**INVITATION TO BID**

**COMMERCIAL CLEANING SERVICES**

**PARKVIEW RETIREMENT COMPLEX 1 & 2**

**AND**

**FALLON COUNTY PUBLIC HEALTH**

**Notice to Service Contractors**: Fallon County is soliciting bids from qualified contractors for the commercial cleaning services at the Parkview Retirement Complex 1/Parkview Retirement Complex 2 and the Fallon County Public Health Department, all located in Baker, Montana. Sealed bids will be received by the Board of County Commissioners of Fallon County in the Commission Office located at 10 W. Fallon Avenue, Baker, MT 59313 until 2:00 PM MST on Tuesday, May 28, 2024. At that time all bids will be publicly opened and read aloud.

**State, Federal and other requirements**: Each bidder must comply with all fair labor practices as well as state and federal statutes. Must supply an Independent Contractors License, must provide a certificate of liability insurance (coverage-minimum $500,000 per occurrence/$1,000,000 aggregate) and proof of worker’s compensation or exemption. Successful bidder must enter into a formal agreement with Fallon County.

**Contract Documents**: Performance specifications, including bidding documents may be obtained by contacting:

Fallon County Clerk & Recorder’s Office

10 W. Fallon Ave.

P.O. Box 846

Baker, MT 59313

406-778-7106.

**Pre-bid Inspections**:

Pre-bid inspections for **Parkview** **1 & Parkview 2** may be arranged by contacting Derrick deHaan, Maintenance Baker, MT, phone 406-778-2120. All inspections must be held during normal business hours (Monday - Friday, 8 a.m. – 3 p.m.) and must be escorted by a designated Fallon County employee.

Pre-bid inspections for **Public Health** may be arranged by contacting Kim Bryan, Public Health Nurse, 225 SW 3rd Street, Baker, MT, phone 406-778-2824. All inspections must be held during normal business hours (Monday-Thursday, 8 a.m. – 5 p.m.) and must be escorted by a designated Public Health employee.

**Right to Reject Bids**: The Board of Fallon County Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities, to evaluate bids submitted, and to accept any bid deemed to be in the best interest of Fallon County.

**ADA/EEO:** Request accommodation or additional information by 12:00 p.m. MST, May 21, 2024 from the following individuals/departments:

**PARKVIEW 1 & 2** **FALLON COUNTY PUBLIC HEALTH**

Derrick deHaan-Maintenance Kim Bryan~~-~~Public Health Nurse

email: dehaand@falloncounty.net email: bryank@falloncounty.net

406-778-2120 (Phone) 406-778-2824 (Office)

PO Box 846 PO Box 820

Baker, MT 59313 Baker, MT 59313

**Alternative formats of this notice are available upon request.**

Dated this 15th Day of April, 2024

**FALLON COUNTY BOARD OF COUNTY COMMISSIONERS**

**Steve Baldwin, Commission-Chairman**

**s/Steve Baldwin**

**INSTRUCTIONS TO BIDDERS**

 ***PARKVIEW RETIREMENT COMPLEX 1/PARKVIEW RETIREMENT COMPLEX 2 COMMERCIAL CLEANING SERVICES AND***

 ***FALLON COUNTY PUBLIC HEALTH DEPARTMENT COMMERCIAL CLEANING SERVICES***

**INVITATION TO BID**:

Sealed bids will be received by the Board of County Commissioners of Fallon County in the Commission Office located at 10 W. Fallon Avenue, Baker, MT 59313 until 2:00 PM MST on Tuesday, May 28, 2024. At that time all bids will be publicly opened and read aloud.

**SPECIFICATIONS:**

Specifications are attached. Extra copies may be obtained at the Clerk & Recorder’s Office, 10 West Fallon Avenue, PO Box 846, Baker, Montana 59313/406-778-7106-Office.

**BIDDER’S REPRESENTATION**:

Each bidder, by submitting a bid, represents that:

1. The bidder has read and understands the Bidding Documents and his/her bid is made in accordance.
2. The bidder has visited the site and has become familiar with all the buildings and all other conditions under which the work is to be performed.

