



REQUEST FOR PROPOSALS CLEANING SERVICES

The Village of Prairie du Sac is seeking proposals for cleaning services for the Village Hall, Public Works/Utilities Building, and Ruth Culver Community Library. Proposals are to be for a two-year contract, with the opportunity to be extended. Interested parties may pick up proposal packets at the Village Hall, 335 Galena Street or by visiting www.prairiedusac.net. Individual contracts may be awarded for individual buildings. All proposals are due by 4:00 p.m. Friday, September 27, 2024. Proposals shall be submitted to the Attn: Cleaning Proposal, Village Hall, 335 Galena Street, Prairie du Sac, WI 53578. The Village of Prairie du Sac reserves the right to reject any or all proposals and award the contract to the proposals which are in the best interest of the Village.

Minimum Cleaning Services to be Provided
Village of Prairie du Sac Village Hall
335 Galena Street
Prairie du Sac, WI 53578

Requirements: The Village of Prairie du Sac (Prairie du Sac, WI) is seeking proposals to perform all Village Hall cleaning duties. Interested cleaning services shall submit a proposal to perform all cleaning duties, including, but not limited to the following tasks [see below]. The contract shall be good for two years paid in monthly installments. All cleaning tasks must occur between 5:00 PM on Friday and 8:00 AM on Monday.

Cleaning staff must ensure that doors are securely locked, lights are turned off, and alarm is armed before they leave. Furniture should be left neat & orderly and returned to its original position. Cleaning is defined as to dust with cleaning agent, straighten furniture, vacuum and/or sweep and wipe down flat surfaces with cleaning agent. All cleaning supplies and equipment are to be provided by the Vendor. The Vendor shall procure and maintain in effect the insurance policies for liability, auto and workers' compensation. The Vendor shall provide the Village with certificates of insurance of policies.

Village Hall Cleaning Duties:

1. Weekly Duties (every week):

- Vacuum all carpeted areas on the main level
- Mop all vinyl and tile floor areas on the main level
- Clean entry areas including glass doors (inside and outside)
- Clean glass of outside bulletin board.
- Clean Meeting areas
- Clean waiting area
- Clean individual offices, reception area and copy room area.
- Clean Bathrooms (4) (toilets, urinal, sinks, mirrors & floors – using disinfectant cleaners) and restock paper products.
- Clean Break Room (wipe-off counter, wash coffeepot, wash coffee mugs, wash all other dishes, vacuum carpeted area).
- Empty wastebaskets, replace liners and place in garbage totes for pickup.
- Empty recycling bins and place in recycling totes for pickup.
- Break down cardboard and place in recycling totes for pickup.
- Clean and Sanitize water fountain.
- Sweep outside sidewalk by front doors.
- Clean and sanitize all phones
- Clean/Dust off desks, counter tops and office equipment (copy machine, fax machine, postage machine, rolodexes, computers, computer components and calculators).
- Remove cobwebs from walls and ceilings – on main level.

2. Monthly Duties (once a month):

- Vacuum all carpeted areas in the basement
- Mop all vinyl floor areas in the basement
- Dust door and window frames/jams, dust boards shelving, tops of filing cabinets and storage cabinets.
- Clean basement (dust desks and counter tops, computers, printers, telephones and tops of filing cabinets).
- Remove cobwebs from walls and ceiling in basement.
- Sweep storage room in basement.

For questions or to schedule a tour please contact the following individual. All tours must be completed before September 20, 2024. Village Hall – Alan Wildman at (608) 643-2421 or by email at awildman@prairiedusac.net.

Proposal Form
Village of Prairie du Sac Village Hall
335 Galena Street
Prairie du Sac, WI 53578

Please submit proposals no later than **4:00 p.m. on Friday, September 27, 2024**. Facsimile proposals shall not be accepted. Proposals shall be considered by the Village Board on October 8, 2024, with the contract to begin on November 1, 2024. Please include a list of a minimum of three references or a list of current/previous customers with your proposal. Successful bidder shall provide certificate of insurance naming the Village of Prairie du Sac as additional insured along with proof of Worker's Compensation Insurance, if applicable, prior to commencement of work with the Village of Prairie du Sac. Proposals shall be valid for 60 days. Proposals shall be submitted to the Village Hall, 335 Galena Street, Prairie du Sac, WI 53578, Attn: Cleaning Proposal. Village of Prairie du Sac and the Ruth Culver Community Library reserves the right to reject any or all proposals and shall award the proposal that serves the best interest of the Village and the Library. Successful vendor shall be subject to background investigation. The contractor shall assume any and all liability for any damage caused by inappropriate equipment, materials or methods used by its employees.

