> |
|----------------------------------|----------------------------|
| Visitor's Center                 |                            |
| Municipal Court                  |                            |
| City Hall                        |                            |
| City Annex (upstairs/downstairs) |                            |
| Police Dept.                     |                            |
| City Annex II (Fuel Station)     |                            |
| Hub Plaza (restrooms only)       |                            |

Signed: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_