

CITY OF BARTLESVILLE REQUEST FOR PROPOSALS

Commercial Cleaning Services for the Bartlesville Public Library & City Hall

**Please Submit Two (2) Hard Copies
and One (1) Electronic PDF by:
November 15, 2024 at 2:00PM**

**City of Bartlesville
401 S Johnstone Ave.
Bartlesville, OK 74003**



REQUEST FOR PROPOSALS (RFP):

Commercial Cleaning Services for the Bartlesville Public Library & City Hall

Estimated RFP Schedule

RFP Issued:	October 31, 2024
Final Date for Questions Related to RFP:	November 8, 2024
Proposal Deadline:	November 15, 2024
Applicant Interviews:	November 18-22, 2024*
Selection of Consultant by City Council:	December 2, 2024*

**Exact dates are subject to change at the CITY's discretion*

Any interested individual may request to be on an email list to receive updates on the RFP process, including addenda to the RFP if any are issued. The City of Bartlesville may alter the RFP at any time.

Submittal Instructions

Written proposals and an electronic PDF must be received by the City of Bartlesville no later than 2PM CDT on November 15, 2024. Proposals received after this deadline will not be accepted or considered.

Send proposals to:

Jason Muninger
City Clerk
City of Bartlesville
401 S. Johnstone Ave
Bartlesville, OK 74006

Direct questions regarding the RFP to:

Mitchell Lucas
Building Maintenance Supervisor
(918) 338-4151
mblucas@cityofbartlesville.or

Introduction

The City of Bartlesville (CITY) is seeking proposals from commercial cleaning service providers for comprehensive cleaning services at two CITY-owned buildings: Bartlesville Public Library and City Hall. The goal of this RFP is to establish a service contract with an experienced, commercial cleaning provider to ensure that CITY facilities are maintained in a clean and hygienic condition, meeting health and safety standards. The CITY encourages any inquiries with respect to the expectations and/or scope of work sought through this proposal by email to the CITY – Attention Mitchell Lucas, mblucas@cityofbartlesville.org. All inquiries will receive a response.

A cleaning service provider will be selected for this project based on criteria stated in “Evaluation of Proposals”. All proposals received by 2PM CDT on November 15, 2024 will receive full consideration.

RFP Process

It is expected that one (1) cleaning service provider will be selected as a result of the RFP, although the CITY is under no obligation to award a contract as a result of the selection process. Based on the proposals received, the selection committee will select individuals/firms to be interviewed. As a result of those interviews the top-rated consultant will be selected for contract negotiations.

Background

Bartlesville is a unique city in northeast Oklahoma. It is located within a 30-minute drive of Oklahoma’s second largest city, Tulsa. However, this city of 37,000 people does not define itself by this proximity. Instead, Bartlesville is recognized as the birth place of global energy companies (two of whom still hold significant presences in Bartlesville), high skylines, world class cultural amenities, a vibrant downtown, and excellent schools.

Any additional information can be found on the CITY’s website and may be reviewed by all potential firms/consultants. Additional information and supporting materials can be found at <http://www.cityofbartlesville.org/>.

Scope of Services

As envisioned, the scope of services for this proposal will include the following components.

Bartlesville Public Library Janitorial Services:

DAILY DUTIES:

- Clean all restrooms (main and second floor – this includes the staff restrooms on second floor and the one in the Director’s Office area.)
- Sweep/vacuum first floor – major traffic ways and between stacks.

- Mop vestibule – this area includes front entry, exhibit area, and the tiled area around the circulation desk. This includes the children’s story time area; swept or mopped as needed.
- Empty all trash on the interior of the library.
- Clean front windows and doors – this also includes the interior double doors separating the exhibit area from the main entry.
- Clean and sanitize all drinking fountains on both floors.
- Clean windows and glass dividers – this includes the office areas, exhibit cases and the lookout windows on either end of the bridge on the second floor. Office windows may not need to be cleaned but once a week.

DUTIES 3 TIMES A WEEK:

- Sweep all stairways – a total of 3.
- Sweep all workrooms – this includes circulation, history, as well as the large staff workroom behind reference.
- Clean elevators.
- Clean teen area (Wipe tables down and sweep and mop as needed)
- Vacuum second floor, including area outside administrative services and staff lounge.
- Clean and vacuum upstairs meeting room-including kitchen area.
- Clean and vacuum downstairs meeting room.

DUTIES ONCE A WEEK:

- Clean bridge and stairwell walls, including the railing.
- Clean counters and walls in study carrels.
- As needed wax and buff staff workrooms (behind reference, circulation, history workroom, staff lounge, and stairways).
- Clean all sinks, janitorial closets, staff lounge, coffee bar in administrative offices, circulation workroom, and history workroom.

