

**Carbon Valley Park and Recreation District**

Frederick, CO

Request for Proposals No. OPJAN 01

Provide Janitorial Services

Proposals Due: June 26<sup>th</sup>, 2015

Carbon Valley Park and Recreation District

701 5<sup>th</sup> Street

Frederick, CO 80530

**Invitation**

The Carbon Valley Park and Recreation District (CVPRD) is soliciting proposals from qualified professional vendors for janitorial services. The qualified outside services vendor will facilitate CVPRD to significantly improve janitorial effectiveness, enhance its quality of services by providing professional janitorial services that will, minimize its janitorial services cost, and maximize return on investment in the cleanliness of the District's facilities. The selected respondent will perform a detailed analysis of the current janitorial services and environment while working with Facility Coordinator and Operations Manager. The awarded Janitor proposal will have the opportunity to renew contract of services after the initial annual contractual period with opportunity to explore potential new facility growth as CVPRD grows over the next 2-5 years.

The service will provide daily janitorial service defined by the scope of services. Services will be performed outside CVPRD facilities operational hours defined by the Facility Coordinator.

[Description of Work].

**Background**

Formed in 1983, the Carbon Valley Park and Recreation District is a special district covering roughly 45 square miles, including the communities of Frederick, Firestone, Dacono and rural areas that surround the Tri-Towns in Colorado. These communities are strategically located along the Front Range of the Colorado Rocky Mountains, just east of interstate highway I-25 and approximately 25 miles north of the state capital city of Denver. These communities have benefited from substantial growth of the region in the past 10 years and anticipate significant growth in the future.

**Firestone, Colorado**

The Town of Firestone was incorporated in 1908 and is 11.6 square miles and according to the 2010 US Census, the Town's population was 10,147. In 2010, Firestone was recognized for its significant growth, and the Town earned the title of Fastest Growing Community in Colorado with a 432% increase in a ten year period. The Town of Firestone supports 15 parks, 5 miles of trails connecting to the regional St. Vrain Legacy Trail and the Colorado Front Range Trail system.

According to the 2010 US Census, the ethnic makeup for the Town of Firestone was 87.8% white, 16.2% Hispanic or Latino and 1.4% Asian with the balance of the community being Black, American Indian and Pacific Islander. The demographics indicated that in 2010, the Town of Firestone was:

- 10.2% Pre-school age (under the age of 5)
- 25.10% School age (ages 5-19)
- 50% Adults (ages 20 – 54)
- 14.5% Seniors (ages 55+)

**Frederick, Colorado**

Frederick is a vibrant and growing community with a current population of over 9,500 residents and it is estimated this community will boast close to 70,000 resident by 2060. While fast growing, the Town of Frederick strives to preserve their small town feel and togetherness. The Town manages 11 parks (community and neighborhood), a golf course and museum. The Recreation Center and Active Adult and Gymnastics Center, while managed and owned by the CVPRD, are also located in the Town of Frederick.

According to the 2010 US Census update, the Town of Frederick demographic makeup includes:

- 9.5% Pre-school age (under the age of 5)
- 14% School Age (ages 5-19)
- 50.7% Adult (ages 20-54)
- 16.6% Seniors (age 55+)

**Dacono, Colorado**

The City of Dacono was first settled in 1901 and incorporated in 1908 with a population of 275. In 2010 the City of Dacono’s population was 4,152 and has a projected 2035 population of 50,353. The City of Dacono is 8.2 square miles and the median household income is \$43,306.00. The City supports 4 public parks and is home to the Dacono BMX Park, one of nine sanctioned tracks in the State of Colorado.

In 2011 the Denver Regional Council of Governments reported that:

- 28% of the residents were under the age of 18
- 24% were between the ages of 18-34
- 37% were between the ages of 35-59
- 9% were over the age of 60

The Carbon Valley Park and Recreation District strives to increase and enhance recreational opportunities by providing a variety of quality programs and activities for the residents of Frederick, Firestone and Dacono. Through the management of two facilities, the District has offered new as well as traditional programming. The main recreation facility is a 50,000 square foot center that hosts a 25 yard, six lane lap pool, an activity pool with amenities such as logs, lazy river, 18 ft. slide, and a kid’s splash pool. The aquatics section also offers a steam room and a hot tub for guests. Outside of the pool area the facility houses a dance studio, two gymnasiums, cardio fitness studios, a state of the art weight room, a child care facility and meetings spaces. The second facility is across the street and it houses the District’s Gymnastics Center and Active Adults (55+) Center.

**Janitorial Services**

**Carbon Valley Park and Recreation District**

**Services:**

Janitorial Services shall be offered to the client's annex building; Gymnastics and Senior Center after normal business hours starting at 9:00 PM Monday through Sunday before services at the Carbon Valley Park and Recreation facility. Janitorial services shall be offered to the client at the Carbon Valley Park and Recreation Center facility after normal business hours starting at 11:00 PM Monday through Sunday. Carbon Valley Park and Recreation District requires that Janitorial services use their own equipment and cleaning products, unless specified by Facility Coordinator.

