

REQUEST FOR BIDS

The Hall County Board of Supervisors will receive sealed bids for the provision of janitorial services to be provided for the Hall County Administration Building, 121 South Pine Street; Hall County Attorney's Building, 231 S. Locust Street; the County Office Building, 117 E. First Street; the Hall County Courthouse, 111 W. First Street; the Courthouse Annex, 131 S Locust Street; the Social Services Building, 116 S. Pine Street; and The Plaza, 207 N Pine Street and Federal Building 203 West 2nd Street all in Grand Island, Nebraska.

Bids must be received by the Hall County Clerk, 121 South Pine Street, Grand Island, Nebraska, no later than **5:00 p.m.** June 11, 2018, in order to be considered. The Hall County Board of Supervisors will open bids at **9:30 a.m., June 12, 2018**, at its regular meeting.

Bid specifications and information concerning the submission of bids is available from the County Clerk, 121 South Pine Street, Grand Island, Nebraska. Hall County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Requests for reasonable accommodations under the A.D.A. should be submitted to ADA Coordinator Loren Humphrey or by calling (308) 385-5049 or T.D.D. (800) 833-7352.

HALL COUNTY BOARD OF SUPERVISORS
Jane Richardson Chair

Marla Conley
Hall County Clerk

Legal Ad Department
Grand Island Daily Independent
P.O. Box 1208
Grand Island, NE 68802-1208

Please publish the above on May 18, May 26 and June 2, 2018. An affidavit of publication and bill to the Hall County account are to be furnished to the County Clerk.

Thank you,

Marla Conley
Hall County Clerk

**BID SPECIFICATIONS
FOR
JANITORIAL SERVICES**

The Hall County Board of Supervisors will receive sealed bids for the provision of janitorial services to be provided for the Hall County Administration Building, 121 South Pine Street; the Hall County Social Services Building, 116 South Pine Street; the Hall County Court House, 111 West First Street; the Hall County Attorney Building, 231 S. Locust Street; and the Hall County Office Building, 117 East First Street; Courthouse Annex, 131 S. Locust Street; The Plaza, 207 N Pine Street, Federal Building, 203 W. 2nd St.,all in Grand Island, Nebraska. Potential contractors interested in submitting bids for the provision of these services to the county may submit one bid for all five buildings as a single unit.

Hall County reserves the right to reject any or all bids, as is deemed by the County Board of Supervisors, in the Board's sole discretion, to be in the best interest of the County of Hall. Bids must be received by the Hall County Clerk, 121 South Pine Street, Grand Island, Nebraska, no later than 5:00 p.m. **June 11**, 2018 in order to be considered. Bids will be opened at **9:30 a.m., June 12, 2018** by the Hall County Board of Supervisors at its regular meeting.

THE FOLLOWING SPECIFICATIONS SHALL APPLY:

- 1) Term. The term of the contract shall be July 1, 2018, through June 30, 2019, and shall be renewed for an additional term of two years unless terminated upon written notice delivered to the nonterminating party not less than 90 days prior to June 30, 2019.
- 2) Definitions. As used herein, the term "County" shall refer to the County of Hall, Nebraska. The term "Contractor" shall refer to the successful bidder who is awarded a contract and enters into a written agreement with the County for the provision of the services as specified herein.
- 3) Facilities. Contractor shall provide the contracted services at the following county facilities:

<u>Building</u>	<u>Sq. Ft.</u>
Administration Building, 121 S Pine St.	23,556
County Attorney Building, 231 S. Locust St.	10,667
County Office Building, 117 E. First St.	11,424
Courthouse, 111 W. First St.	27,963
Courthouse Annex, 131 S Locust St.	6,600
Social Service Building, 116 S Pine St.	6,500
The Plaza, 207 N Pine St.	9,413
Federal Building, 203 W. Second St	7,517

4) Services. During the term of the contract period, the Contractor shall provide the following services:

a) Daily Cleaning

- i) Vacuum carpet with a beater brush vacuum in all rooms and elevators, except vaults (see below on vault cleaning). Remove spots as needed on all carpets. Vacuum all hallways only in The Plaza, employee's offices vacuum once a week.
 - ii. Empty wastebaskets and containers. Dispose of all trash, waste paper, and other extraneous material. Keep the paper disposed of by the Treasurer's Office upstairs, the Motor Vehicle Department downstairs, and the Clerk of the County Court Office for 48 hours before putting it in the outside dumpster so documents can be retrieved if they were accidentally thrown away.
 - iii. Clean restrooms, wet mop floors, and scour and clean floors behind and around basins, urinals, and toilet stools. Wash mirrors, disinfect toilet seats, and resupply deodorant, paper towels, toilet paper, hand soap, and disinfectant.
 - iv. Dust mop floors, including stairs, and damp mop as needed.
 - v. Dust surface furniture and fixtures, including windowsills, wooden banisters, baseboards, and doors up to eight (8) feet high.
 - vi. Clean and damp wipe water fountains and top of vending machines.
 - vii. Sweep entrance walks as required.
 - viii. Vacuum entrance and all mats in hallways.
 - ix. Wash entrance doors inside and out using cloth material provided by Contractor and not the County's paper towels.
 - x. Dust and clean counter tops. Counters, which are used by the general public, **must** be cleaned with germicidal cleanser. Desk tops and file cabinets that do not have objects thereon shall be cleaned. Desk tops and file cabinets that have objects on them shall be feather dusted without disturbing the objects.
 - xi. Clean all sinks and mirrors in office areas as required. Mirrors are to be cleaned with a cloth material provided by the Contractor and not the