**PRE-BID INSPECTIONS:**

Pre-bid inspections for **Parkview** **1 & Parkview 2** may be arranged by contacting Derrick deHaan, Maintenance Baker, MT, phone 406-778-2120. All inspections must be held during normal business hours (Monday - Friday, 8 a.m. – 3 p.m.) and must be escorted by a designated Fallon County employee.

Pre-bid inspections for **Public Health** may be arranged by contacting Kim Bryan, Public Health Nurse, 225 SW 3rd Street, Baker, MT, phone 406-778-2824. All inspections must be held during normal business hours (Monday-Thursday, 8 a.m. – 5 p.m.) and must be escorted by a designated Public Health employee.

**AGREEMENT:**

Successful bidder must enter into a formal agreement with Fallon County.

**ADDENDA**:

Addenda (if any) will be mailed to all that are known to have received a copy of the bidding documents. Each bidder shall confirm that all addenda was received and incorporated in his/her bid.

**SUBMISSION OF BIDS:**

All copies of the bid and any other documents required to be submitted with the bid shall be enclosed in a sealed envelope addressed to the party receiving the bids. Then envelope shall be identified with the contract title, the words, “PARKVIEW/PUBLIC HEALTH CONTRACT CLEANING SERVICES SEALED BID” and the bidder’s name, address and contact information. Each bidder shall assume full responsibility for timely delivery at the location designated for receipt of bids.

**PROPOSAL:**

All bidders shall submit their bid on the proposal form furnished with the contract documents.

**RIGHT TO REJECT BIDS**:

The Board of County Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities, to evaluate the bids submitted and to accept any bid they deem to be in the best interest of Fallon County.

**MAILING ADDRESS:**

Bids delivered by mail may be sent to the following address, with the words, “PARKVIEW/PUBLIC HEALTH CONTRACT CLEANING SERVICES SEALED BID” clearly marked on the outside of the envelope:

Fallon County Commissioners

PO Box 846

Baker, Montana 59313

**WORK SPECIFICATIONS**

**BID BREAKOUTS:** The service provider will be required to submit a bid listing their maximum monthly dollar amount for the base scope of work for both Parkview 1/Parkview 2 and Public Health. The separate unit prices will also be required for services that are provided less routinely, herein after called “deep cleaning,” as follows:

1. Clean Outside Windows: Parkview 1/Parkview 2 Apartments & Public Health.
2. Carpet Shampooing: Parkview 1/Parkview 2 (All common area carpets) and Public Health, (include soil protection).
3. When requested by owner: Clean individual apartment located in Parkview 1 and/or Parkview 2 (ONLY IF NEEDED, upon tenant vacating an apartment).

**DEEP CLEANING**: Permission will be required from the Owner or its designee prior to doing any deep cleaning that may be included in an upcoming monthly invoice.

**BILLING BREAKOUTS**: Monthly invoices will be required up to the maximum monthly dollar amount. Monthly invoices must also break out any preapproved deep cleaning, which will be billed at unit pricing, as submitted in the bid.

**WORK REQUIREMENT:** All spaces included in the bid are considered common areas. The service contractor will not be required to routinely clean any individual apartments or outside surfaces. Work at Parkview 1 and Parkview 2 is generally expected to be completed during the hours of 8AM and 6PM. Work at Public Health is generally expected to be completed after 5PM (Monday-Thursday) or anytime (Friday – Sunday). The service provider will be required to provide all labor, supplies and equipment to complete all work under this contract, other than paper towels, toilet paper, garbage can liners, sanitizer, and hand soap (for the restrooms) which will be provided by the Owner. No supplies or equipment provided under this contract may be stored on the premises at any time. All cleaning chemicals must be approved by the Owner or its designee prior to use; some surfaces, (i.e. counter tops, flooring, etc.), can be harmed by improper chemicals.

**CLEANING PRINCIPALS:** Cleaning under this contract should be done as needed or as required. The general overarching principal should be, “Is it clean, or isn’t it?” Some rooms (such as restrooms) and surfaces (such as carpeting) should be cleaned as often as daily (M-F), even if they appear to be clean.

