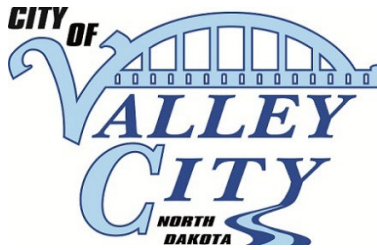


City Hall
254 2nd Ave NE
Valley City, ND 58072-0390



ph: 701-845-1700
www.valleycity.us

REQUEST FOR QUOTES – CUSTODIAL MAINTENANCE SERVICES

The City of Valley City is requesting quotes for custodial maintenance services at the following locations:

City Hall, 254 2nd Ave. NE
Police Station & Municipal Court, 216 2nd Ave. NE
Service Center, 136 4th Ave. SE
Transfer Station, 11490 35th St. SE
National Guard Armory 747 7th St. SE

Form: Name of business
Name of contact person
Business address
Business phone
Acceptance of City's terms and any proposed exceptions
Monthly or hourly rate

Deadline: January 28, 2025, 4:00pm

Submit to: City Auditor's Office
City Hall
254 2nd Ave NE
Valley City, ND 58072
jhintz@valleycity.us

Terms:

1. Contract approval date: February 4, 2025.
2. Contract start date: February 5, 2025.
3. Initial term: Three years.
4. Requested services and cleaning schedule are attached.
5. Maximum anticipated weekly hours & time of service:
 - a. City Hall: Six hours. M-Th 8am-5pm; F 8am-4pm.
 - b. Police Station & Municipal Court: Six hours. M-F 8am-5pm.
 - c. Service Center: Four hours. M-F 4pm-7am.
 - d. Transfer Station: Two hours. M-F 7am-4pm.
 - e. National Guard Armory: Two hours. Regular business hours, prior approval required.
6. Services will not be provided on City holidays or during emergency closures.
7. A key may be provided to Contractor for after-hours service if requested by City. Contractor is responsible for maintaining security of key and is further responsible for damages if key is lost, including cost of changing locks or reprogramming security system.

8. If requested, Contractor shall provide sufficient information for City to perform background check on individuals working in City buildings.
9. Minimum requirements: 18 years of age; valid ND driver's license.
10. Contractor shall submit a monthly voucher to the City on or before the 25th of each month, which shall be processed and paid with the regular City bills.
11. Contractor will supply all cleaning supplies, vacuum and other tools, equipment, and materials reasonably necessary to perform the prescribed custodial maintenance services. The quality of the cleaning agents, supplies and materials shall be determined solely by the City.
12. The City will maintain public liability and property insurance upon its premises. The Contractor assumes full liability and responsibility for all activities performed by Contractor, its agents and employees pursuant to the Agreement and agrees to indemnify and hold the City harmless from any claims, damages, suits, actions, liabilities and costs of any kind or nature brought against the City, its officers, agents, employees and volunteers arising or resulting from or in any way connected with the Agreement and the action, actions, or inaction of the Contractor, its agents and employees. The Contractor will maintain liability insurance coverage covering performance under the Agreement, the City shall be named as an additional insured, and the Contractor will provide a copy thereof to the City.
13. The Contractor agrees that it shall make no individual claims whatsoever against any elected official, appointed official, authorized representative, agent or employee of the City for, or on account of, anything done or omitted to be done in connection with the Agreement.
14. The City maintains a Drugfree Workplace. Sale, distribution, possession, use or being under the influence of alcohol and/or drugs at the workplace poses a serious threat to the health and safety of employees and to the City, and independent contractors performing work in city facilities are prohibited from engaging in these acts. The City will take appropriate action based on reasonable suspicion of a violation of this provision.
15. Smoking is not permitted on or within 20 feet of City property at any time.
16. Only authorized employees of Contractor are permitted to access City facilities. Guests are prohibited. Subcontractors are not permitted under the Agreement.
17. No employee of Contractor shall disturb, touch or move items on or in desks, cabinets, boxes, tables, etc, including papers, phones, office machines and computers, without consent of the City.
18. The City may terminate the Agreement for any reason with 30 days' prior written notice. In the event of non-performance, breach or default of the Agreement, the City may in its sole discretion terminate the Agreement immediately. Outstanding payments for services due to Contractor at the time of termination will be paid unless said services have been deemed by the City to constitute the basis for the non-performance, breach or default. Examples of non-performance, default or breach include but are not limited to:
 - a. Missing a scheduled cleaning date.
 - b. Failure to fully comply with all the provisions, terms, specifications and requirements of the Agreement.
 - c. Dishonesty, theft, criminal act(s) or other such action(s) by the Contractor and/or employees or agents of the Contractor.
 - d. Failure to provide an excellent level of service or high-quality supplies and materials after notification by the City.

