KANSAS CITY PUBLIC LIBRARY

REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES

May 14, 2018

Kansas City Public Library
14 West 10th Street
Kansas City, Missouri 64105

Proposals will be accepted until:

11:00 a.m. (Local Time)
Wednesday, June 13, 2018
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REQUEST FOR PROPOSALS
FOR JANITORIAL SERVICES

Instructions to Proposers

General Instructions
The Kansas City Public Library ("Library") invites qualified applicants to submit proposals for janitorial services for the Library.

Submission of Proposal
Proposals must be submitted (along with five copies) in hard print copy (that is, a total of six hard print copies), to be received no later than 11:00 a.m. (Local Time), Wednesday, June 13, 2018. All correspondence should be marked **"KCPL Janitorial Services"**. Proposals should be delivered to the attention of Reed Beebe at the following address:

Kansas City Public Library
ATTN: Reed Beebe
14 West 10th Street
Kansas City, MO 64105

Site Tour and Pre-Proposal Meeting

All interested Proposers are invited to attend a tour and Pre-Proposal Briefing at the **Central Library, Helzberg Auditorium, 14 W. 10th Street, Kansas City, MO 64105** on **Thursday, May 24, 2018 at 2:00 P.M.** Proposers will receive a tour of the Library's Central site, and afterwards will be asked to travel to the **Plaza Branch at 4801 Main Street, Kansas City, MO 64112** to tour that site. Please contact **Reed Beebe** at reedbeebe@kclibrary.org to let the Library know if you would like to attend.

Official Contact
Any questions concerning this Request for Proposals ("RFP") should be submitted via email to Reed Beebe at reedbeebe@kclibrary.org. All questions concerning this RFP must be received no later than **Monday, June 4, 2018** by 5:00 p.m.

Please note that additional contact information, if needed, is provided below:

Reed Beebe
Kansas City Public Library
14 West 10th Street
Kansas City, MO 64105
816-701-3563
reedbeebe@kclibrary.org

Ownership of Documents
Any reports, studies, conclusions and summaries prepared by the Proposer shall become the property of the Library.

Confidentiality of Information
Any proprietary information furnished by a Proposer to the Library that is designated confidential shall be treated as confidential to the Library to the extent allowable by law.

RFP Awards
The Library reserves the right to accept or reject any and all proposals, to make a partial award, or to make a multiple vendor award. The acceptance or rejection of any or all proposals and the making of an award or a partial award will be at the sole discretion of the Library. The Library reserves the right to request additional information. The contract shall be awarded to the qualified Proposer(s), whose proposal (which may include and incorporate the outcome of any subsequent negotiations), is determined to be in the best interests of the Library.

The Library reserves the right to seek out additional proposals if the number and quality of proposals are not sufficient to provide a competitive evaluation.

Addenda/Cancellation
The Library may modify or cancel the RFP at any time prior to the RFP due date by issuance of an Addendum or Cancellation to all Proposers who are participating in the process at the time the Addendum/Cancellation is issued. Addenda will be made available and Cancellations will be posted on the Library's RFP/RFQ website (currently: http://www.kclibrary.org/public-notices). Proposers should monitor the Library's RFP/RFQ website for updates/information/addenda/cancellations. Verbal modifications to the RFP specifications shall not be binding upon the Library.

Clarification of Proposals
The Library reserves the right to obtain clarification of any point in the proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in rejection of the proposal.

Method of Selection
Award will be made to the most responsive and responsible Proposer offering the best value and most economical proposal as defined by the Library. In general, the following criteria will be used: price, qualifications, service approach, and the experience of the Proposer. Per Library policy, a preference will be given to local vendors and minority/women business enterprises (M/WBE).

After the Library's initial evaluation of proposals, select proposals will undergo a detailed review and evaluation. As part of this detailed review of proposals, selected Proposers may be required to make oral presentations of their proposals to the Library. These presentations provide an opportunity for the Proposers to clarify the proposals.

The Library will negotiate with the selected Proposer(s) for mutually agreeable terms for the Library's janitorial services before making an award. Negotiation could include, but not be limited to, price and the terms and conditions of the RFP.

Acceptance of RFP Terms
A proposal submitted in response to this RFP shall constitute a binding offer. The Proposer shall identify clearly and thoroughly any variation between its offer and this RFP. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance. Proposer's authorized representative may withdraw proposals only by written request received before the proposal due date.

Proposal Validity Period
Each proposal shall be valid for a period of sixty (60) days from the proposal due date.

Non-Collusion
Proposer(s) certify that this proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

Hold Harmless
The Proposer shall hold harmless, defend and indemnify the Library and the Library's officers, agents, and employees against liability that may be imposed upon them by reason of the Proposer's failure to provide worker's compensation coverage and liability coverage.

General Specifications

INTRODUCTION
It is the purpose of this RFP to solicit proposals from qualified vendors to provide janitorial services for the Central Library, Administrative Annex and nine branch facilities. The Library is accepting proposals for a three-year contract (an annual contract, with two options to renewal annually as mutually agreed by both parties) to meet the service needs of the Library.