**ROUTINE CLEANING SCHEDULE**: The attached Routine Cleaning Schedule should be used as a guide to determine how often specific tasks should be completed in each area of all buildings. The service provider will be required to confirm all quantities and areas listed in the schedule and will be required to keep the entire building complex clean per the principles listed above.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| ***PARKVIEW 1 and 2 RETIREMENT COMPLEX-ROUTINE CLEANING SCHEDULE***  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  | **Estimated** |  |  |  |  |  |  |
| **Task** |  | **Qty** |  | **Unit** |  | **Estimated Frequency** |  | **Comments** |
|  |  |  |  |  |  |  |  |  |
| **Elevators (2)** |  |  |  |  |  |  |  |  |
| Vacuum Floors |  | 77 |  | SqFt |  | Three Times a Week |  | Spot Clean Carpet as Needed |
| General Cleaning |  | 2 |  | Elevators |  | Once a Week |  |  |
| Clean Light Fixtures |  | 2 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Laundry Rooms (4)** |  |  |  |  |  |  |  |  |
| Sweep and/or Mop Floors |  | 314 |  | SqFt |  | Daily (M-F) |  |  |
| Empty Trash |  | 4 |  | Trash Cans |  | Daily (M-F) |  |  |
| Dust Walls |  | 1,120 |  | SqFt |  | Once a Month |  |  |
| Clean Light Fixtures |  | 6 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Restrooms (4)** |  |  |  |  |  |  |  |  |
| Sweep and/or Mop Floors |  | 314 |  | SqFt |  | Daily (M-F) |  |  |
| Empty Trash |  | 4 |  | Each |  | Daily (M-F) |  |  |
| Clean Toilet / Urinal |  | 6 |  | Each |  | Daily (M-F) |  |  |
| Clean Sink |  | 4 |  | Each |  | Daily (M-F) |  |  |
| Clean Mirrors, Counters |  | 4 |  | Each |  | Daily (M-F) |  |  |
| Wipe Partitions |  | 3 |  | Each |  | Once a Month |  |  |
| Wash Walls – (soft cloth) |  | 1,232 |  | SqFt |  | Once a Month |  |  |
| Clean Light Fixtures |  | 6 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Hallways & Entrances** |  |  |  |  |  |  |  |  |
| Empty Trash |  | 4 |  | Each |  | Daily (M-F) |  |  |
| Vacuum |  | 6,160 |  | SqFt |  | Three Times a Week |  | Spot Clean Carpet as Needed |
| General Dusting |  | 6,160 |  | SqFt |  | Every Two Weeks |  |  |
| Spot Clean Walls |  | 11,808 |  | SqFt |  | Once a Month |  |  |
| Spot Clean Windows |  | 17 |  | Each |  | Once a Month |  | Inside & Outside |
| Clean Light Fixtures |  | 62 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Great Room (PVC 1)** |  |  |  |  |  |  |  |  |
| Empty Trash |  | 1 |  | Each |  | Check Daily (M-F) |  |  |
| Vacuum |  | 1,296 |  | Sqft |  | Once a Week |  | Spot Clean Carpet as Needed |
| General Dusting |  | 1,296 |  | Sqft |  | Once a Month |  |  |
| Spot Clean Windows |  | 9 |  | Each |  | Once a Month |  | Inside & Outside |
| Clean Light Fixtures |  | 10 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Trash Rooms (PVC 2)** |  |  |  |  |  |  |  |  |
| Sweep Floors |  | 1,535 |  | SqFt |  | Once a Month |  |  |
| Clean Light Fixtures |  | 4 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Stairs** |  |  |  |  |  |  |  |  |
| Vacuum /Sweep and/or Mop |  | 13 |  | Flights |  | Once a Week |  | Spot Clean Carpet as Needed |
| Clean Handrails |  | 13 |  | Flights |  | Once a Month |  |  |
| Clean Light Fixtures |  | 16 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Puzzle Room (PVC 2)** |  |  |  |  |  |  |  |  |
| Empty Trash |  | 1 |  | Each |  | Daily (M-F) |  |  |
| Vacuum |  | 232 |  | Sqft |  | Once a Week |  | Spot Clean Carpet as Needed |
| Clean Light Fixtures |  | 4 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Family Room (PVC 2)** |  |  |  |  |  |  |  |  |
| Empty Trash |  | 1 |  | Each |  | Check Daily (M-F) |  |  |
| Vacuum / Sweep and/or Mop |  | 481 |  | Sqft |  | Once a Week |  | Spot Clean Carpet as Needed |
| Clean Microwave |  | 1 |  | Each |  | Once a Week |  |  |
| General Dusting |  | 481 |  | SqFt |  | Once a Month |  |  |
| Clean Fridge |  | 1 |  | Each |  | Once a Month |  |  |
| Spot Clean Windows |  | 2 |  | Each |  | Once a Month |  | Inside & Outside |
| Clean Counters |  | 2 |  | Each |  | Once a Month |  |  |
| Clean Light Fixtures |  | 4 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Basement Pool Room (PVC 2)** |  |  |  |  |  |  |  |  |
| Sweep Floors |  | 1,535 |  | SqFt |  | Once a Month |  |  |
| Clean Light Fixtures |  | 4 |  | Fixtures |  | Once a Quarter |  |  |
|  |  |  |  |  |  |  |  |  |
| **Individual Apartments** |  |  |  |  |  |  |  |  |
| ***Per individual quote submitted in bid.*** |  |  |  |  |  |  |  |  |

