



340 1st Avenue East, Dyersville, Iowa 52040 • Phone: 563-875-7724 • Fax: 563-875-8238

www.cityofdyersville.com

REQUEST FOR BID

FOR

CUSTODIAL SERVICES AT

MEMORIAL BUILDING CONTRACT

FOR THE CITY OF DYERSVILLE, IOWA

November 2, 2020

Issued By:
City of Dyersville
340 1st Avenue East
Dyersville, IA 52040
563/875-7724

Proposal Submittal Deadline:
November 30, 2020 – 3:00 P. M.

REQUEST FOR BID

Bids for the Custodial Services at Memorial Building Contract, for the city of Dyersville, Iowa will be received by the City Clerk's Office until 3:00 PM on November 30, 2020 at City Hall, located at 340 1st Avenue East, Dyersville, Iowa, and will thereafter be publicly opened and read.

The custodial area consists of the lobby area, restrooms, city hall office area, council chambers, lower floor office area, and the police department during non-business hours.

In 2009, it is the policy of the city of Dyersville that a bidding preference shall be granted to local bidders in competitive bidding situations. Local business is defined as any business that owns or leases a building within the city limits of Dyersville and uses the building for the conduct of actual business operations within the City. This policy shall be interpreted to give a local preference to the extent provided by law (*Res. 22-09, 5/18/2009*). Furthermore, this policy may be reviewed at City Hall or online at www.cityofdyersville.com.

The City of Dyersville reserves the right to reject any and all bids, and to accept such bid that is advantageous, beneficial or expeditious to the City. No bid may be withdrawn for a period of sixty (60) days after bid opening. Bids may be corrected for clerical or typographical mistakes at the discretion of the City, but not because of a mistake in judgment.

The bid documents and other appropriate papers may be reviewed at City Hall or the bid documents may be obtained from the City Clerk's Office. The bid documents must be returned in a sealed envelope marked "Custodial Services Contract Bid."

INSTRUCTIONS TO BIDDER

1. Sealed Bid will be received by the city of Dyersville until 3:00 PM on November 30, 2020 at City Hall, located at 340 1st Avenue East, Dyersville, Iowa.
2. The bid must be submitted in a sealed enveloped marked “Custodial Service Contract Bid.”
3. Bidders must submit the bid for all required services in order to be considered unless otherwise instructed.
4. Any bidder may withdraw his/her bid at any time prior to the scheduled opening time for the bids.
5. Each bid shall be made on the attached Proposal Form, which shall be signed, with the full name of each proprietorship, partnership, or corporation submitting it. The bid of a proprietorship shall be signed by the owner; or partnership by one of the general partners; a corporation by a duly authorized officer thereof stating his/her title. The complete mailing address and telephone number must be stated.
6. Each bidder shall complete and submit the attached Non-Collusion Affidavit.
7. Each bidder shall provide a list of all municipalities under contract in Iowa or three (3) references custodial services that they have serviced within the last three (3) years.
8. Each bidder shall, on the attached sheet, provide a list of charges for additional service requested by the City.
9. The City may make any investigation of a bidder as it deems necessary to determine the ability of a bidder to perform the work. Bidders shall furnish information regarding their qualifications upon the reasonable request of the City. The City reserves the right to reject any bid if the evidence submitted by, or other investigation of, the bidder fails to satisfy the City that the bidder has the proper qualifications to perform the work in accordance with the Contract Agreement.
10. It is the intent of the City to award the Contract Agreement to the lowest responsive and responsible bidder provided the bid has been submitted in accordance with the requirements of the bidding documents. However, the City reserves the right to accept the bid which, in the City’s judgment, is in the best interest of and most advantageous to the City. The City reserves the right to waive irregularities, reject any or all bids or to hold bids for up to sixty (60) days and to award the bid in the best interest of the City. The City will reject a bid not accompanied by a Bid Bond or by other data required by the Bidding Documents, to reject a bid which is in any way incomplete or irregular and to re-bid the work at a later date if all bids are rejected.