The Janitorial Services manager will visit the client's site during regular business hours, on the Third (3) Tuesday of every month. The janitorial Service manager and CVPRD Facility Coordinator will visit to discuss the overall performance of cleaning duties upheld by the janitorial services. This monthly meeting will include making sure that all janitorial services are being met in detail.

Janitorial Services provider may provide extra services during the District annual closure; last week in August. Closure services will be evaluated annually, to determine facility maintenance needs and evaluation of expertise from Janitorial Service Company.

The Janitor Service provider will abide by CVPRD security standards of operation by utilizing the alarm to disarm and arm the district facilities. Janitor service employees and crew will ensure that all lights are turned off and doors locked and alarm system is secured upon completion of services. Communication of problems and or inability to secure the building must be communicated immediately to the Facility Coordinator or Operations Manager. Failure to address situations and or not securing the building without permission from CVPRD staff will result in automatic termination the contract.

**Janitorial Service annual budgeted allotment: \$1,800 – \$2,100 per month**

## Description of Work

The work that is performed by the cleaning contracted company will include all services performed by the contractor. The cleaning services provider will perform and complete services and work described by Carbon Valley Park and Recreation District (CVPRD) performing janitorial services outlined below.

### 1. Gymnastics and Senior Center Facility Services:

#### A. Daily Janitorial Services:

1. Entrance Area/Hallways - cleaning of all glass in/out including windows and doors.
2. Dusting of displays and cases, cleaning counter surfaces, doors, fixtures, handles, push bars.
3. Vacuuming all carpet areas; rugs and senior center.
4. Restrooms including the following: cleaning of doors and handles
5. Cleaning and disinfecting of sinks, faucets, countertops, toilets, urinals, and mirrors.
6. Clean and disinfect patricians - including walls and baby change station, metal dispensers, dusting of lights, in and out of trash cans, and walls behind trash cans.
7. Replenish paper and soap products as needed.
8. Dispose/replenish of trash and sanitary napkins receptacles.
9. Sweep and mop all floor surfaces; entry, lobby, kitchen and restrooms.
10. Once (1) weekly, pour enzymes down floor drain in restrooms.

#### B. Monthly Janitorial Services:

1. Removing and dusting cobwebs.
2. Edging and wiping down baseboards.
3. Dusting and wiping down window coverings/blinds.

### 2. Recreation Center Facility Services:

#### A. Daily Janitorial Services:

1. Entrance Area/Hallways - cleaning of all glass in/out including windows and doors.
2. Dusting of displays and cases, cleaning counter surfaces (not behind front counter), doors, fixtures, handles, push bars.
3. Vacuuming all carpet areas; lobby, rugs and hallways throughout the facility, sweeping, and mopping all tiled floors including; lobby, entrance, hallways, public restrooms, family, men's and women's locker rooms.
4. Men's, Women's Public Restrooms:
  - i. cleaning of doors and handles
  - ii. Cleaning and disinfecting of sinks, faucets, countertops, toilets, urinals, and mirrors.
  - iii. Clean and disinfect patricians - including walls and baby change station, metal dispensers, dusting of lights, in and out of trash cans, and walls behind trash cans.
  - iv. Replenish paper and soap products as needed.

- v. Dispose/replenish of trash and sanitary napkins receptacles.
  - vi. Sweeping and mopping tile floors.
  - vii. Clean and disinfect patricians - including walls and baby change station, metal dispensers, dusting of lights, in and out of trash cans, and walls behind trash cans.
  - viii. Sweeping and mopping tile floors.
  - ix. Once (1) weekly, pour enzymes down floor drain in restrooms.
5. Family Locker Rooms and Men's, Women's Locker Rooms:
- i. Sweeping and mopping tile floors.
  - ii. Clean in and out of lockers
  - iii. Clean and wipe down benches.
  - iv. Cleaning and disinfecting of sinks, faucets, countertops, toilets, urinals, and mirrors.
  - v. Replenish paper and soap products as needed.
  - vi. Dispose/replenish of trash and sanitary napkins receptacles.
  - vii. Clean and disinfect patricians - including walls and baby change station, metal dispensers, dusting of lights, in and out of trash cans, and walls behind trash cans.
  - viii. Scrub, clean and disinfect shower; floor, walls and fixtures.
  - ix. Scrub, clean and disinfect shower grates
  - x. Once (1) weekly, pour enzymes down floor drain in restrooms.
6. Steam Room:
- i. Sweep floor
  - ii. Scrub, clean and disinfect tile floors and benches.
  - iii. Scrub, clean and disinfect baseboards and walls.
  - iv. Wipe down and clean inside and outside of door.
7. Cardio and Weight Room:
- i. Sweep and vacuum floor
  - ii. Damp mop floors
  - iii. Vacuum edging around and under the machines.
  - iv. Empty, clean, and replace trash liners.
  - v. Spot clean mirrors
  - vi. Squeegee mirrors in both rooms on Sunday's.
- B. Monthly Janitorial Services:
- 1. Removing and dusting cobwebs.
  - 2. Edging and wiping down baseboards.