EXHIBIT A - CITY HALL		
Monday	Wednesday	Monthly
Empty Garbage & Cardboard Recycling	Empty Garbage & Cardboard Recycling	
Clean Bathrooms, wash sinks, counters, shelves and toilets. Refill Toilet Paper and Paper Towels.	Clean Bathrooms, wash sinks, counters, shelves and toilets. Refill Toilet Paper and Paper Towels.	
Vacuum hallways & traffic areas. Clean Entry Windows & City Hall Windows	Vacuum hallways & traffic areas. Clean Entry Windows & City Hall Windows	
Vacuum all carpet areas in East portion of building. Clean mats under office chairs.	Vacuum all carpet areas in West portion of building. Clean mats under office chairs.	Dust baseboards, tops of pictures, wash wall by doors and bases of chairs.
Wash/mop all tiled-floors including corners, move rugs with mop bucket and water.	Wash/mop all tiled-floors including corners, move rugs with mop bucket and water.	
Wipe off counter, sink, tables, in break room and bathroom	Wipe off counter, sink, tables, in break room and bathroom	Clean Vacuum Filter
Dust window ledges, tops of cabinets & bookshelves in east portion of building. Including Commission Chambers & Chamber Tables	Dust window ledges, tops of cabinets & bookshelves in west portion of building. Including Commission Chambers & Chamber Tables	

***Two times per month clean Mayor & City Administrators Office

Including Dusting Furniture, window ledges, bookcases & filing cabinet. Wipe down chairs

EXHIBIT B		Police Station	
Monday	Wednesday	Friday	Monthly
Empty Garbage	Empty Garbage	Empty Garbage	Clean Vacuum Filter
Clean Bathrooms	Clean Bathrooms	Clean Bathrooms	Vacuum & Dust Courtroom 2 X's a month (Before Court)
Vacuum Hallways, Main Office & Traffic Areas	Vacuum Hallways, Main Office & Traffic Areas	Vacuum Hallways, Main Office & Traffic Areas	Vacuum & Dust Conference Room
Wash/mop all tiled-floors including corners, move rugs	Wash/mop all tiled-floors including corners, move rugs	Wash/mop all tiled-floors including corners, move rugs	Vacuum & Dust Interview Room
Wipe off counter, sink, tables, in break room	Wipe off counter, sink, tables, in break room	Wipe off counter, sink, tables, in break room	Vacuum & Dust Sgt/Officer Space

* No other office space needs cleaned as they clean their own

** Clean mats under office chairs as needed

EXHIBIT C NATIONAL GUARD CLEANING SCHEDULE			
	1 Day a Week		Monthly
	Clean Bathrooms (3)		
	Empty Garbages		
	Vacuum Runners/Rugs		
	Wash/mop all tiled floors including corners, move rugs		

EXHIBIT D	SERVICE CENTER CLEANING SCHEDULE
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Once A Week	Monthly
Empty Garbage & Recycling *	
Clean Bathrooms	
Vacuum hallways & traffic areas	Dust baseboards, tops of pictures, wash wall by doors
Vacuum all carpet areas in West portion of Building -Including conference room & copy room	Clean Window Sills
Wash/mop all tiled-floors including corners, move rugs	Clean Vacuum Filter
Wipe off counter, sink, tables, in break room	Dust window ledges, tops of cabinets & bookshelves

* Recycling to Include paper & Cardboard

** Clean mats under office chairs as needed

EXHIBIT E**TRANSFER STATION CLEANING SCHEDULE**

Once A Week	Monthly
Clean transfer station office	
Clean Bathrooms and breakroom (downstairs) and empty the garbage cans	
Wipe down counters, window ledges and tables	Clean walls by doors
Sweep and mop the floors and mats-Move the rugs and mats	Dust pictures
Vaccuum the rugs	Clean south windows, inside and outside