11. **All changes in specifications as herein set forth will be by written addendum only. No oral changes are authorized and all communications shall be acted upon as the sole responsibility of the bidder.** All questions regarding the specifications shall be directed in writing to Tricia Maiers, City Clerk at City of Dyersville, 340 1st Avenue East, Dyersville, Iowa 52040 or by email at tmaiers@cityofdymersville.com no later than five (5) working days prior to the date of opening of bids.

SCOPE OF SERVICES

The custodial services at the Memorial Building shall conform to all City ordinances and the following specifications or better.

The following minimum scope of services is required:

A. Lobby Area:

1. Clean public restroom daily (see Restrooms below)
2. Vacuum all hallway rugs daily
3. Mop and clean hallways and stairs (3 levels) daily
4. Wet mop hallways and stairs daily
5. Wash all stair railings weekly
6. Dust all baseboards as needed or at least once a month
7. Wash front door windows inside and out daily
8. Sweep front sidewalk daily
9. Shovel snow on the back steps as needed
10. Fill and clean pop machine two times a week
11. Clean Elevator including wipe down control panel daily
12. Clean Lights as needed or at least once a month

B. Restrooms:

1. Clean sink and stools daily
2. Scrub floors daily
3. Empty waste receptacles daily
4. Wash all door handles daily
5. Keep toilet tissue and towel holders full
6. Keep deodorant blocks in holder
7. Wash doors as needed or at least once a week

C. City Hall Offices, Medium Conference Room, and Lower Floor Offices:

1. Clean restrooms daily (see Restrooms above)
2. Empty waste receptacles daily
3. Wash waste receptacles as needed
4. Vacuum floor daily
5. Dust all areas at least once a week
6. Dust baseboards as needed or at least once a month
7. Wash all windows and windows in all doors daily
8. Clean blinds as needed or at least once a month
9. Lemon oil woodwork semi annually
10. Wipe computer screens daily
11. Clean around paper shredder daily

D. Council Chambers:

1. Vacuum Council Chambers
2. Keep all tables polished before meetings

3. Vacuum and wipe off chairs as needed or at least once a month
- E. Police Department and their Office Spaces (Clean at least three times a week)
1. Scrub and vacuum all floors
 2. Dust work surfaces, counters, and cabinets
 3. Empty garbage and recycling containers:
 - i. Garbage can at booking room
 - ii. Garbage can at desk drawer
 - iii. Garbage can at conference room
 - iv. Garbage can at conference room drawer
 - v. Recycling box at conference room
 4. Clean Restroom (see Restroom above)
 5. Clean windows in the front office and conference room inside and out at least once a month
 6. Dust blinds in front office and conference room as needed or at least once a month
 7. Dust baseboards in all areas

The Contractor will always be expected to keep the Memorial Building neat and uniform appearance.

Payments will be made in equal monthly payments of each year of the contract.

The City shall retain the right to be the soul judge of quality and performance of the services rendered by the Contractor. Should the City determine the Contractor is performing at an unsatisfactory level; the contract may be terminated with a 10 day written notice from the City.

The Contractor shall perform all work in a timely, orderly and efficient manner satisfactory to the City. To ensure quality and thoroughness of work, the Contractor shall contact the City Clerk and provide a weekly progress updates detailing the work completed as specified herein. It shall be understood that the Contractor and staff shall always be approachable and friendly to city staff and to the residents of Dyersville.

Damage to Public or Private Property-The Contractor shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of the City properties caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by the City. Any damage of public property caused by the Contractor's operations shall be resolved within ten (10) days after damage occurs to the satisfaction of the City. The Contractor shall inform the City of any damage caused by the Contractor's operation on the day such damage occurs. Should the damage not be rectified within the time frame agreed upon or to the satisfaction of the City, the City reserves the right to repair or replace that which was damaged or assess the Contractor such cost as may be reasonable and related to damaged caused by the Contractor, and deduct these costs any payment due the Contractor.

