



Request for Proposals
Cleaning of Village Facilities

Proposal Due Date: Friday, September 25, 2020

The Village of Fontana-on-Geneva Lake is requesting proposals from qualified cleaning agencies to perform a weekly cleaning of the Village Hall, Library, Police/Fire/Rescue Bldg, and the Park House. Proposals are due to the Village Administrator no later than 4:00 p.m., Friday, September 25, 2020.

There is no expressed or implied obligation for the Village of Fontana-on-Geneva Lake to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Proposals may be mailed, faxed, e-mailed, or hand-delivered to the Village of Fontana-on-Geneva Lake Administrator at:

Village of Fontana-on-Geneva Lake
Theresa Loomer
175 Valley View Drive
P.O. Box 200
Fontana, WI 53125
E-mail: administrator@villageoffontana.com
Fax: 262-275-8088

In the event you are mailing or hand-delivering, please provide twelve (12) copies.

During the evaluation process, the Village of Fontana-on-Geneva Lake reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the Village. The Village of Fontana-on-Geneva Lake also reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions. At the discretion of the Finance Committee, companies submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Village of Fontana-on-Geneva Lake reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions

contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Fontana-on-Geneva Lake and the firm selected.

RFP Overview

For additional information about the Village of Fontana, visit www.villageoffontana.com.

The Village of Fontana-on-Geneva Lake is located on the western edge of Geneva Lake in Walworth County. With a year-round population of about 1,800 residents, Fontana offers the peace and serenity of small-town life, but with easy accessibility from the Milwaukee, Chicago, and Rockford areas. It is a weekend destination for another 5,000 to 8,000 property owners and guests at any given time. Geneva Lake and the surrounding area offer a wide variety of services and recreational opportunities.

Village Hall

Contract specifications for the Village Hall shall include the following:

1. Empty all wastebaskets, replace liners and clean and sanitize receptacles.
2. Clean all tables, desks, bookcases, file cabinets, window sills, counters, and blinds.
3. Vacuum all carpeted areas and all carpeted runners.
4. Clean all interior entranceway glass with window cleaner.
5. Clean all light switches, door push and kick plates with a mild cleaning solution.
6. Dust mop and damp mop all tile floors and stairs leading to Library.
7. Wash all windows inside and outside twice a year (Spring and Fall).
8. Wipe down all phones with a mild cleaning solution.
9. Clean and sanitize drinking fountains.
10. Clean elevator doors and interior and vacuum.
11. Clean, polish, and sanitize all restroom fixtures including the commodes and sinks.
12. Clean and sanitize all toilet seats and urinals.
13. Clean all partitions and walls by the sinks and towel dispensers.
14. Clean and polish all mirrors.
15. Refill towel and soap dispensers to normal limits.
16. Dust all ceiling exhaust fans and light fixtures.
17. Clean inside and outside of microwave.
18. Wash dishes.
19. Wipe down and spot clean refrigerator.
20. Check all high points for cobwebs and dust bunnies.

Police/Fire/Rescue Bldg

Contract specifications for the Police/Fire/Rescue Bldg shall include the following:

1. Empty all wastebaskets, replace liners and clean and sanitize receptacles.
2. Clean all tables, desks, bookcases, file cabinets, window sills, counters, and blinds.
3. Vacuum all carpeted areas and all carpeted runners.
4. Clean all interior entranceway glass with window cleaner.
5. Clean all light switches, door push and kick plates with a mild cleaning solution.
6. Dust mop and damp mop all tile floors.
7. Wash all windows inside and outside twice a year (Spring and Fall).

8. Wipe down all phones with a mild cleaning solution.
9. Clean and sanitize drinking fountain in the hallway.
10. Clean, polish, and sanitize all restroom fixtures including the commodes and sinks.
11. Clean and sanitize all toilet seats and urinals.
12. Clean all partitions and walls by the sinks and towel dispensers.
13. Clean and polish all mirrors.
14. Refill towel and soap dispensers to normal limits.
15. Dust all ceiling exhaust fans and light fixtures.
16. Clean and sanitize shower stall.
17. Clean inside and outside of microwave.
18. Wash dishes.
19. Wipe down and spot clean refrigerator.
20. Check all high points for cobwebs and dust bunnies.

Contract Term and Subcontracting

A three-year contract is contemplated, subject to an annual review, the satisfactory negotiation of terms (including a price acceptable to both the Village of Fontana-on-Geneva Lake and the selected firm), the concurrence of the Village Board of Trustees, and the annual availability of a budget appropriation.

If firms are considering subcontracting portions of the engagement to other firms, the name of the proposed firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting shall be allowed without the express prior written consent of the Village of Fontana.

Insurance

Bidder shall maintain full insurance coverage to protect and hold harmless the Village of Fontana. An insurance certificate from the carrier attesting to coverage and naming the Village of Fontana as third party insured shall be provided to the Village prior to commencement of work. Coverage must include Worker's Compensation and General Liability. Bidder agrees to carry proper and sufficient insurance to cover loss of records withdrawn from the Village of Fontana by the bidder for its use as well as records created under this agreement.

Timeframe

The following is a list of key dates up to and including the date proposals are due for submission:

RFP Issued:	Friday, August 28, 2020
Due Date for Proposals:	Friday, September 25, 2020
Selected Firm Notified:	Tuesday, December 8, 2020
Contract Date:	January 1, 2021

Response

Firm Experience and Reference List:

- Provide a narrative description of the firm
- Describe the general experience of the firm
- Identify other clients
- Provide a Certificate of Insurance

Proposed Fee Structure

References

Evaluation and Selection

Evaluation Process

The Village reserves the right to award the contract to the proposal that best meets the needs and interest of the Village. The following steps are anticipated:

- Receipt and review RFP
- Initial reference and information review
- Finance recommendation to the Village Board
- Village Board confirmation