City Hall Janitorial Services:

DAILY DUTIES:

- Clean all restrooms all floors, fill toilet paper, paper towels, and had soap.
- Sweep/vacuum all common areas on all floors
- Mop all of first floor, all bathrooms and small kitchen areas that are tile.
- Empty big trash cans in the common areas (not in offices).
- Clean front and back entry windows and doors on first floor
- Clean public side of all customer service windows and counters
- Clean and sanitize all drinking fountains on All floors

DUTIES 3 TIMES A WEEK:

- Sweep both stairways (Main public stairs and Back fire escape)
- Clean and vacuum elevators.

- Clean and vacuum second floor conference room
- Clean and vacuum first floor meeting room and courtroom.

DUTIES ONCE A WEEK

- Vacuum basement carpet

Proposal Submission Requirements

1. Cover letter of interest and transmittal not to exceed two pages in length.
2. Legal name of the business, address, phone, fax, and email address, year the business was established, and type of business.
3. A clear articulation of the businesses approach to be used in this service including a proposed schedule.
4. A summary of qualifications, related experience and references.
5. A minimum of three (3) examples of relevant and related to commercial cleaning.
6. A minimum of three (3) client references.
7. Fee schedule to accomplish the scope of services.
8. Proposals must be complete in order to be considered by the CITY.

Submittals may be mailed or delivered to Jason Muninger, City Clerk, City of Bartlesville, 401 S. Johnstone Ave., Bartlesville, OK 74003. Applicants must submit two (2) hard copies in a sealed envelope(s). The envelopes shall be clearly marked on the exterior to denote both the names of the submitting firm and the particular professional services contract for which the proposals are offered, "Commercial Cleaning Services for the Bartlesville Public Library and City Hall". For items 1-6 under Proposal Submission Requirements must be limited to twenty (20) pages in length. All proposals should also be submitted as computer files in PDF format. Electronic files may be transferred via email to Jason Muninger at jsmuninger@cityofbartlesville.org or provided on a portable electronic storage device. The CITY is not responsible for returning portable storage devices. Large files should be uploaded with a link to download files provided via email.

The CITY is not responsible for communication errors. Applicants are advised to call the City Clerk's office at (918) 338-4222 to confirm that a submittal has been received.

Evaluation of Proposals

The CITY will review and evaluate all properly submitted proposals that are received on or before the deadline. The CITY will first review each proposal for compliance with the minimum

qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal. The CITY shall participate in the analysis of RFPs, the interview process and the final recommendation of the selected consultant for the project. Upon successful negotiations with the selected consultant, the contract will be recommended for approval to the City Council for final approval.

The CITY will rank proposals based on the criteria stated below:

1. Responsiveness of the Proposal to the objectives and requirements.
2. Responding businesses experience in completing work of a similar size and scope.
3. Specific qualifications of the primary staff who will manage, supervise, and provide services, including past experience on projects of similar size and scope.
4. Responses of the client references.
5. Services approach and methodology.
6. Cost of services and payment policies.
7. Such other information that may be required or secured.

City of Bartlesville Rights

The City of Bartlesville reserves the right to reject any or all proposals, make counter proposals and/or engage in negotiations with any or all firms or individuals, waive any requirements or otherwise amend this RFP, or cancel the RFP in order to achieve the CITY's goals and objectives for this project. Any changes in the status of the RFP will be brought to the attention of all parties that provide contact information for updates. The information contained in this RFP represent the CITY's best information at the time of the release of the RFP and the CITY reserves the right to modify any term or condition contained herein.

Responsibility for Proposal Preparation

Except as otherwise specifically agreed to in writing by the CITY, each consulting individual or team submitting proposals shall provide and pay for all materials, labor, transportation, charges, levies, taxes, fees or expenses incurred, including all costs to prepare a response to this RFP, travel and presentation costs, and all other services and facilities of every nature whatsoever necessary for the preparation of the RFP.

It is neither the CITY's responsibility nor practice to acknowledge receipt of any proposal as a result of the RFP process. It is the proposer's responsibility to assure that a proposal is delivered

and received in a timely manner.

No Conflict of Interest

No member of the City Council, member of the evaluation committee for this RFP, and any other officer, employee or agent of the City of Bartlesville who exercises any functions or responsibilities in the selection of a proposal, shall have any personal interest, direct or indirect, in the project.

Open Records/Proprietary Information

The City of Bartlesville recognizes that in responding to this RFP, the proposer may desire to provide proprietary information in order to clarify and enhance their response. To the extent permitted by law, the City of Bartlesville will keep confidential such information.

Responders should note that the City of Bartlesville is a municipality, and as such its files are available for public review pursuant to the Title 51, Oklahoma Statutes §§24A.1-24A.24.