Insurance - The Contractor shall provide a certificate of insurance which shall indemnify and hold harmless the City from any liability, claim, damage, or cause of action which may be sustained by or asserted against the City, directly or indirectly, or in any manner arising out of the performance or failure of performance on the part of the Contractor by this agreement. The amount of such liability insurance shall not be less than \$100,000 single limit coverage. In addition, the Contractor shall carry Worker's Compensation Insurance in such amount as is prescribed by the statutes of the State of Iowa. The insurance shall be maintained in force during the term of this contract. Said insurance shall be carried in a firm or corporation satisfactory to the City and duly licensed or permitted to carry on such business in the State of Iowa. Such insurance policy or policies shall be filed with the City together with the certificate of the insurer that the policy or policies are in full force and effect and that same will not be altered, amended, or terminated without sixty (60) days prior written notice having been given to the City. All certificates of insurance shall specifically list the City of Dyersville as an additional insured with respect to the policies related to the specifications and the Contract Agreement.

Laws - The Contractor will be required to obtain all licenses and permits and comply with all ordinances as provided in Municipality Code of Ordinances to the extent that they are not inconsistent with the provisions of the Contract and specifications. The Contractor shall at all times comply with all ordinances and regulations of Dubuque and Delaware Counties, and any rules and regulations issued by the State of Iowa.

PENALTIES AND FINES

- a) The Contractor shall pay as liquidated damages in the amount of One Hundred Dollars (\$100.00) per day for failure to comply with the provisions of the contract for service.
- b) Contractor shall defend, indemnify and hold harmless the City and its employees from and against any and all costs arising in any way as a result of the performance or failure to perform on the part of Contractor, or any approved subcontractor, under this contract.
- c) The contract shall not be assignable or transferable by the Contractor, nor shall any service be performed by a subcontractor for the Contractor without the prior written consent of the City.

PRICE QUOTATION FOR REQUIRED SERVICES

Custodial Services Contract
Cost per Month for Services

YEAR 2021:

January \$ _____

February \$ _____

March \$ _____

April \$ _____

May \$ _____

June \$ _____

July \$ _____

August \$ _____

September \$ _____

October \$ _____

November \$ _____

December \$ _____

TOTAL: \$ _____

Name of Bidder: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address _____

Signature

Corporate Seal

Title

Attest to Seal

Subscribed and sworn to before me this ____ day _____, 202__.

Notary Public

CUSTODIAL SERVICES CONTRACT FOR 2021

This agreement, made and entered into this ___ day of _____, 202___, by and between the City of Dyersville, Iowa, hereinafter called the “City” and _____, hereinafter called the “Contractor.”

WITNESSETH THAT:

In consideration of the premises and of the mutual promises, the parties hereto do mutually promise, covenant and agree as follows:

The Contractor hereby agrees to furnish all labor, materials, and equipment called for in the bid document for “custodial services” and shall perform all work necessary. By providing appropriate services as described in the specifications and accepted bid documents, copy attached, which bid documents and specifications are incorporated herein and made part of this contract.

The Contractor further agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the proper completion of this contract, and that this information was secured by personal investigations.

The said Contractor agrees further to begin work no later than January 1, 2021 as explained in the City’s Request of Bids and actual bid document for this work. The Contractor agrees that he will fully comply with all federal and state laws and regulations and local ordinances of the City. In the event of termination of the contract by the Contractor or by the City, the Contractor shall be entitled to receive payment only for work actually performed.

The Contract shall be for the term of one year and shall begin at the date of this contract and shall expire the week ending December 31, 2021. The Contract may be extended an additional period of time not to exceed one year increments by mutual agreement of the City and Contractor in writing.

The Contractor expressly warrants that he has employed no third person to solicit or obtain this contract on his behalf, or promised or agreed to pay to any third party.

The City agrees to pay the Contractor in the manner and in the amount provided in the said General Conditions and Bid.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their hands and seal this ___ day of _____, 202___.

BY: _____ DATE _____
Mick J. Michel, City Administrator

ATTEST: _____ DATE _____
Tricia L. Maiers, City Clerk

BY: _____ DATE _____
Contractor

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he is _____* (sole owner, partner, president, secretary, etc.) of _____, the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder had not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or any one else to put in a directly or indirectly, sought by agreement, communication or conference with any one to fix the bid price of said bidder or of any other bidder, or to fix any overhead, profit or cost element of awarding the contract or any one interested in the proposed contract; that all statements submitted in his bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his general business.

SIGNED:

Signature

Title

Subscribed and sworn to before me this ____ day of _____, 202__.

Seal of Notary

Notary Public