

NOTICE TO BIDDER

Bolivar, MO 65613

Sealed bids will be received until Monday, November 6th, 2023 at 3:00 p.m. and then publicly opened and read in the board room at Bolivar City Hall 345 S. Main, Polk County, Missouri, for City Hall Janitorial Services.

Specifications and Bid Documents are on the city's website at www.bolivar.mo.us or may be examined and obtained between the hours of 9:00 a.m. to 4:00 p.m. Monday thru Friday at Bolivar City Hall, 345 S. Main Ave., 417-326-2489.

Paula Henderson
City Clerk



345 S. Main Ave, PO Box 9, • Bolivar, Missouri 65613
Telephone (417)326-2489 • Fax (417) 777-3212
www.bolivar.mo.us

INVITATION FOR SEALED BID
CITY HALL CUSTODIAL SERVICES

RETURN TO:
Paula Henderson
City of Bolivar
City Clerk
345 S Main Ave
PO Box 9
Bolivar MO 65613

Date issued:
email: phenderson@bolivar.mo.us
Tel. Num: 417-328-2489 x 5808
Bid Due By: _11-06-2023 3 pm_

The scope of work for this project includes the provision of custodial services at Bolivar City Hall, 345 S Main Avenue, Bolivar, MO 65613. The work involved with this project is described in further detail within the Scope of Work and Technical Description. It is recommended that each bidder visit the site to become familiar with the conditions.

Bid Documents will be available beginning 10-02-2023 on the City's Website at www.bolivar.mo.us. Questions regarding this project should be directed to Freda Chism fchism@bolivar.mo.us.

The City reserves the right to reject any and all bids and to waive all informalities in Bids. By submitting Bid, a Bidder agrees that their Bid will not be withdrawn for a period of sixty (60) days except as provided herein, subsequent to the specified time for receipt of Bids and further agrees to the terms and conditions of this invitation and the Award of Contract section regarding the bidding process. No low Bidder shall have a business expectancy merely because their Bid is the lowest one received: until the contract has been awarded, no business expectancy exists. Bids may be withdrawn solely for demonstrated and verifiable clerical or typographical mistake, but not mistake of judgment.

City of Bolivar

MATERIALS SUPPLIED BY THE CITY

The city shall supply paper goods and trash can liners during this contract. Paper goods will include toilet paper and paper towels. Trash can-liners will include smaller bags which fit into personal office trash cans and larger trash bags which service large cans in the employee lunchrooms.

BIDDER'S REPRESENTATIONS Each Bidder, by making his Bid, represents and warrants that:

- They have read and understands the Bidding Documents and his Bid is made in accordance therewith.
- They have visited the site, has familiarized himself with the local conditions under which the Work is to be performed, and has correlated his observations with the requirements of the proposed Contract Documents.
- Their Bid is based upon the materials, products, systems, and equipment required by the Bidding Documents.
- The contact information in the Bid shall be deemed current unless and until notice of change is provided in writing to the City. Failure to provide current contact information shall be deemed waiver of any and all rights to notice or action thereon or thereafter.



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AWARD OF CONTRACT

Following receipt, to the satisfaction of the City, of all information required by this proposal request, the City shall mail to the successful Bidder and unsuccessful Bidders the Notice of Award of the Contract. Within five (5) working days from the date of receipt of the Notice of Award, the successful Bidder shall execute and deliver to the City the Contract Documents, and shall furnish the Certificates of Insurance required by the contract. In the event the successful Bidder fails to execute and deliver the Contract Documents and the Certificates of Insurance as aforesaid, the City may, at its option, consider the Bidder in default and award the Contract to another Bidder.

WORKING HOURS

Contractor shall work with city staff to establish regular cleaning hours Monday through Friday each week NOT during normal business hours (8 AM-5 PM) at the Government Center. Once hours are established schedule will remain the same each night to create regularity for Office staff unless otherwise approved by the City.

SUBMITTAL DATE

Responses to this Request for Proposal will be accepted up to _11-06-2023 at 3 pm.

City of Bolivar
City Clerk
POBox 9
345 S Main Ave
Bolivar, Mo 65613

STATEMENT OF BIDDER'S QUALIFICATIONS

Each bidder shall submit a statement of the bidder's qualifications, his years of experience in the industry, supplies available for the proposed work, current certificate of Liability, Workman's Compensation, and bonding insurance and (4) references. It is the right of the City to reject any bid where an investigation of the available evidence or personnel information does not satisfy the City. Successful bidder will be required to have personnel go through a thorough background check by the Bolivar Police Department.

CONTRACT:

Successful bidder should plan to start work after final approval.
City staff will work with the successful bidder to ensure a smooth transition.



CONTRACTOR'S AFFIDAVIT FOR PUBLIC PROJECTS

STATE OF MISSOURI)
) ss
COUNTY OF _____)

The undersigned, being duly sworn, does state and depose as follows:

1. I am the _____(title) of _____(company) which is a contractor on the Custodial Services Contract with the City of Bolivar, Missouri submitted herewith and authorized to sign this Affidavit on the Company's behalf.

2. I have verified the information set forth in this Affidavit for the Contractor. If any subcontractors have been retained on the Project, I have also verified the information as to any subcontractor.

3. The Contractor and its subcontractors have Workers' Compensation Insurance that covers its employees working on the Project and such insurance meets or exceeds the requirements established by law.

4. The Contractor and its subcontractors have verified the U.S. citizenship or lawful status of all workers employed on the Project and do not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

5. The Contractor and its subcontractors are enrolled and participate in a federal work authorization program with respect to employees working in connection with the contracted services.

Further Affiant sayeth naught.

Authorized Officer of Contractor

Subscribed and sworn to before me this _____ day of _____, 2023

Notary Public
My commission expires:_____



Scope of Work and Technical Description

Tasks: City Hall as listed weekly unless otherwise noted

General Areas-Offices-Upstairs/Downstairs-Meeting Rooms-Entryways-Stairway & landing-Shred area

Empty wastebaskets, replace liners as needed
Dust furniture, cleared desks, tops of cubicles
Dust all exposed filing cabinets, bookshelves, and shelves
Clean and sanitize phones
Dust all interior window ledges
Clean all door glass-sanitize door handles
Dust mop hard floors
Vacuum off mats
Vacuum all carpeted areas
Damp mop all hard floors
Check and clean vents as needed

Restrooms-upstairs and downstairs

Clean, sanitize, and polish all vitreous fixtures
Clean and sanitize sinks
Clean all glass and mirrors
Clean and polish stainless steel
Empty waste baskets, replace liners as needed
Empty all feminine disposals
Spot clean walls, doors, and partitions as needed(1st time all walls/partitions)
Sweep, mop, and sanitize floors
Clean and polish water fountains

Eating Areas-upstairs and downstairs

Damp wipe all tables
Clean and sanitize sink and countertops
Spot clean appliances
Sanitize and polish stainless steel sinks
Empty wastebaskets, replace liners
Spot clean walls around wastebaskets
Clean inside and outside of microwave/refrigerator
Sweep, mop, and sanitize all floors

Administrative services

Notify building contact of any irregularities
Turn off all lights, except those designated
Close, lock windows, doors, notify security

Monthly services: General Areas

Remove dust and cobwebs from ceiling areas or as needed
Vacuum edges of carpets and hard to reach areas
Detail dust all high and low surfaces
Vacuum light grids and vents
Clean baseboards and chair legs
Thoroughly clean executive board room seating
Entryway glass inside and out(3 public entrances)