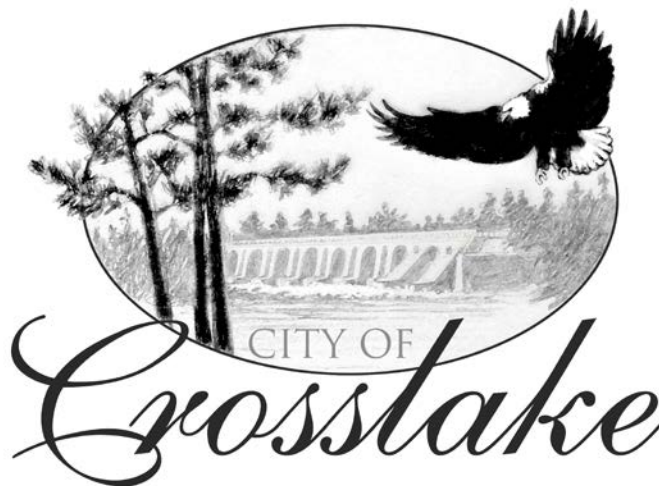


Request for Proposals (RFP)

Cleaning Services



Document is available online at www.cityofcrosslake.org

**City of Crosslake, Minnesota
January 26, 2023**

SCOPE OF SERVICES

The City of Crosslake is requesting proposals from cleaning firms and individuals to clean all City-owned buildings in Crosslake. Cleaner will carry a General Commercial Liability Insurance Policy with a minimum of \$1,000,000 in coverage and name the City of Crosslake as an additional insured. Each building requires a different set of services as follows:

CITY HALL – 13888 Daggett Bay Road

- Clean glass in entrance doors and any other interior glass including mirrors and pictures. All windows are extra.
- Dust all furniture and equipment, including file cabinets, phones, computers, calculators, wall hangings, blinds, etc.
- Dust all building surfaces, countertops, tables, woodwork, floorboards, vents and chairs. Check for cobwebs.
- Spot clean finger marks from walls and woodwork.
- Empty all waste baskets and dispose of waste in trash receptable. Take recycling to receptable.
- Clean breakroom. Dishes do not need to be washed.
- Completely disinfect and clean all bathrooms.
- Refill paper dispensers from stock.
- Vacuum all carpets and floor mats.
- Sweep or vacuum all hard floors and mop.
- Properly arrange furniture upon completion of work.
- Cleaning is done once a week.
- City supplies cleaning products.

POLICE DEPARTMENT – 13888 Daggett Bay Road

- Clean glass in entrance doors and any other interior glass including mirrors and pictures. All windows are extra.
- Dust all furniture and equipment, including file cabinets, phones, computers, calculators, wall hangings, blinds, etc.
- Dust all building surfaces, countertops, tables, woodwork, floorboards, vents and chairs. Check for cobwebs.
- Spot clean finger marks from walls and woodwork.
- Empty all waste baskets and dispose of waste in trash receptable. Take recycling to receptable.
- Completely disinfect and clean all bathrooms.
- Refill paper dispensers from stock.
- Vacuum all carpets and floor mats.
- Sweep or vacuum all hard floors and mop.
- Properly arrange furniture upon completion of work.
- Cleaning is done once a week.
- City supplies cleaning products.

CROSSLAKE COMMUNITY CENTER – 14126 Daggett Pine Road

- Vacuum and dust mop entryway and hallways.
- Vacuum office spaces and all rugs.
- Vacuum Fitness Room once a week.
- Dust mop gym twice a week.
- Mop entryway and hallways.
- Mop kitchen once a week or as needed.
- Mop meeting rooms as needed.
- Mop bathroom floors.
- Completely disinfect and clean all bathrooms (4).
- Empty trash cans.
- Cleaning is done 5 days a week for 2.5 hours either before 8am or after 8pm.
- City supplies cleaning products.

PUBLIC WORKS MAINTENANCE BUILDING – 13870 Whipple Drive

- Clean glass in entrance doors and any other interior glass including mirrors and pictures. All windows are extra.
- Dust all furniture and equipment, including file cabinets, phones, computers, calculators, wall hangings, blinds, etc.
- Dust all building surfaces, countertops, tables, woodwork, floorboards, vents and chairs. Check for cobwebs.
- Spot clean finger marks from walls and woodwork.
- Empty all waste baskets and dispose of waste in trash receptable.
- Clean breakroom.
- Completely disinfect and clean all bathrooms.
- Refill paper dispensers from stock.
- Vacuum all carpets and floor mats.
- Sweep or vacuum all hard floors and mop.
- Properly arrange furniture upon completion of work.
- Cleaning is done 3 times a week.
- City supplies cleaning products.

FIRE HALL – 37028 County Road 66

- Clean glass in entrance doors and any other interior glass including mirrors and pictures. All windows are extra.
- Dust all furniture and equipment, including file cabinets, phones, computers, calculators, wall hangings, blinds, etc.
- Dust all building surfaces, countertops, tables, woodwork, floorboards, vents and chairs. Check for cobwebs.
- Spot clean finger marks from walls and woodwork.
- Empty all waste baskets and dispose of waste in trash receptable.
- Clean breakroom.
- Completely disinfect and clean all bathrooms.
- Refill paper dispensers from stock.

- Vacuum all carpets and floor mats.
- Sweep or vacuum all hard floors and mop.
- Cleaning is done once a month.
- City supplies cleaning products.

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise and complete responses will serve as an advantage to the applicant.

If the firm/individual, or any of the attorneys employed by the firm, have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

Describe your office and subcontractors. Describe temporary employees or employees used to fill in if someone cannot make their scheduled shift.

COMPENSATION

The City pays for services monthly. Bills are due by the first of the month and are paid by the 20th of the month.

PROFESSIONAL REFERENCES

Provide three professional references, including addresses and work telephone numbers.

EVALUATION AND SELECTION PROCESS

Proposals will be screened and the top candidates will be selected by the City Council or a subcommittee appointed by the City Council. The qualifications for the top candidates will be verified and references will be checked.

SELECTION SCHEDULE

The City of Crosslake intends to proceed with the following tentative schedule for the selection.

Request for Proposals Distributed	January 26, 2023
Proposal Due Date	February 10, 2023 (4:00 P.M.)
Review of Proposals	February 15, 2023
City Council Awards Contract	March 13, 2023

SUBMITTAL REQUIREMENTS

Please submit proposal in a sealed envelope bearing the caption, "Crosslake City Cleaning Services Proposal". The envelope shall be delivered to:

Michael Lyonais
City Administrator
City of Crosslake
13888 Daggett Bay Road
Crosslake, MN 56442

Proposals must be received at the above address by 4:00 P.M. on Friday, February 10, 2023. Late proposals will not be considered.

The City Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

CONTACT INFORMATION

Direct all inquiries regarding the Request for Proposals to Michael Lyonais, City Administrator, at 218-692-2688, fax 218-692-2687 or email mlyonais@crosslake.net.