

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**CUSTODIAL SERVICES**  
**FOR**  
**MAINTENANCE DEPARTMENT**

**Due By: February 22, 2022 2:00 pm CT**

**There will be one mandatory site visit on February 11<sup>th</sup> at 8:30 a.m. (see Section 3.0)**

## 1.0 **Background Information**

The Outagamie County Maintenance Department is seeking a custodial services company to provide cleaning services at three buildings, located in Appleton, WI.

## 2.0 **Specifications**

Services shall be performed at the following sites –

- Youth & Family Services Building (500 W Fifth St)
- AG Services Building (3369 W Brewster St)
- UW Extension / Land Conservation Building (3365 W Brewster St)

All custodial services shall be performed between the hours of 6:00 p.m. – midnight, Monday through Friday (excluding County recognized holidays). County recognized holidays are as follows; New Years Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day and New Years Eve.

The exception is the Shelter Care Department and the 1<sup>st</sup> level public restrooms of the Youth & Family Services Building, which shall be cleaned between the hours of 8:00 a.m. – 11:00 a.m. Monday – Friday even on holidays with the exception of Christmas Day, where no cleaning is needed.

Vendor shall furnish all labor, equipment, materials and cleaning chemicals (3M or equivalent) to fulfill this contract. Equipment and materials are defined as anything required to complete the job to include but not limited to; floor burnisher and burnishing pads, vacuum, broom, mop, floor scrubber, carpet cleaner, rags, etc. Outagamie County will provide can liners, toilet paper, hand towels and soap.

See Attachment A which references the scope of work.

## 3.0 **Site Visit**

There will be one mandatory site visit on February 11<sup>th</sup> at 8:30am. All interested vendors shall meet at the AG Services building located at 3369 W Brewster St in Appleton. Please confirm attendance to Nicole at [nicole.schultz@outagamie.org](mailto:nicole.schultz@outagamie.org) or 920-832-6083 by 3:00 pm February 10<sup>th</sup>.

## 4.0 **Contract Term**

We are seeking an initial one-year term with the option of two two-year renewals. Contract shall commence on April 1, 2022. Notice of award will be no later than March 4, 2022. The award will be to a single contractor for all sites.

## 5.0 **Requirements of the Awarded Contractor**

The following will be requirements of the awarded contractor –

- Confidentiality is required by all personnel that will be onsite due to the nature of some of the areas.
- All supervisors and employees that will be onsite will be subject to a successful background check performed by the County Sheriff's Department (at no cost to the contractor).
- All supervisors and employees that will be onsite for the AG Services Building is subject to a

Federal Background check. It will be the awarded contractor's responsibility to ensure all staff who will have access to the site complete and return Federal Form OF-306. Additionally two separate and fully signed copies of FD-258 or SF-87 Finger Print Chart must be sent into the USDA. The County will provide the address to send to the USDA. The cost of the fingerprinting will be the contractor's responsibility. Only individuals who have successfully been cleared by the USDA will be authorized to enter the AG Services Building.

- All supervisors and the custodial crew working with the County must be able to read and write English.
- Employees will provide notes to crew in a binder in each location, as they will not be onsite when the crew is there. Custodians will also leave notes in that binder.
- To have a backup plan in place if the crew does not show up for work.
- Provide a MSDS sheet to the County regarding all supplies that are used.
- Abide by the indemnification and insurance limits set forth in Attachment B.

#### 6.0 **Proposal submittal**

Provide the following information in your proposal–

- Completed Proposal Form
- References of a minimum of three and maximum of five similar sized agencies you currently or have provided this service for in the past three years. Include company name, location, service(s) provided, contact name, telephone number and email.
- Statement of affirmation of maintaining confidentiality.
- Information on your ability to begin services on April 1, 2022. Include information such as if you already have a crew in place or you would need to hire a crew.
- Backup plan in the event the custodian or crew does not show up.

Failure to provide all requested information may result in the rejection of your proposal.

#### 7.0 **Contact Information**

##### **Site Information**

John Monti  
Custodial Supervisor  
(920) 832-2466  
[John.Monti@outagamie.org](mailto:John.Monti@outagamie.org)

##### **Purchasing Policy & Procedure Information**

Nicole Schoultz  
Purchasing Coordinator  
(920) 832-6083  
[Nicole.schoultz@outagamie.org](mailto:Nicole.schoultz@outagamie.org)

#### 8.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s) additional information or clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County is relying on the proposer to provide its professional (experience and expertise with regard to industry standards for the item). If the proposer believes specifications are not within industry standards, proposer must bring its objection or concern to the County's attention.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Outagamie County will post any updates online at [www.outagamie.org](http://www.outagamie.org) then Bids & Proposals. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

#### **9.0 County Reservation**

Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- E. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- F. Outagamie County reserves the right to request clarifications for any proposal.
- G. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

#### **10.0 Closing Date**

Outagamie County will receive proposals up to 2:00 p.m. CT February 22, 2022.

#### **11.0 Proposal Submittal**

Email proposals to: [Nicole.Schoultz@outagamie.org](mailto:Nicole.Schoultz@outagamie.org)

If you do not have the ability to email a proposal you must contact Nicole Schoultz at least 2 business days prior to the due date.

**12.0 Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

**13.0 Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

**14.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

**15.0 Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site [www.outagamie.org](http://www.outagamie.org) than **Status of Bids/Proposals**.

**OUTAGAMIE COUNTY PROPOSAL FORM**  
**Custodial Services**

**Proposals Due:** February 22, 2022 - 2:00 p.m. CT

**Email Proposals To:** [Nicole.Schultz@outagamie.org](mailto:Nicole.Schultz@outagamie.org)

**Monthly Price per Location.**

**This rate shall be firm through the initial contract of April 1, 2022 – March 31, 2023.**

Youth & Family Services \$ \_\_\_\_\_

AG Services \$ \_\_\_\_\_

UW Extension / Land Conservation \$ \_\_\_\_\_

Year 2 Rate Shall Not Exceed \_\_\_\_\_ %

Year 3 Rate Shall Not Exceed \_\_\_\_\_ %

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_