

Date 1/22/2024

REQUEST FOR PROPOSALS (RFP)

RFP NUMBER 2024-01

The City of New Market, Iowa (City) will receive proposals to perform agreed upon procedures to clean the Community Center, City Hall, and Miner Pavilion for the [Click or tap here to enter # of year\(s\). year\(s\) ending June 30, 20](#)[Click or tap here to enter year..](#) Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria and selected information relating to the job to be performed.

Bid Proposals will be accepted until 12:00 p.m., 2/14/2024, at City Hall in New Market, Iowa. If mailed, the proposals should be mailed to:

City of New Market
PO Box 338
New Market, IA 51646

Those submitting proposals should indicate on the outside of the envelope in the lower left-hand corner that it is a sealed proposal for the RFP number indicated above and the name of the entity submitting the proposal.

The contract for services will be awarded by 2/15/2024.

Further information may be obtained from Megan Wright, City Clerk at (712)-585-3479.

I. SPECIFIC REQUIREMENTS

1. The City reserves the right to reject any and all proposals received.
2. Only proposals received at the location described and in the time frame given will be considered.
3. The original and one copy of the enclosed contract should be completed and manually signed by the person or partner of firm submitting the proposal.
4. The procedures to clean the Community Center, City Hall, and Miner Pavilion shall be performed in accordance with the following:
 - a. General Job Responsibilities:
 - i. Advise City Clerk when running low on 39-gallon garbage bags, toilet paper, paper towels, hand towels for dispensers, urinal deodorizers and urinal floor mats. City Clerk will order these supplies when needed. Allow at least 2- or 3-weeks lead time.
 - ii. The City Clerk is also responsible for getting all additional cleaning supplies: dish soap, Clorox, Comet, spray cleaners for kitchen and bathroom, stool cleaner, Kleenex, bathroom air freshener, floor cleaner (such as pine sol, etc.), bathroom hand soap, stool cleaner, 13 gal. trash bags. Communication is necessary to keep the supply closet stocked.
 - iii. Items may be purchased at Easters if needed and can be charged to the city. The City Clerk will approve any purchases. Detailed receipts are required for any purchases regardless of purchase method.
 - iv. Advise City Clerk of any repairs or maintenance needed to the facilities.
 - b. Cleaning Responsibilities – Miner Pavilion:
 - i. City Clerk will notify of Miner Pavilion Rentals that will require a cleaning the week before the rental.
 - (1) Sweep all floors, stage, stairs to upper storage, and bleachers.
 - (2) Vacuum all rugs.
 - (3) Mop all floors except gym floor.
 - (4) Clean gym floor with the floor scrubber, using the designated cleaner for the scrubber.
 - (5) Use Murphy’s Oil Soap and water to wash the bleachers – seats will need to be cleaned periodically to keep dust off.
 - ii. Touch up cleaning when requested by the City Clerk.
 - (1) Sweep floors
 - (2) Mop any spills in the kitchen and gym floor.
 - (3) Collect any dishcloths and towels that were used and take them to City Hall.
 - (4) Make sure trashcans have been emptied and replaced with new liners.
 - (5) Clean and restock bathroom as needed.
 - (6) Clean water fountain.

iii. 4th of July Events

- (1) Prior to 4th of July Events, clean the locker room bathrooms and restock. Fourth of July Committee will restock during the events. Clean after the events are over if requested by City Clerk.

c. Cleaning Responsibilities – Community Center

- i. The City Clerk will notify of the Community Center Rentals that require a cleaning at least a week prior to the rental. The Community Center at times will require weekly cleanings. During the slower rental times it may be every other week.
 - (1) Take up chairs to sweep and mop floors.
 - (2) Vacuum rugs
 - (3) Clean bathrooms and restock supplies.
 - (4) Clean stove, refrigerators, microwave, windows, and coffee maker warmer as needed.
 - (5) Using disinfectant wipe kitchen counters, cabinet countertop, tables, and tv trays. Check the chairs and clean as needed.
 - (6) Empty all trash and place in dumpster.
 - (7) Take recycle cans to the recycle bin across the street.
 - (8) Place used dishcloths in a bag for the City Clerk to launder.

d. Cleaning Responsibilities – City Hall

- i. City Hall will need to be cleaned as needed when doing the Community Center. Not more than twice a month is required.
 - (1) Empty all trash.
 - (2) Vacuum the office floors and rugs.
 - (3) Wipe counters and tables
 - (4) Wipe chairs and chair arms as needed.
 - (5) Dust

5. The fees quoted in the proposal and included in the contract will be the maximum paid per hour and in total, unless an amendment to the contract is completed by both parties.

II. DATA TO BE INCLUDED IN PROPOSAL

In order to simplify the review process and to obtain the maximum degree of comparability, the proposal should include the following items and be organized in the manner specified below.