Estimated Amount of Time per Week: _____ Hours

TOTAL PROPOSAL AMOUNT (per month) \$ _____

WHILE CONTRACTS MAY BE AWARDED TO DIFFERENT FIRMS,
SHOULD YOUR FIRM BE AWARDED ALL CLEANING
CONTRACTS, THE VILLAGE HALL PROPOSAL AMOUNT (per month) \$ _____

PROPOSAL SUBMITTED BY:

Company Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email: _____

Signature: _____ Title: _____

Date: _____

Minimum Cleaning Services to be Provided
Ruth Culver Community Library
540 Water St.
Prairie du Sac, WI 53578

Requirements: The Ruth Culver Community Library (Prairie du Sac, WI) is seeking proposals to perform all Library cleaning duties. Interested cleaning services shall submit a proposal to perform all cleaning duties, including, but not limited to the following tasks [see below]. The contract shall be good for one year paid in monthly installments. All cleaning tasks must occur after or before normal business hours or on weekends. Business hours are 8 AM – 8 PM Monday through Friday and 8:45 AM – 4:00 PM on Saturday. Biweekly duties should be conducted approximately 3 business days apart (e.g. Monday & Thursday, Tuesday & Friday, Wednesday & Saturday, Wednesday & Sunday). Cleaning must be completed on the same days each week.

Cleaning staff must ensure that doors are securely locked, and lights are turned off before they leave. Furniture should be left neat & orderly and returned to its original position. Cleaning staff will be asked to record their arrival & departure times for each cleaning performed. Cleaning is defined as to dust with cleaning agent, straighten furniture, vacuum and/or sweep and wipe down flat surfaces with cleaning agent. All cleaning supplies and equipment are to be provided by the Vendor. The Vendor shall procure and maintain in effect the insurance policies for liability, auto and workers' compensation. The Vendor shall provide the Village with certificates of insurance of policies.

Library Cleaning Duties:

1. Biweekly Duties: (Twice per week)

- Empty all interior and exterior wastebaskets and replace liners
- Set garbage in designated dumpsters for collection
- Empty recycling bins, replace liners and set all recycling including boxes out for collection in designated area
- Clean & sanitize bathroom toilets, urinals, sinks, toilet paper dispenser, soap dispensers, handrails & diaper changing stations
- Clean restroom mirrors with a non-streak formula
- Vacuum high traffic areas (front entry, circulation desk, community room, restrooms, children's play area, computers,)
- Restock bathroom supplies including soap, toilet paper & paper towels

2. Weekly Duties:

- Vacuum, thoroughly, all carpeted areas (including rugs, offices and workspaces, main stairwell, elevator and sill of elevator door)
- Clean kitchen sink
- Clean all countertop surfaces including kitchen, workroom, computer tables, and circulation desk
- Sweep and wet mop (not a Swiffer mop or similar) all non-carpeted areas (including lobby/entrance, restrooms, hallways and kitchen; exceptions: book drop room, janitor closet does not need to be mopped weekly; storage and mechanical rooms do not need to be wet mopped).
- Sweep Stair 2
- Clean & sanitize telephones
- Clean & sanitize elevator buttons
- Clean & sanitize door handles/knobs/bars and handicap accessible buttons
- Clean, sanitize and delime water fountains (3)
- Clean windowsills throughout the building
- Clean all exposed horizontal surfaces of tables, counters, file cabinets & desks
- Spot clean walls, door & light switch plates (as needed)

3. Monthly Duties

- Clean fireplace surround
- Dust bathroom fan & light fixtures
- Clean glass window on display cases & bulletin board
- Clean front of circulation desk and lower-level desk
- Mop Stair 2
- Vacuum edges & recesses of carpets using attachments

4. Quarterly:

- Dust light fixtures
- Remove cobwebs from walls & ceilings, including stairwell
- Clean book drop room (including sweeping, mopping)
- Clean janitor's closet including cleaning utility sink)

5. Semi-Annually:

- Clean vertical/side surfaces of circulation desk (including ledges), bookshelves, and cabinets/cupboards
- Clean garbage cans

6. Other:

Inform Library Director of any supplies provided by the library (including paper towels, toilet paper & supplies) which are needed, before they run out, if possible.

Please notify Library Director at 643-8318 one week prior to performing any task in which area needs to be cleared of items to enable staff to do a thorough job.

For questions or to schedule a tour please contact the following individual. All tours must be completed before September 20, 2024. Ruth Culver Community Library – Lauren White at (608) 643-8318 or by email at lwhite@pdslibrary.org.

Proposal Form
Ruth Culver Community Library
540 Water Street
Prairie du Sac, WI 53578

Please submit proposals no later than **4:00 p.m. on Friday, September 27, 2024**. Facsimile proposals shall not be accepted. Proposals shall be considered by the Library Board on October 16, 2024, with the contract to begin on November 1, 2024. Please include a list of a minimum of three references or a list of current/previous customers with your proposal. Successful bidder shall provide certificate of insurance naming the Village of Prairie du Sac as additional insured along with proof of Worker's Compensation Insurance, if applicable, prior to commencement of work with the Village of Prairie du Sac. Proposals shall be valid for 60 days. Proposals shall be submitted to the Village Hall, 335 Galena Street, Prairie du Sac, WI 53578, Attn: Cleaning Proposal. Village of Prairie du Sac and the Ruth Culver Community Library reserves the right to reject any or all proposals and shall award the proposal that serves the best interest of the Village and the Library. Successful vendor shall be subject to background investigation. The contractor shall assume any and all liability for any damage caused by inappropriate equipment, materials or methods used by its employees.

