



1730 West North Ave
 Milwaukee, Wisconsin 53205
 (414) 906-2700, FAX 906-2719

Bid Number: 08-1518
 Due Date: 08/29/18
 DATE: 08/15/18

INFORMAL COMPETITIVE BID FORM

Name of Vendor: _____
 Address: _____ State: _____ Zip: _____
 Contact Person: _____ Phone: _____
 Date Contact: _____ Fax: _____

Item

No. Quant. Description Unit Price Total

Janitorial Services needed for Community Relations-
 Social Development Commission (CR-SDC)
 Administrative Office located at:
 1730 West North Avenue Milwaukee, WI 53205

Specifications attached

Mandatory walk through scheduled for August 22, 2018 from 10:30a.m. to 11:30 a.m. at 1730 w. North Avenue

Contact Jim Guldán at jguldán@cr-sdc.org or 414-906-2805 with any questions or to reschedule if necessary.

Bids are due by 2:00pm on Wednesday, August 29, 2018

Services to commence on October 1, 2018

Vendor awarded contract must provide CR-SDC with Insurance Certificate with CR-SDC as certificate holder.

Total _____
 Discount _____
 Total Adjusted _____
 Cost _____

The Community Relations-Social Development Commission (CR-SDC) intends to use EBE/DBE'S (Small, Minority and Women) vendors whenever practical, in accordance with the agency's mission. The Purchasing Department will endeavor to bid to EBE/DBE's whenever and wherever possible. Bids can possibly be awarded to these vendors if they come within 5% of the lowest bidder and if the quality of the service or goods supplied is of at least equal quality compared to the other vendors. EBE/DBE's vendor must be certified to receive this 5% preference (the State of Wis., City of Mil.w.EBE or Wis. Unified Certification Program).

CR-SDC does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

It is the policy of CR-SDC to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

Minority Vendor? Yes No; (Copy of Certification must be on file with CR-SDC Purchasing Dept.)

Do you accept Purchase orders? Yes No

Program Name: Facilities Contact Person: Jim Guldán

Staff Signature: _____

CR-SDC JANITORIAL – SCOPE OF WORK

CONTRACT DUTIES

Service Contractor will provide labor and materials as follows:

A. GENERAL REQUIREMENTS

1. For services provided that are beyond the scope outlined in Exhibit A, Section I, Service Contractor will submit a not-to-exceed price to the Facility Manager that must be approved in advance of work commencement.
2. Service Contractor will provide advanced notification for all non-emergency service visits. Notification must be arranged with Facilities Manager.
3. Service Contractor is responsible for notifying the Community Relations-Social Development Commission (CR-SDC) of the date and time after the completion of each work order. Notification may be sent via fax (414) 906-2749, email (jguldan@cr-sdc.org), or phone at (414) 906-2310. If Service Contractor is unable to perform the work outlined in the work order, the Service Contractor must notify SDC within 24 hours. 2805
4. Service Contractor will not block driveways or entrances and exits to the building during the performance of Service Requirements.
5. Service Contractor will provide appropriate ground protection and/or barricades where applicable.
6. Service Contractor will take appropriate precautions to avoid damaging the building or landscaping in any way during the performance of Service Requirements.
7. Service Contractor will keep copies in a designated utility closet of the MSDS sheets for all chemicals used in the performance of Service Requirements.
8. When applicable, Service Contractor will comply with the EPA or IEPA guidelines regarding the disposal of wastewater used in the performance of Service Requirements.
9. Service Contractor will perform all Service Requirements between the hours of 5:00pm to 10:00pm Monday through Friday unless arranged with Owner prior to service.
10. CR-SDC holidays include: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday, Good Friday, Christmas Eve and Christmas Day.
11. All services will be performed using best industry practices and will comply with all local, state and federal laws.
12. All debris generated in the performance of the contract duties will be removed from the site and disposed of in accordance with all applicable local, state or federal laws.
13. All work will be done in accordance with the rules and regulations of CR-SDC.
14. In the event of a SDC relocation during the contracted period, we reserve the right to terminate or re-negotiate a new monthly charge based on the new square footage.

Vendors will have a ninety (90) day probationary period. If problems occur and aren't resolved to CR-SDC's standards vendors will be terminated.

Service Contractor will provide labor and materials as follows:

1. SERVICE REQUIREMENTS:

- 5 days per week, from Monday through Friday, excluding ten (10) CR-SDC holidays.
- SDC holidays include: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday, Good Friday, Christmas Eve and Christmas Day.
- Service typically performed prior to or after normal business hours as established by CR-SDC.
- Normal Business Hours: M-F 7:30am-5:00pm
- Vendor must abide by all safety and security regulations as set forth by CR-SDC and other facility owners.

2. GENERAL CLEANING REQUIREMENTS:

Lobbies, entryways, open floor areas, offices, conference rooms, elevators, stairways, restrooms, kitchens/break rooms, finished basement with occupied areas, etc.

