

REQUEST FOR PROPOSALS
CLEANING SERVICES FOR SUNSET CITY FACILITIES



1. INTRODUCTION

Sunset City is seeking proposals from qualified cleaning service providers to maintain its municipal facilities. This RFP outlines the requirements, scope of services, and submission guidelines for interested contractors.

2. COMPANY OVERVIEW

Sunset City is a municipal government serving approximately 5,400 residents. The City maintains several public facilities including the Administration Building and Police Department facility that require professional cleaning services to ensure a clean, healthy environment for employees and visitors.

The Administration Building and Police Department are critical facilities that operate year-round and require consistent, high-quality cleaning services to maintain professional standards and ensure proper sanitation.

3. SCOPE OF SERVICES

3.1 Service Locations

- Administration Building (First Floor)
- Police Department (First Floor)
- Court and Community Room (Second Floor)
- Lobbies and Foyer (First Floor)
- Restrooms
- Stairs

3.2 Service Schedule

Services are required Monday through Friday. Specific hours for cleaning will be negotiated with the selected vendor, with preference for after-hours cleaning (after 5:00 PM) to minimize disruption to city operations.

3.3 Required Services

Daily Tasks (Monday-Friday):

- **All Areas:**

- Empty and remove all trash/recycling and replace liners
- Dust mop/vacuum all floor surfaces
- Wet mop all hard surface floors
- Clean and sanitize drinking fountains
- Clean entrance glass doors and lobby glass
- Dust horizontal surfaces (desks, counters, windowsills)
- Clean and sanitize door handles, light switches, and high-touch surfaces

- **Restrooms:**

- Clean and sanitize all fixtures, counters, sinks, door handles and light switches
- Clean and sanitize toilet bowls, seats, and urinals
- Clean mirrors
- Restock paper products and soap dispensers
- Sweep and mop floors with disinfectant
- Empty trash receptacles and replace liners
- Spot clean partitions and tile walls

- **Break Rooms/Kitchenettes:**

- Clean and sanitize countertops, sinks, and tables
- Clean exterior of appliances (microwave, refrigerator, coffee machine)
- Restock paper products
- Empty trash receptacles and replace liners

Weekly Tasks:

- Dust all vertical surfaces, including partitions, ledges, and blinds
- Detail vacuum/clean corners and edges
- Vacuum stairs leading to second floor

- Spot clean walls, door frames, and light switches
- Clean microwaves (interior and exterior)
- Clean cabinet fronts in break rooms
- Detail clean restroom partitions and walls
- Disinfect telephone receivers and dust phone bases
- Polish drinking fountains

Monthly Tasks:

- High dusting of vents, ceiling corners, light fixtures
- Machine scrub hard surface floors
- Cleaning of interior windows
- Clean refrigerator interiors (remove expired food with advance notice)
- Deep clean grout in tile floors
- Polish/buff hard surface floors as appropriate
- Dust artificial plants and décor
- Clean baseboards throughout facilities
- Vacuum/wipe down furniture

3.4 Additional Services (to be priced separately):

- Carpet cleaning entire building (semi-annual)
- Carpet cleaning Sunset Room only (quarterly or as requested- approx. 3283 square feet)
- Sunset Room Deep Clean (as requested)
- Floor stripping and waxing (semi-annual)
- Window washing (exterior windows, quarterly)
- Emergency cleaning services (on-call, as needed)
- Possible – Initial Clean before contracted work begins pricing.

4. CONTRACTOR RESPONSIBILITIES

4.1 Personnel

- Provide trained, professional cleaning staff
- Conduct background checks for all employees assigned to city facilities
- Ensure proper identification/uniforms for all cleaning personnel
- Maintain consistent staffing with minimal turnover
- Provide on-site supervision for quality control

4.2 Equipment & Supplies

- Contractor will provide all cleaning equipment, chemicals, and tools
- City will provide:
 - Paper products (toilet paper, paper towels)
 - Hand soap
 - Trash liners

4.3 Quality Control

- Maintain daily cleaning logs that can be reviewed by City representatives
- Conduct weekly quality inspections
- Provide monthly report on services rendered
- Respond promptly to any complaints or requests for additional service

5. PROPOSAL REQUIREMENTS

5.1 Company Information

- Company history and background
- Experience with municipal/government clients
- Number of employees and staffing structure
- References from three current clients (preferably government entities)
- Proof of insurance and bonding
- Certifications and industry affiliations

5.2 Business Description

Applicants must provide a detailed description of their business, including:

- Company mission, vision, and core values

- Years in operation and business structure (corporation, LLC, partnership, etc.)
- Geographic service area and current client portfolio
- Management team qualifications and experience
- Training programs and employee retention strategies
- Company's approach to quality assurance and customer satisfaction
- Green cleaning initiatives and environmental commitments
- Specialized services or unique qualifications that set your company apart
- Emergency response capabilities and backup staffing plans
- Technology used for scheduling, quality control, and communication

5.2 Service Plan

- Detailed cleaning schedule and approach
- Staffing plan for Sunset City facilities
- Quality control procedures
- Emergency response capabilities
- Green cleaning practices and sustainability initiatives

5.3 Pricing

- Monthly contract price for all specified services
- Itemized breakdown by facility/floor
- Hourly rates for additional services beyond scope
- Price adjustment terms for contract renewal periods

6. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Demonstrated experience and qualifications (25%)
- Comprehensiveness of service plan (25%)
- References and past performance (20%)
- Cost proposal (30%)

7. PRE-PROPOSAL WALKTHROUGH

Upon request a walkthrough of all facilities will be offered, at the Administration Building. This walkthrough will allow potential bidders to inspect the facilities, take measurements, and ask questions to ensure accurate pricing. Registration for the walkthrough is required by contacting Nicole Supp at nsupp@sunsetut.gov.

8. SUBMISSION GUIDELINES

8.1 Important Dates

- RFP Issue Date: June 6, 2025
- Pre-Proposal Walkthrough Deadline to Schedule: June 16, 2025 by 5pm
- Question Deadline: June 16, 2025 by 5pm
- Proposal Due Date: June 18, 2025 at 5pm
- Anticipated Award Date: By July 7, 2025
- Service Commencement: August 1, 2025

8.2 Submission Instructions

Submit three (3) hard copies of the proposal and one electronic copy (PDF format) to:

Nicole Supp, 200 W 1300 N, Sunset UT 84015, nsupp@sunsetut.gov

All proposals must be sealed and clearly marked "PROPOSAL - CLEANING SERVICES FOR SUNSET CITY"

9. TERMS AND CONDITIONS

9.1 Contract Term

The initial contract term will be for one (1) year with the option to renew for up to five (5) additional one-year terms upon mutual agreement.

9.2 Insurance Requirements

The selected contractor must maintain:

- Commercial General Liability Insurance (\$1,000,000 per occurrence)
- Automobile Liability Insurance (\$1,000,000 combined single limit)
- Workers' Compensation Insurance (statutory limits)
- Umbrella Liability Coverage (\$2,000,000)
- Fidelity Bond covering contractor's employees

9.3 Other Requirements

- Compliance with all applicable local, state, and federal regulations

10. CONTACT INFORMATION

All questions regarding this RFP should be directed to:

Nicole Supp, City Recorder, 801-614-9102, nsupp@sunsetut.gov

Sunset City reserves the right to reject any or all proposals and to waive any informalities or irregularities in the proposal process.