The Library seeks proposals that afford the Library the most cost efficient, technically responsive proposal for the acquisition of the subject matter of this RFP. However, the Library recognizes that there may be arrangements different from those requested in the RFP that would afford additional benefits to the Library while satisfying the applicable requirements of this RFP. Accordingly, you may submit alternative proposals for consideration, which offer additional benefits in addition to the

requested baseline proposal. These alternatives will be evaluated in conjunction with the primary (baseline) approach for each proposal.

SCOPE OF SERVICES

The Library is seeking proposals from qualified vendors to provide janitorial services for the Central Library and Administrative Annex facilities, and nine branch facilities (see **Attachment A** for a list and description of the locations). Generally, janitorial services will be provided during general operating hours for the Central Library, Administrative Annex, and Plaza Branch. The eight other sites will need janitorial services provided after general operating hours, with janitorial attendants ("Day Porters") provided for specified hours during general operating hours (with the exception of the Sugar Creek branch) (see **Attachment A**). **PLEASE NOTE THAT THE CENTAL LIBRARY AND PLAZA BRANCH WILL NEED TO BE CLEANED DURING GENERAL OPERATION HOURS, BUT ALSO AFTER HOURS AND FOR SPECIAL EVENTS (APPROXIMATELY 170 SPECIAL EVENTS OCCUR EACH YEAR, ALTHOUGH THE LIBRARY INTENDS TO SCHEDULE MOST OF THESE EVENTS DURING REGULAR LIBRARY OPERATING HOURS).**

The Library's preference is to select a vendor that provides janitorial services for all sites. However, the Library would consider Proposals for janitorial services provided only for the Central Library/Annex Building or only for the remaining branch sites.

The selected service provider will provide all personnel, equipment, tools, supplies, supervision and other items and services necessary to perform janitorial services for all library facilities. The selected service provider will present the Library with a list of materials and supplies to be used for various types of surfaces and floorings and will work with the Library to select the best supplies and materials to use for the Library's janitorial services.

The selected service provider will only need to provide supplies needed to do the cleaning (toilet bowl, glass cleaner, etc.) and not consumable supplies such as toilet tissue, paper towels, trash liners, hand soap, etc.

To minimize noise from daytime cleanings that might distract Library patrons, and to increase cleaning efficiency, the selected service provider will provide, at its cost, T5 Floor Scrubbers (or equivalent) at the Central Library location, and Tennant S8 Cordless Sweepers (or equivalent) at the Central Library and Plaza Branch locations.

The selected service provider will be able to meet the cleaning standards (**Attachment B**) and schedule (**Attachment C**) provided in this RFP. **Please note that the Library welcomes suggestions from Proposers on how to meet its cleaning standards and schedule while making changes to those standards/schedule to maximize cost savings for the Library.**

The selected service provider will work with the Library to develop a schedule that meets the cleaning standards and staff hours required to provide janitorial services by the Library. The selected service provider will work with the Library to develop a check-list to document the completion by janitorial staff of the services outlined in this RFP. Compliance with the performance of the work shall be the sole responsibility of the selected service provider, and shall be assured by a weekly inspection of the premises by a responsible employee of the selected service provider. Any deficiencies will be corrected in 24 hours or within an agreed time frame by the Library. The Library may request that additional inspections be conducted at any time.

The selected service provider will be able to respond to emergency requests for janitorial services in a timely manner.

The selected service provider shall be responsible for all costs associated with any contract resulting from this RFP.

The selected service provider will have been in operation at least three years.

The Library has a preference for a three-year contract (an annual contract, with two options to renewal annually as mutually agreed by both parties).

Library Locations and Operating Hours

The Library's locations and operating hours can be found at the following link: http:// http://www.kclibrary.org/library-locations. **Attachment A** provides an estimate of the amount of hours needed for each Library location during days of operation, and the Library will establish a schedule with the selected service provider to meet those needed hours. Proposers are encouraged to review the hours of operation at each location and **Attachment A** to understand the hours of janitorial services needed for each location. **PLEASE NOTE THAT THE RUIZ AND WESTPORT SITES ARE ONLY OPEN SIX DAYS A WEEK; ALL OTHER LOCATONS ARE OPEN SEVEN DAYS A WEEK. ALSO, THE LIBRARY HAS APPROXIMATELY 140 SPECIAL EVENTS EACH YEAR, ALTHOUGH THE LIBRARY INTENDS TO SCHEDULE MOST OF THESE EVENTS DURING REGULAR LIBRARY OPERATING HOURS.**

Proposal Content & Format

To provide a degree of consistency in review of the written proposals, Proposers are required to prepare their proposals in the format described below:

Proposal Response Form
An individual having full authority to execute the proposal and to execute any resulting contract for services ("authorized representative") must complete and submit the

attached Proposal Response Form (**Attachment D**) or submit a signed letter of transmittal that contains the same information and statements as indicated in the proposal response form. **Failure to submit Attachment D or an equivalent signed letter of transmittal may result in disqualification from consideration.**

Experience, Expertise and Capabilities
Give a background of the company's or contractor's experience and qualifications. This should include a brief history, the date founded, ownership and any subsidiary relationships. Also list the types of services the company or contractor is qualified to perform. Give examples of experience for similar services to other entities. If the company or contractor is a local Kansas City business, or if the company or contractor is a minority/women business enterprise (M/WBE), this should be noted in order to utilize the Library's preference for local and M/WBE vendors.