3. Materials

- A. The cleaning services provider shall furnish, at its own expense, **ALL** labor, cleaning materials, equipment, and other items necessary to carry out these terms, unless specified and agreed upon with Carbon Valley Park and Recreation District's (CVPRD) Facility Coordinator.
  - 1. The cleaning services provider shall furnish, at their own expense, all cleaning materials, and equipment such as: vacuums, mops/buckets, and rags and/or any other material or items needed to perform the janitor services.
  - 2. The cleaning services provider shall furnish, at its own expense, cleaning products such as; bathroom cleaner/sanitizer, glass cleaner, and drain enzymes and/or any other material or items needed to perform the janitor services.
- B. CVPRD shall furnish, at its own expense, the following cleaning products; Stone Kleen (floor tile cleaner) for cleaning service usage to clean tile floors, Floor Java for cleaning service usage to clean weight room and cardio floors and urinal screens as outlined in the scope of services.
- C. All supplies, equipment, and property at CVPRD facilities shall remain on premises of the District and shall remain property of the District and shall not be subject to any lien or encumbrance resulting from any action of or against the cleaning services provider. The contractor may remove such property during CVPRD's normal business hours at the contractor's convenience.
- D. All supplies, equipment, and property brought onto the premises by the cleaning services provider shall remain the property of the contractor and shall not be subject to any lien or encumbrance resulting from any action of or against Client. The cleaning services provider may remove such property during Client's normal business hours at the contractor's convenience.
- E. Janitorial Service Provider will provide SDS sheets on all products used in the CVPRD facilities. Product sheets will be placed in a binder located at both facilities.

**Submittal Requirements**

The following information shall be required in the RFP submittal:

- 1. Letter of Transmittal—The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:
  - a. Company name, address, and telephone number(s) of the firm submitting the proposal.
  - b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
  - c. Federal and state taxpayer identification numbers of the firm.
  - d. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
  - e. Statement which indicates "proposal and cost schedule shall be valid and binding for thirty (30) days following proposal due date and will become part of the contract that is negotiated with the CVPRD.

2. General Vendor Information – Please provide the following information:
  - a. Length of time in business
  - b. Length of time in business of providing proposed services
  - c. Total number of clients and three client references
  - d. Date of availability
  
3. Proposal Summary – Please provide the following information  
Summarize your proposal and your firm’s qualifications. Additionally you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include other pertinent information that will help CVPRD determine your overall qualifications. Your proposal summary is not to exceed two pages.
  
4. Cost of Services –
  - A. Summarize and explanation of proposed cost based from description of work.
  - B. Define any additional charges (e.g. travel expenses).
  - C. Do you have any cleaning / janitorial services contract currently with CVPRD, if so state date of expiration.

### **Proposal Response**

The proposal response submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the proposal to the District. Proposing firms should submit three (3) copies of the proposal not later than noon on Friday, June 26<sup>th</sup> 2015.

CVPRD will schedule a group facility walk through for potential interested parties by appointment on Monday, June 23<sup>rd</sup> 2015 from 1:00pm – 2:30pm.

Contact Stephanie Munro; Operations Manager; [smunro@cvprd.com](mailto:smunro@cvprd.com) or

Debbie St. Michel; Facility Coordinator: [debbie@recdistrict.com](mailto:debbie@recdistrict.com) to confirm your appointment.

Submittals should be directed to:

Executive Director, Carbon Valley Park and Recreation District  
701 5<sup>th</sup> Street Frederick, CO 80504

Questions please email Abbi Hebert at [abbi@recdistrict.com](mailto:abbi@recdistrict.com).

### **General Requirement of the Selected Proposing Firm**

- Shall enter into a contract with the District.
- Shall maintain insurance coverage for the duration of the contract period.
- Shall not assign or subcontract the whole or any part of the contract without the prior written consent of the District.



- Shall not hire, discharge, promote, demote or otherwise discriminate in matters of compensation, terms, conditions or privileges of employment against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, physical or mental disability, color or age.
- Shall be in compliance with the applicable provisions of the Americans with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the American with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.
- Shall operate as an independent contractor and will not be considered employee(s) of the District.
- Shall be paid on actual invoices as work is completed.

### **Evaluation Criteria**

Selection of the successful firm with whom negotiations shall commence will be made through evaluation of the scope of services and engage into an annual contract.