

# **Iron County RFP**

## **Request for proposal for Janitorial/Custodial Services**

Iron County is accepting proposals from licensed, bonded, insured, and pre-qualified janitorial or cleaning service companies to conduct the routine janitorial duties described herein at the following five Iron County facilities in Cedar City and Parowan, Utah.

- Iron County Public Safety Building - 181 East DL Sargent Drive, Cedar City
- Iron County Visitors Center - 581 North Main Street, Cedar City
- Iron County Visitors Center Office Bldg. – 585 North Main Street, Cedar City
- Iron County Justice Center - 82 North 100 East, Cedar City
- Iron County Courthouse – 68 South 100 East, Parowan

Proposals will be accepted at the Iron County Building Department office until 5:00 PM, April 18 2025. Proposals will be accepted for the five facilities, separately or in combination. The Iron County Building Department office is located on the first floor of the Justice Center at 82 North 100 East, Cedar City, Utah. Contract award will be made after a staff review and analysis of the proposals.

Questions pertaining to this request for proposal (RFP) may be directed to Thayne Hainsworth or Nate Dennett - 82 North 100 East, Suite 102, Cedar City, Utah 84720 (435) 865-5350.

### **Site Inspections**

There will be a tour of the five buildings held on Thursday, April 17, 2025 starting at the Justice Center at 8:00 A.M. You will be required to furnish your own transportation to each of the five locations. Please contact Crystal Carrizosa in the Iron County Building Department office to RSVP for the tour at (435) 865-5350.

### **Description of the proposed work:**

#### **Daily Duties (Five days per week)**

- Empty all trash containers and replace liners as necessary (inside and outside)
- Vacuum all carpets in hallways, entries and high traffic areas (reposition furniture as necessary)
- Sweep or dust mop all hard surfaced floors (wet mop spills or spots when necessary)
- Clean and polish drinking fountains
- Inspect and clean (if necessary) all entry glass, including exterior and interior glass at offices and service windows
- Spot clean carpet and upholstery as needed

- Re-set chairs to standard positions in meeting rooms, corridors, and waiting rooms
- Wipe down break room tables and chairs
- Clean sinks and countertops in break rooms
- Clean elevator floors and walls
- Clean restroom mirrors
- Clean and sanitize all toilets, sinks, faucets and fixtures in restrooms
- Clean, wet mop and sanitize restroom floors
- Refill restroom dispensers (tissue, soap, towels) and ensure they are in working order and notify county maintenance department, when necessary
- Re-fill breakroom dispensers
- Clean any finger or hand prints, or other spots from doors, door glass, walls and partitions
- Close and secure all windows and doors when work is completed
- Turn off all lights that are not on motion sensors
- Report to supervisor maintenance issues observed beyond these scope of duties
- Keep and maintain “Materials Safety Data Sheets” of all chemical supplies stored at facilities, including posting and updating of same as required by law

### **Weekly Duties**

- Hand broom corners in corridors, halls, and stairwells
- Spot clean office and hall walls
- Clean around light switches
- Clean doors, door frames and trim
- Clean conference tables
- Sanitize restroom walls
- Polish “bright” work areas often touched
- Clean and polish all handrails and banisters (interior and exterior)
- Clean (shake) all entry walk-off mats
- Keep area around trash dumpster clean (inside and outside enclosures)
- Dust furniture and fixtures (personal desk areas, credenzas and bookcases with personal items are the responsibility of the employee occupying the office, although areas that are free of personal items should be dusted)
- Dust and clean window sills
- Dust and clean base boards, including carpet baseboards
- Vacuum all carpets in offices and remaining areas not vacuumed as part of the daily duties
- Dust and spot clean Levelor blinds
- Vacuum all upholstery (Chairs and Couches)
- Dust and clean tops of all partitions
- Keep restroom floors sealed and polished as needed
- Clean all janitorial equipment

### **Monthly Duties**

- Dust all surface areas as necessary, cleaning cobwebs, etc.
- Damp wipe all vinyl chairs and couches in offices, conference rooms and halls

### **Quarterly Duties**

- Scour clean all office and hall trash containers
- Dust and vacuum air diffusers and grills
- Clean carpets in hallways, stairs, entries and high traffic areas \*\*

### **Semi-Annual Duties**

- Strip and re-finish bathroom/tile floors
- Clean and treat all vinyl and leather chairs and couches
- Clean exterior and interior windows \*\*

### **Annual Duties**

- Clean all light fixtures
- Remove and clean Levelor blinds \*\*
- Clean all carpets \*\*

\*\* Although the County will not require these duties in a janitorial proposal, if your company offers them, please quote them with the appropriate option in your cost breakdown and your calculation method. These items include:

- Interior and exterior window washing (other than the entry glass as called out in the daily duties)
- Carpet and tile cleaning (other than spot cleaning as called out in the daily duties)
- Removing and Cleaning Levelor Blinds

### **Consideration of Proposals**

The County may contract with several companies in order to receive the most cost effective way to achieve cleaning objectives for the County facilities. For example, should your company not offer exterior window cleaning, you will not necessarily be excluded from being a successful bidder for the janitorial contract.

