

REQUEST FOR PROPOSAL

For Cleaning Services

Brian Head Town

Brian Head Town is seeking a cleaning contractor to perform a full range of services related to cleaning of 3 buildings located in Brian Head Town: 1) Town Hall (56 North Highway 143); 2) Public Safety Building (535 South Vasels Road); and Public Works Maintenance Shop (475 South Highway 143).

Interested and qualified contractors are invited to submit proposals which will be accepted until Monday, December 14, 2020. Proposals should be addressed to Nancy Leigh, Town Clerk.

Scope of Services

Brian Head Town is looking for a cleaning contractor that can provide professional cleaning services. Following is a list of requirements and information pertaining to the job:

- The successful applicant will be required to pass a criminal background check prior to approval of the contract.
- Brian Head Town will provide for all cleaning supplies. A list must be submitted to the Town Receptionist for supplies needed.
- Cleaning must be completed after office hours and may not interrupt Town employees work schedule.
- All computer and phones are off-limits for any personal use.
- Submit a list of annual spring cleaning and what it entails for approval.
- Successful applicant will be assigned keys and is responsible for such keys. Any loss of keys must immediately notify the Town Manager.
- Successful applicant may not review any type of files or information on any employees workspace.
- Successful applicant will be responsible for submitting invoice to the Town Clerk within a reasonable time frame for payment.
- Payment will be made on a monthly basis.
- Successful applicant must be licensed, insured, and bonded and provide such proof to the Town Clerk.
- Successful applicant must be willing to sign a letter of indemnification.
- The weekly cleaning includes, but is not limited to the following:

Town Hall Building. Contractor hereby agrees and undertakes to clean the following areas identified in the Town Hall on a weekly basis: 1) Council Chambers; 2) Conference Room; 3) four (4) restrooms; 4) Town offices and common areas; 5) Kitchen/break room; 6) Inside window and outside (where reachable); 7) Downstairs office; 8) Stairways and 9) annual spring cleaning to be determined by Contractor, using Contractor's best skill and attention.

Public Safety Building. Contractor hereby agrees and undertakes to clean the police office side (north upper side of building) of the public safety building on a weekly basis and the conference area (south upper side of building) on a biweekly basis unless otherwise determined the area needs to be cleaned on a weekly basis. The contractor will use their best skill and judgment in determining the need: 1) Clean front entryway/lobby window(s); 2) Sweep and mop stairwells; 3) Collect and remove trash from various rooms, as needed. 4) Clean restroom(s). 5) Clean countertops, clean and wipe out refrigerator, microwave, clean sink, put away unused dishes in dishwasher and reload, mop floor. 6) Dust and vacuum training facility room. 7) Dust and vacuum police area including Chief's office, patrol area, lab, reception area, and front lobby. 8) Clean holding cell. 9) Vacuum two bedrooms and 10)

annual spring cleaning to be determined by the Contractor, using Contractor's best skill and attention.

Public Works Maintenance Building. Contractor hereby agrees and undertakes to clean the following areas on a weekly basis identified in the Public Works Maintenance Building: 1) One restroom. 2) Small entryway; and 3) annual spring cleaning to be determined by the Contractor, using Contractor's best skill and attention.

Submission of Proposals

Your proposal must be submitted to Nancy Leigh, Town Clerk, Brian Head Town, 56 N Hwy 143, Brian Head, UT 84719 (physical address) or P.O. Box 190068, Brian Head, UT 84719-0068 (mailing address) or nleigh@bhtown.utah.gov (email address) no later than Monday, December 14, 2020 at 4:30 P.M. Selection of the cleaning service contractor will be made no later than December 16, 2020, and all contractors submitting proposals will be notified immediately as to the selection results. No proposal will be considered that is not received at or prior to the above time and date.

Sources of Information

Any questions about this Request for Proposal can be directed to Nancy Leigh, Town Clerk, at (435) 677-2029 or by email to nleigh@bhtown.utah.gov.