	Description	Freq.
1	Empty all trash containers (interior and exterior). Replace plastic liners (no liners in recyclable can). Remove all collected trash and place in designated waste container. Keep the ground area in and around the exterior waste container free from debris. Wash the interior and exterior of all trash containers as necessary.	Daily
2	Thoroughly dust all horizontal and vertical surfaces (areas in hand-high reach) phones, pictures, chairs, window sills, counters, cabinets, tables, pictures, and other work surface areas. Damp wipe as required to clean spillage of drinks and other residue. Open/public area's only	Daily
3	Spot clean furniture and seats of chairs, including legs, as necessary. Open/public area's only	Daily
4	High (above hand-high reach) dusting of all horizontal and vertical surfaces, including ceilings.	Monthly
5	Clean, sanitize and polish all drinking fountain surfaces.	Daily
6	When a placard is placed on office entrance to clean, spot clean and wipe unobstructed areas of desktops	Daily
7	Clean and polish all bright metal work. (Excludes exterior door hardware and trim.)	Daily
8	Damp wipe / spot cleaning of all wall surfaces, fixtures partition glass, and interior perimeter windows to remove fingerprints, marks and smudges (includes stairways).	Daily
9	Spot clean interior windows as needed. Open/public area's only	Daily
10	Spot clean carpeted areas and floor mats.	Daily
11	General vacuuming of all areas, offices, cubicles and entrance mats. (If cubicle or office is closed by a door without a placard, do not vacuum)	Daily
12	Thorough vacuuming of all carpeted areas using crevice attachments to get at hard to reach areas/surfaces.	Weekly
13	Dust all vertical or mini blinds. Open/public area's only	Weekly
14	Damp wipe and disinfect all phones. Open/public area's only	Weekly
15	Clean and dust all artificial plants and plant containers.	Monthly
16	Vacuum all upholstered furniture and clean pedestals.	Monthly
17	Dust and clean HVAC louvers, vents and grills.	Monthly
18	Damp wipe and clean HVAC louvers, vents and grills.	Semi Annually

3. ADDITIONAL SPECIAL CLEANING REQUIREMENTS:***Vestibules and Entrances***

	Description	Freq.
1	Entrance(s) door glass and sidelights shall be washed daily to keep glass free from fingerprints, smudges or residue. Other vestibule glass partition glass shall be washed as needed, but not less than once per week.	Daily
2	Damp wipe entrance vestibule walls and metal surfaces to remove spots, fingerprints and residue.	Daily

Restrooms

	Description	Freq.
1	Empty all trash receptacles and sanitary napkin disposal containers, damp wipe and disinfect.	Daily
2	Stock all towels, tissue, seat covers, feminine sanitary products, and fill soap dispensers.	Daily
3	Damp wipe/disinfect all bright work including towel dispensers, trash receptacles, sanitary napkin dispensers, seat cover dispensers, faucets mirrors and soap dispensers, etc.	Daily
4	Scour and sanitize all surfaces on all sides including, but not limited to: commodes, toilet basins, urinals, sinks, counters, toilet seats, faucets, walls and partitions.	Daily
5	Dust partitions, shelves and other fixtures, etc.	Daily
6	Remove and damp wipe all splash marks on walls.	Daily
7	Polish all bright work.	Daily
8	Clean/mop and disinfect floors.	Daily
9	Pour water in floor drains.	Monthly

Kitchen/Break Rooms

	Description	Freq.
1	Empty all trash receptacles and dispose in designated area.	Daily
2	Clean all horizontal and vertical surfaces removing fingerprints, smudges, and stains.	Daily
3	Clean and sanitize all sinks and counters.	Daily
4	Spot clean backs, seats and legs of chairs.	Daily
5	Damp wipe and sanitize all tables, ledges, refrigerators (exterior), microwaves (interiors and exteriors), food vending machines, and all other surfaces etc.	Daily
6	Thorough vacuuming of all carpeting, especially corners, edges, and under tables and chairs.	Daily
7	Damp wipe and sanitize refrigerators (interiors). Open/public area's only	Weekly
8	Clean inside the cabinets. Open/public area's only	Quarterly

Conference Rooms		
	Description	Freq.
1	Damp wipe tables to remove food, spots, fingerprints and residue.	Daily
2	Remove and throw out empty food containers and left over food items. Open/public area's only	Daily
3	Empty waste containers and replace liners. (no liners in recyclable cans)	Daily
4	Vacuum conference room floors.	Daily
5	Straighten chairs and tables to restore room(s) to their original set up.	Daily
NOTE: Do not wipe the dry erase boards.		
4. FLOOR CLEANING REQUIREMENTS (includes stairs and vestibules):		

Waxed Hard Surface Floors (VCT)

	Description	Freq.
1	Dust mops all hard surface floors with a treated or electrostatic dust mop.	Daily
2	Damp mop all hard surface floors, cleaning and removing all spots, scuff marks and stains from the floors, crevices, corners.	Daily
3	Using a high speed floor machine, spray buffs all hard surface floor areas.	Weekly
4	Clean and polish baseboards.	Monthly
5	Machine scrub hard surface floors, apply one coat of polish, allow drying, then buffing.	Monthly
6	Strip hard surface floors and recoat with three coats floor polish, allow drying, and then buffing.	Semi-Annually

Non-Wax Hard Surface Floors (Ceramic, Quarry Tile)

	Description	Freq.
1	Dust mops all hard surface floors with a treated or electrostatic dust mop.	Daily
2	Damp mop all hard surface floors, cleaning and removing all spots, scuff marks and stains from the floors, crevices, corners.	Daily
3	Clean and polish baseboards.	Weekly
4	Machine scrub hard surface floors.	Weekly

5. OTHER:

	Description	Freq.
1	Using a push broom, sweep all open areas.	Monthly
2	Shampoo/extract entrance mats.	As Needed
3	Shampoo/extract carpeting.	Semi annually
4	Maintain Terrazzo Floor in accordance with best industry practice. Scope to be provided.	Ongoing

6. NOTES:

- This specification covers all areas exposed to customers or employees, and third-party tenant areas if applicable. Third-party tenant areas will be identified during site visits.
- Janitor closet areas or slop sink areas are to be kept clean by vendor. All cleaning supplies are to be labeled and kept in a neat orderly manner.
- The "Common Area" definition shall include but not be limited to all pathways, isles, or waiting areas used by customers or employees in conjunction with the day-to-day operation of SDC.
- Service Contractor will notify Roy Marquez (414-906-2805) of any change in the service schedule or Semi Annual Floor Cleaning Service not less than seventy-two (72) hours prior to scheduled work.