**FALLON COUNTY PUBLIC HEALTH CLEANING SCHEDULE**

**Work at Public Health is generally expected to be completed after 5PM (Monday-Thursday) or anytime (Friday – Sunday).**

 **Task**  **Frequency**

Vacuum Carpeting As needed/Once/week minimum

Empty Trash Once/week

Clean Restrooms including tile surfaces (walls) Once/week

Dust & Wipe Hard Surfaces Once/week

Pick Up and Sanitize toys Once/week

Sweep & Mop hard surface floors Once/week

Clean entrance & doorway windows Once/week

Sanitize Exam tables/surfaces Once/week

Clean blinds As needed/Quarterly minimum

Clean other interior windows As needed/Quarterly minimum

Clean Light Fixtures As needed/Quarterly minimum

Clean Outside Windows As needed/Semi-Annual minimum

Shampoo carpets As needed/One time/year minimum

Fill Soap, Towels, Sanitizer Dispensers As needed

**BID PROPOSAL:**

Board of County Commissioners Parkview Retirement Complex 1 & 2

Fallon County & Fallon County Health Dept.

PO Box 846 Commercial Cleaning Services

Baker, Montana 59313 Baker, MT

 **Bid Date: May 28, 2024 @ 2:00 PM**

**COMMISSION:**

The undersigned, having familiarized him/herself with the conditions of the work and all stated requirements, agrees to provide all labor, supplies, equipment, and services necessary to perform commercial cleaning for Parkview 1, Parkview 2 and Fallon County Public Health.

**BASE PROPOSAL-PARKVIEW:**

The service provider agrees to perform regular commercial cleaning at **Parkview Retirement Complex (Parkview 1 & Parkview 2)** for the monthly rate of:

 DOLLARS ($ )

UNIT PRICE: CLEAN OUTSIDE WINDOWS: Per individual cleaning, add the sum of:

 DOLLARS ($ )

UNIT PRICE: CARPET SHAMPOOING: Per individual cleaning, add the sum of:

 DOLLARS ($ )

UNIT PRICE: CLEAN INDIVIDUAL APARTMENT LOCATED IN PARKVIEW 1 AND/OR PARKVIEW 2 - (ONLY IF NEEDED, UPON TENANT VACATING AN APARTMENT): Per individual cleaning, add the sum of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOLLARS ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

**BASE PROPOSAL-HEALTH DEPARTMENT:**

The service provider agrees to perform regular commercial cleaning at **Fallon County Public Health Departmen**t for the monthly rate of:

 DOLLARS ($ )

UNIT PRICE: CARPET SHAMPOOING: Per individual cleaning, add the sum of:

 DOLLARS ($ )

UNIT PRICE: CLEAN OUTSIDE WINDOWS: Per individual cleaning, add the sum of:

 DOLLARS ($ )

Respectfully Submitted on this Day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 2024

*Legal Name of Bidding Firm Signature of Officer*

*Address Typed or Printed Name & Title of Officer*

*Address Phone Number / E-Mail Address*