Estimated Amount of Time per Week: _____ Hours

TOTAL PROPOSAL AMOUNT (per month) \$ _____

WHILE CONTRACTS MAY BE AWARDED TO DIFFERENT FIRMS,
SHOULD YOUR FIRM BE AWARDED ALL CLEANING
CONTRACTS, THE LIBRARY PROPOSAL AMOUNT (per month) \$ _____

Which days of the week cleaning will be completed? _____

PROPOSAL SUBMITTED BY:

Company Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email: _____

Signature: _____ Title: _____

Date: _____

Minimum Cleaning Services to be Provided
Village of Prairie du Sac Public Works/Utilities Building
1700 North Street
Prairie du Sac, WI 53578

Requirements: The Village of Prairie du Sac (Prairie du Sac, WI) is seeking proposals to perform cleaning duties of the office section of the Public Works/Utilities Building. Interested cleaning services shall submit a proposal to perform cleaning duties, including, but not limited to the following tasks [see below]. The contract shall be good for one year paid in monthly installments. All cleaning tasks must occur outside of the hours of 7:00 a.m. to 3:30 p.m. Monday - Friday.

Cleaning staff must ensure that doors are securely locked and lights are turned off before they leave. Furniture should be left neat & orderly and returned to its original position. Cleaning staff will be asked to record their arrival & departure times for each cleaning performed. Cleaning is defined as to dust with cleaning agent, straighten furniture, vacuum and/or sweep and wipe down flat surfaces with cleaning agent. All cleaning supplies and equipment are to be provided by the Vendor. The Vendor shall procure and maintain in effect the insurance policies for liability, auto and workers' compensation. The Vendor shall provide the Village with certificates of insurance of policies.

Public Works/Utilities Cleaning Duties:

1. Weekly Duties (every week), main floor of office area:

- Vacuum all carpeted areas on the main level
- Mop all vinyl and tile floor areas on the main level
- Clean entry areas including glass doors (inside and outside)
- Clean glass of outside bulletin board.
- Clean individual offices, reception area and copy room area.
- Clean Bathrooms (2) (toilet, sink, mirror & floor – using disinfectant cleaners).
- Clean Breakroom (wipe down tables)
- Clean Kitchen (wipe-off counter, wash coffeepot, wash coffee mugs, wash all other dishes, vacuum carpeted area).
- Empty wastebaskets, replace liners and place in dumpster for pickup.
- Clean and sanitize all phones
- Clean/Dust off desks, counter tops and office equipment (copy machine, computers, computer components and calculators).
- Remove cobwebs from walls and ceilings – on main level.

For questions or to schedule a tour please contact the following individual. All tours must be completed before September 20, 2024. Public Works/Utilities Building – Troy Murphy at (608) 643-4769 or by email at tmurphy@prairiedusac.net.

Proposal Form
Village of Prairie du Sac Public Works/Utilities Building
1700 North Street
Prairie du Sac, WI 53578

Please submit proposals no later than **4:00 p.m. on Friday, September 27, 2024**. Facsimile proposals shall not be accepted. Proposals shall be considered by the Village Board on October 8, 2024, with the contract to begin on November 1, 2024. Please include a list of a minimum of three references or a list of current/previous customers with your proposal. Successful bidder shall provide certificate of insurance naming the Village of Prairie du Sac as additional insured along with proof of Worker's Compensation Insurance, if applicable, prior to commencement of work with the Village of Prairie du Sac. Proposals shall be valid for 60 days. Proposals shall be submitted to the Village Hall, 335 Galena Street, Prairie du Sac, WI 53578, Attn: Cleaning Proposal. Village of Prairie du Sac and the Ruth Culver Community Library reserves the right to reject any or all proposals and shall award the proposal that serves the best interest of the Village and the Library. Successful vendor shall be subject to background investigation. The contractor shall assume any and all liability for any damage caused by inappropriate equipment, materials or methods used by its employees.

Estimated Amount of Time per Week: _____ Hours

TOTAL PROPOSAL AMOUNT (per month) \$ _____

WHILE CONTRACTS MAY BE AWARDED TO DIFFERENT FIRMS,
SHOULD YOUR FIRM BE AWARDED ALL CLEANING
CONTRACTS, THE PUBLIC WORKS/UTILITIES BUILDING PROPOSAL
AMOUNT (per month) \$ _____

PROPOSAL SUBMITTED BY:

Company Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email: _____

Signature: _____ Title: _____

Date: _____