



**REQUEST FOR PROPOSAL
CUSTODIAL SERVICES
CITY OF ANKENY, IOWA
December 6, 2017**

You are invited to participate in this Request for Proposal (RFP) for custodial services at seven (7) municipal buildings, as requested by the City of Ankeny Finance Department.

Name of the Bid	Custodial Services – City of Ankeny, Iowa
Deadline for Bid Submittal	Friday, January 5, 2018 before 5:00 p.m.
Bids Shall Be Submitted To	City of Ankeny Finance Department 410 West First Street Ankeny, IA 50023

INSTRUCTIONS TO BIDDERS

Method of Submittal	<u>Regular</u> Mail Delivery or In Person Faxed bids <u>are not</u> acceptable.
Contact Person	Sandy McClure, Purchasing Coordinator
E-mail Address	smcclure@AnkenyIowa.gov
Phone	(515)965-6401

The ONLY official position of the City is that position which is stated in writing and issued by the Finance Department. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

No bids will be considered which have not been received by the deadline set forth. The City is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the City, or any other means of delivery employed by the bidder.

Overview:

The City of Ankeny seeks one or more contractors to provide Custodial Services for seven (7) municipal buildings. The contractor must have a proven record of cleaning professional office buildings. The Custodial Services agreement will be for one (1) year, March 1, 2018 through February 28, 2019, with the option to extend the agreement for up to three (3) additional one year time periods. The extension is not guaranteed and is subject to satisfactory and consistent performance by the contractor – as determined solely by the City. The contractor will be required to resolve service concerns and to conduct a monthly evaluations to assess the cleaning service at each building. A security review will be required for the contractor's employees accessing, working or supervising in the City buildings conducted by the Ankeny Police Department. The contractor shall provide all supervision, labor, equipment, materials, supplies, insurance, and other resources necessary to satisfactorily perform the custodial services, without the use of a sub-contractor. The City will provide some disposables, namely hand towels, toilet tissue, sanitary bags and hand soap for the contractor to install. Based on the criteria that will be used to evaluate the bids, the intent of this bid process will be to award to the most qualified low bid (not necessarily the lowest bid). The City reserves the right to conduct an interview as part of the selection process.

Exhibit A – Bid Submittal Forms, Exhibit B – Information to Bidders and Exhibit C – Cleaning Schedules are contractual items and will be included in the final agreement to be awarded to the successful bidder(s).