County's paper towels.

- xii. Cleaning of Attorney's private offices in the Hall County Attorney's Office must be done between 4:00 p.m. and 5:00 p.m. so personnel can be present during the process.
- xiii. Clean windows above counters in Treasurer Motor Vehicle downstairs
- xiv. Wash walls and stall dividers in bathrooms.
- xv. Clean and disinfect all door handles.

b) Weekly Cleaning

- i) Vaults in each office must be vacuumed and cleaned between 4:00 pm 5:00 p.m. at least once each week. Vacuuming should cease when an occupant of the vault is on the telephone.
- ii) In the County Court offices in the Courthouse, this task should include dusting shelves and file cabinets weekly.
- iii. Vacuum all Plaza Offices weekly.

c) Monthly Cleaning

- i) Wash the interior side of all glass window panes, and for windows equipped with both an interior window and an exterior storm window, wash the exterior sides of the interior windows and the interior sides of the exterior windows as are accessible from the inside of the building. Contractor shall not be responsible for washing the exterior sides of storm windows nor the exterior sides of windows that have no storm windows. Windows are to be washed with a cloth material provided by the Contractor and not the County's paper towels.
- ii) Wash wastebaskets and waste containers.
- iii) Dust the outside of all light fixtures.
- iv) Clean all chairs, benches, and chair cushions.
- v) Clean around and behind desks, stands, and filing cabinets so that areas that can't be reached by a vacuum are free of dust and cobwebs.

vi) Clean all windowsills so that they are free of dust and cobwebs.

vii) Sweep and wet mop only the nonstick step surfaces in the East and West stairwells of the Hall County Administration Building. Wet mop all hallways, removing all mats to mop entire floor monthly or as needed depending on fall and winter weather tracking inside

viii) All window blinds dusted and cleaned in all buildings.

d) Quarterly Cleaning

i) When necessary, but in no event less than every calendar quarter, wash the lower eight feet (8') of all interior wall surfaces.

ii) When necessary, but in no event less than every calendar quarter, strip and resurface all non-carpeted floor surfaces. Remove all mats in hallways to wax entire floor.

iii) Federal Building terrazzo flooring in the foyer, contact the Building and Grounds Department before stripping or applying finish.

5) Cleaning Supplies and Equipment. Contractor shall provide all necessary cleaning supplies and equipment.

6) Paper Products and Miscellaneous Supplies. County shall provide all necessary plastic garbage bags, liners, paper towels, toilet tissue, and hand soap. Please contact Facilities office (385-5049) when running low on supplies PRIOR to running out so all supplies can be filled daily,

7) Service Schedule. Contractors shall provide the aforesaid services on a daily basis on Monday through Friday, inclusive, excluding holidays observed by County offices. Daily cleaning services are to be performed commencing at 4:00 p.m.

8) Manner of Performance. Contractor shall perform all services in a good and workmanlike manner.

9) Bond. Contractor shall obtain and maintain a bond, approved by the County Board, for the benefit of the County in the amount of \$10,000.00 issued by a reliable surety company, which bond binds the surety to pay any loss of money or other property sustained by County as a result of any fraud or dishonest act of Contractor or Contractor's employees.

10) Contract Sum and Payment. The County shall pay the Contractor for the Contractor's performance of the Contract the sum of \$_____per month for a total annual sum of

\$_____ subject to reductions of services or termination as hereinafter provided. County shall pay the contractor the monthly contract amount within 30 days of receipt by the county of a completed claim.

