



REQUEST FOR PROPOSALS

FOR

JANITORIAL SERVICES FOR CLEANING CITY BUILDINGS

PROJECT 18-84

DUE DATE: 11:00 AM, WEDNESDAY, APRIL 24, 2019

The City of Bloomington (“City”) is seeking qualified proposals for janitorial services for thirteen (13) City buildings in accordance with this Request for Proposal (RFP). The contract resulting from this RFP will be a fixed two (2)-year term contract with one (1) two (2)-year extension option. This RFP outlines the scope of services to be provided and the process for selecting the firm to be awarded the contract. Prospective contractors shall be responsible for the complete cleaning of all buildings listed and as such all contractors interested in submitting a proposal must properly inform themselves of the areas to be cleaned, size of the buildings, existing conditions, etc. The successful contractor will be required to provide janitorial service with a defined quality control and inspection process to reduce call backs.

Copies of this Request for Proposals are available from the City’s Purchasing Office; **to receive a copy of the RFP, email Purchasing@BloomingtonMN.gov.**

A non-mandatory pre-proposal conference and site inspection will be held at **10:00 A.M. on Tuesday, April 9, 2019 beginning at the Front Training Room, Public Works building, 1700 W. 98th St., Bloomington, MN.** The pre-proposal site inspection will allow Proposers an opportunity to familiarize themselves with all conditions that may affect the performance and cost of the Contract. Failure to familiarize oneself with the buildings and all conditions will not relieve the Proposer of their responsibilities under the contract nor constitute a basis for subsequent contract adjustment.

Interested vendors should submit **six (6)** printed copies and one (1) electronic copy (flash drive with Microsoft Word or Adobe Acrobat format preferred) of the Proposal not later than **11:00 A.M., Wednesday, April 24, 2019.** Late proposals will not be accepted. No responses will be accepted via facsimile or email.

Proposals must be submitted to Heather Forcier Boettcher, Purchasing Agent at 1800 West Old Shakopee Road, Bloomington, Minnesota 55431. Proposals must be sealed in a mailing envelope or package and clearly identified as **“PROPOSAL FOR JANITORIAL SERVICES”** with the vendor’s name and address clearly printed on the outside.

The City of Bloomington reserves the right to reject any or all proposals, to waive informalities, to award the contract in whole or in part, and to award to the vendor the City determines is in the City’s best interest.

CITY OF BLOOMINGTON

A handwritten signature in cursive script that reads "Heather Forcier Boettcher".

Heather Forcier Boettcher
Purchasing Agent