A. Letter of Transmittal - optional

A letter of transmittal may be included briefly outlining the proposer's understanding of the work and general information regarding the firm and individuals to be involved, including the local address of the person or the office of the firm which will perform the work, the telephone number and the name of the contact person.

B. Qualifications – required

1. Describe the recent experience in similar types of entities or engagements to which the proposal relates. If appropriate, include regional experience regarding similar types of entities and/or engagements.
2. Include brief resumes of all key professional members who will be assigned to the engagement. The resumes should include:
 - a. The amount of experience the individual has in the profession.
 - b. A summary of similar jobs and/or engagements on which the individual has worked.
 - c. A summary of the licenses or other training/degrees received as it relates to this job.
 - d. A statement as to whether the individual is independent of the city.
3. Describe the availability of individuals within the firm who are primarily involved in the job duties required.

C. Scope of Services and Proposed Project Schedule - required

Briefly describe your understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, assuming the contract will be issued on the date given in the cover letter. Include the approximate dates you would perform fieldwork, office review and report preparation and the latest delivery date of the final report.

D. Fees and Compensation - required

Provide the following information:

1. Estimated total hours.
2. Hourly rate by staff classification.
3. All-inclusive maximum fee and out-of-pocket expenses, which will not be exceeded.
4. Frequency and timing of your billing process.

AGREEMENT BETWEEN

City of New Market
AND

THIS AGREEMENT made and entered into this ____ day of _____, 20__, by and between the City of New Market, Iowa hereinafter called "City," and _____, hereinafter called "Contractor."

WHEREAS, the City wishes to obtain the services of the CONTRACTOR to perform an agreed upon procedures to clean and stock the New Market Miner Pavilion, City Hall, And Community Center, for the ____ year(s) ending June 30, 20____; and

WHEREAS, the CONTRACTOR is equipped and staffed to perform the above job duties; and

WHEREAS, this agreement is in the public interest in fulfilling the requirements of keeping the Miner Pavilion, Community Center, and City Hall stocked and clean.

NOW, THEREFORE, BE IT UNDERSTOOD AND AGREED:

1. The CONTRACTOR will:

- A. Perform the job duties as noted in this agreement.
- B. Perform the job duties at the time as specifically agreed upon with the City.
- C. Perform all work in accordance with the agreed upon procedures outlined above.
- D. Immediately inform the City Clerk when supplies need to be ordered, allowing 2-3 weeks lead time. Provide access to its working papers to the Auditor of State in accordance with Chapter 11 of the Code of Iowa.

2. Conditions of Payment:

- A. It is understood the fees for the services set forth above shall be reimbursed at the following hourly rates:

<u>Classification</u>	<u>Estimated Hours</u>	<u>Hourly Rate</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- B. The CONTRACTOR shall present an invoice for services in the following manner: Invoices shall be provided to the City Clerk in person at City Hall, left in the payment drop box in front of City Hall, emailed to Clerk@newmarketia.com or mailed to:

City of New Market
P.O. Box 338
New Market, IA 51646

- C. Payment shall be made within 10 days of receipt of the invoice.
- D. The total reimbursement shall not be for more than \$_____, except as specifically agreed by the City and the CONTRACTOR.

3. Termination of Agreement:

- A. The City may terminate this contract without notice if the CONTRACTOR fails to perform the covenants or agreements contained herein.
- B. The CONTRACTOR shall be paid for all work satisfactorily performed to the date of termination.

IT WITNESS THEREOF, the City and CPA have executed this AGREEMENT as of the date indicated below:

CONTRACTOR _____	City of New Market
By _____	By _____
Title _____	Title _____
Date _____	Date _____

**RECOMMENDED EVALUATION CRITERIA AND
TECHNIQUES
FOR RESPONSES TO REQUESTS FOR
PROPOSALS**

Evaluation of responses to a request for proposal is based upon a 100-point rating system. A maximum of 25 points is assigned to the cost of the bid proposal, and a maximum of 100 points is assigned to the qualifications of the bidding firm or individual. The techniques used to evaluate these two components are described below.

Criteria: **COST**
Evaluation Value: 20 points
Evaluation Technique: For each firm evaluated

$$\text{Cost Score} = \left[\frac{\text{Lowest cost of all proposals received}}{\text{Proposal cost for this firm}} \right] \times 25$$

Criteria: **QUALIFICATIONS**
Evaluation Value: 100 points
Evaluation Technique: Subjective scoring for the following factors:

<u>Qualification Factor</u>	<u>Possible Points</u>
1. Years of experience and qualifications	0-20
2. Janitorial service plans they offer	0-20
3. Any unique credentials	0-20
4. Proposed fees for additional services	0-20
5. References	0-20

Total points – Qualifications _____

Each firm's total evaluation score is the sum of its cost score plus its qualification score. The maximum score is 100 points.