- 11) Reduction of Services. For any reason, including, but not limited to, damage, destruction or discontinuance of county operations, upon written notice to the Contractor, the County may terminate the provision of janitorial services provided to any building or portion thereof. In the event of such reduction, the contract amount shall be reduced *pro rata* based upon the number of square feet of building area terminated to the total square feet of building area for which cleaning services are hereby contacted.
- 12) Termination. County may terminate the contract, without cause, upon written notice given to the Contractor not less than sixty (60) days prior to the termination date. County may, without liability, immediately terminate the contract if Contractor is in default in the performance of any of the terms of the agreement. In the event of termination prior to the end of the contract term specified in Section 1, Contractor shall be entitled to receive only a pro rata portion of the contract amount.
- 13) Discrimination Prohibited. Contractor shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to hiring, tenure, terms, condition, or privileges of employment because of his or her race, color, religion, sex, disability, or national origin.
- 14) Contractor an Independent Contractor. Contractor and its officers, agents, and employees shall be independent contractors and not employees of the County.
- 15) Insurance. Contractor shall have and keep in force a general liability insurance policy in the amount of \$500,000 for injury or damage to any one person and \$500,000 for total injuries or damages arising from any one incident. Contractor shall also have and keep in force a worker's compensation insurance policy as required by law. Contractor shall provide County with current certificates of insurance for such coverage.
- 16) Indemnification. Contractor shall hold harmless, indemnify, and defend the County, its officers, agents, and employees against all claims, losses, damages, or lawsuits for damages arising from, allegedly arising from, or related to the provision of services hereunder by the Contractor.
- 17) Waiver for Background Checks. Contractor will provide the names of each employee who will be working in a County building and notify Hall County of any change in employees. Each employee who will be working in a County building will be required to sign a waiver form which must be turned in to the Buildings and Grounds Department Superintendent at least one week before the employee starts work in a County building so that a criminal

records check can be conducted by the Hall County Sheriff's Office. County may, in County's sole discretion, waive such one-week period upon good cause shown by Contractor. If a person has been convicted of a felony, he/she cannot work in a County building. County may, based upon a criminal record check, object to the use of any employee of Contractor. Upon Contractor's receipt of such written objection of County, Contractor shall remove any such employee from the performance of the services provided for in this contract and shall not authorize or permit any such person to enter the County building or buildings served by Contractor. Contractor shall not permit persons other than Contractor's employees in to County buildings.

18) Drug-Free Workplace Policy. Contractor must provide the County with a copy of its Drug-Free Workplace policy.

19) Bidding procedure. Bidders must submit bids on the bid form provided by the County. The County reserves the right to reject any and all bids. County may waive formalities in the bidding. County may, upon opening and reading bids, hold such bids over for further consideration. Any bid must be submitted in a sealed envelope and identified on the outside of the envelope as "Janitorial Service Bid."

20) Information Required of Bidders. All bidders must supply to County the following information with their bids on the bid form provided:

- a. Name, address, and legal status (individual, partnership, corporation, etc.) of bidder
- b. Bid amount for all buildings as one unit and separately stated as to each building
- c. Names, addresses, and telephone numbers of three references
- d. If bidder is a partnership or corporation, the names and addresses of all partners, officers, and shareholders of the partnership or corporation.

21) Amendment. Any alterations, amendments, deletions, or waivers of the provisions of this agreement shall be valid only upon written agreement of the parties.

22) Subcontracts. Contractor shall provide all services hereunder by and through its own employees; contractor shall not provide any services hereunder by means of subcontracts with individuals not regularly employed by it.

23) Notice. Notices required or permitted to be given pursuant to this agreement shall be delivered to the parties, in writing, at the respective addresses, to-wit:

Hall County Board of Supervisors
c/o Hall County Clerk
121 South Pine Street
Grand Island, NE 68801-6099

24) Waiver. Waiver by County of any breach or default of the Contract shall not be deemed a waiver of any subsequent breach or default.

IN WITNESS WHEREOF, the parties have hereto set their hands as of the dates written below.

Dated this _____, 2018. Dated this _____, 2018

COUNTY OF HALL, NEBRASKA

CONTRACTOR

BY _____

BY _____

Jane Richardson, Chairman
Hall County Board of Supervisors

[attest]

Marla Conley, County Clerk

HALL COUNTY BID FORM

The undersigned bidder proposed to janitorial services to Hall County for the period _____ through _____ and applicable renewal periods, in accordance with the County’s specifications in consideration of the following sums:

<u>Building</u>	<u>Sq. Ft.</u>	<u>Cost per Month</u>	<u>Cost per 24 Months</u>
Administration Building, 121 S Pine St.	23,556	\$	\$
County Attorney Building, 231 S. Locust St.	10,667	\$	\$
County Office Building, 117 E. First St	11,424	\$	\$
Courthouse, 111 W First St	27,963	\$	\$
Courthouse Annex, 131 S. Locust St	6,600	\$	\$
Social Service Building, 116 S. Pine St	6,500	\$	\$
The Plaza, 207 N. Pine St.	9,413	\$	\$
Federal Building, 230 W. Second St	7,517	\$	\$
TOTAL	103,640	\$	\$

COMPANY INFORMATION:

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Status (Corporation, Partnership, Sole Proprietorship): _____

Owner’s Name and Address (if sole proprietorship): _____

If Company is a Corporation or Partnership, the names and addresses of all partners, officers, and shareholders: _____

Names, addresses, and telephone numbers of three references:

1. _____

2. _____

3. _____

Date: _____

Signed: _____