Changes in the frequencies, or days of performance of any duty, shall be made by mutual agreement with the County and shall be specified in writing.

### **Length of Contract**

The length of the approved contract will be for three years, with one year renewals as determined by mutual agreement between the awarded contractor and the County. The contract may be terminated by either party at any time with 60 days written notice to the other party. There shall be nothing implied in the contract that indicates future work for the awarded contractor beyond the approved contract for this proposal.

### **Information Required in the Proposal**

1. Name, telephone number and physical address of the business
2. Name and address of the business owner (if different than business name/address)
3. A copy of the company's current business license for Cedar City/Iron County (or immediately after an approved contract is signed)
4. A cost breakdown of labor and cleaning supplies (please see attachment for a sample format of cost breakdowns)
5. Information regarding your method of staffing the cleaning for each building (i.e., a single person per building, or a crew of two or three people, etc.; including projected schedule for performing work duties – hours of the day and which days for weekly duties, etc.)
6. Any information you feel is unique to your company in conducting this type of work in regards to value pricing, institution type work, supervision of employees, and how you intend to communicate with County staff regarding the services you will provide and addressing any complaints that may arise regarding these services, also include ability to meet with County staff for routine site inspections of work.
7. Indicate in the proposal that the company is an equal opportunity employer and does not discriminate against any individual due to race, color, religion, gender, age or national origin in regards to employment, compensation, promotion and discipline.
8. Evidence of workers' compensation.
9. Evidence of liability insurance for theft, injury, and damage, etc., in the amount of (one million) \$1,000,000.000 or your ability to obtain such insurance if awarded the contract.
10. Evidence of ability to provide OSHA required "Materials Safety Data Sheets" for cleaning materials and supplies.
11. Acknowledgment that all employees currently have, or will immediately obtain, BCI background checks and be E-Verify compliant.
12. Provide references for similar contracts.

### **Revision/Negotiation of Proposals**

Should the County determine that a proposal has a reasonable opportunity of being selected for award discussions may be conducted with the submitter for the purpose of assuring a full understanding of, and response to, the solicitation requirements.

### **Anticipated Schedule**

Once a contract is awarded, work will begin by determination of the County and agreement with the successful contractor (work anticipated to begin May 1, 2025). Work hours must generally occur after business hours. Business hours are typically 7:00 a.m. to 6:00 p.m. (at the Iron County Justice Center), 8:00 a.m. to 6:30 pm

(Basement of the Iron County Public Safety Building), and 8:00 a.m. to 5:00 p.m. at the other facilities.

**Reserved Rights**

Award of a contract(s) shall be made to the submitter(s) whose proposal(s) (1 or more options quoted) is determined to be the most responsible and advantageous to the County, considering pricing and the evaluation factors set forth in the RFP. The RFP is not to be considered a commitment of any kind, for payment of costs incurred in the submission of a proposal or for any cost incurred prior to the execution of a formal contract with Iron County.

**SAMPLE COST BREAKDOWN**  
**Cost Breakdown for Iron County Janitorial Services RFP**

**Option 1** - daily, weekly, monthly, quarterly, semi-annual, and annual duties

Iron County Public Safety Building	Price per month \$	Annual \$
Visitor's Center	Price per month \$	Annual \$
Visitor's Center Office Building	Price per month \$	Annual \$
Iron County Courthouse Building	Price per month \$	Annual \$
Justice Center	Price per month \$	Annual \$

**\*\*Option 2** - Carpet cleaning (price per cleaning)

	<u>(High Traffic Areas)</u>	<u>(All Carpets)</u>
Iron County Public Safety Building	Quarterly Price \$	Annual Price \$
Visitor's Center	Quarterly Price \$	Annual Price \$
Visitor's Center Office Building	Quarterly Price \$	Annual Price \$
Iron County Courthouse Building	Quarterly Price \$	Annual Price \$
Justice Center	Quarterly Price \$	Annual Price \$

**\*\*Option 3** - Window Washing (Interior) (price per cleaning)

Iron County Public Safety Building	Price \$
Visitor's Center	Price \$
Visitor's Center Office Building	Price \$
Iron County Courthouse Building	Price \$
Justice Center	Price \$

**\*\*Option 4-** Window Washing (Exterior) (price per cleaning)

Iron County Public Safety Building	Price \$
Visitor's Center	Price \$
Visitor's Center Office Building	Price \$
Iron County Courthouse Building	Price \$
Justice Center	Price \$

**\*\*Option 5-** Blind Cleaning (price per cleaning)

Iron County Public Safety Building	Price \$
Visitor's Center	Price \$
Visitor's Center Office Building	Price \$
Iron County Courthouse Building	Price \$
Justice Center	Price \$

## **Required Information – RFP Checklist:**

- 1. Business contact information
- 2. Business owner contact information
- 3. Business license
- 4. Cost breakdown – sheet provided
- 5. Method of staffing / schedule
- 6. Information unique to your company
- 7. Equal opportunity employer
- 8. Workers' compensation
- 9. Liability insurance
- 10. OSHA "Material Safety Data Sheets"
- 11. BCI background and E-Verify
- 12. References