Quality Control Process
Describe your company's quality control process. How long has your current quality control process been in use? Who would be in charge of reviewing the quality control process for the Library?

Supplies
Describe your procurement processes for the purchasing of janitorial supplies. Explain how you expect to develop cost savings for supplies that can be passed on to the Library. How much consideration is given to the environmental sustainability and public health protection of the supplies?

Personnel
For Company proposals, provide the names of key management personnel who would be directly involved in providing services to the Library. Describe their relationship in the company, the role they would play, their experience, qualifications and years of service with the company.

Describe the process that would be used to verify that janitorial personnel are maintaining the services and hours scheduled for cleaning at Library locations.

Use of Subcontractors
The Library has a preference for not using subcontractors for the janitorial services; however, the Library will consider proposals that utilize subcontractors. The selected service provider shall be solely responsible for all services as required by the RFP. Subcontractors, if any, will be the responsibility of the selected service provider and the role of subcontractors must be clearly identified in the proposal. The use of a subcontractor(s) does not relieve the selected service provider of liability under this contract (see Indemnity, Licenses & Releases in the Terms and Conditions section).

Service Approach
Submit a clear, concise response to accomplish the scope of services that reflects your understanding of the Library's requirements as described in the Scope of Service. This response should demonstrate an understanding of the Library's needs. **Please note that the Library welcomes suggestions from Proposers on how to meet its cleaning standards and schedule while making changes to those standards/schedule to maximize cost savings for the Library.**

Cost/Charges
Submit a detailed breakdown of all costs and charges involved in completing the scope of work, with a price schedule for services per location. Please complete and submit **Attachment E**. The Library relies on the Proposer to assure that all charges to complete the scope of work are submitted in the proposal and that there are no hidden costs or charges that will be incurred by the Library.

Authorized Representative
Include the name, title and contact information of the person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.

References
Submit information regarding three (3) comparable projects that the vendor has completed as the prime contractor within the last five (5) years. The projects shall indicate the start and completion dates, the size and number of buildings serviced, services and equipment provided, contract term, warranty, and benefits to the owner. Please provide contact information for each reference.

Terms and Conditions

Contract Term
The term of this contract will begin from the date of award and end June 30, 2019, with two options to renew annually as mutually agreed by both parties.

Contract Components
This RFP, the successful proposal's response thereto, and any additional written modifications and/or stipulations mutually agreed upon by the Library and the successful proposal will constitute the final contract. During the contractual period, any changes to the conditions outlined in these materials must be approved in writing with the signatures of representatives from each selected proposal(s) and the Library.

Disclosure of Confidential Information
Proposer acknowledges that, in and as a result of the consulting hereunder, Contractor will be making use of, acquiring and/or adding to confidential information of a special and unique nature and value relating to such matters as Library's systems, procedures, manuals, confidential reports, or other similar data, as well as the nature and type of processes and/or other services rendered by Library, hereinafter collectively referred to as the "Confidential Information". As a material inducement to Library to enter into this Contract, and to continue to engage Contractor hereunder and to pay to Contractor the compensation referred to herein, Contractor covenants and agrees that Contractor shall not, at any time during or following the cessation of his engagement hereunder, for whatever reason, directly or indirectly, divulge or disclose, for any purpose whatsoever, any of such Confidential Information which has been obtained by or disclosed to Contractor. Upon cessation of this Contract for whatever reason, all Confidential Information, whether in the form of documents, records, notebooks, invoices, statements or correspondence, including copies thereof, relating to the business of the Library then in Contractor's possession or control, whether prepared by Contractor or others, shall remain Library's exclusive property and will be delivered to and left with the Library.

Indemnity, Licenses & Releases
Contractor agrees to indemnify, defend, and hold harmless Library, its representatives and customers from and against any and all suits, demands, liabilities, claims, actions, expenses, losses, and damages of any kind or nature whatsoever arising out of any negligent acts or omissions in connection with the Contract, caused by Contractor, its employees, agents, subcontractors, or caused by others for whom Contractor is liable, in the performance of the Services under this Contract.

Contractor will obtain and pay for all permits and licenses required by law that are associated with the Contractor's performance of Services.

Waiver of Subrogation
For all coverages, Contractor's insurer shall waive subrogation rights against the Library and its insurers.

Termination
Either party may terminate this Contract without cause upon thirty (30) days prior written notice to the other party. Library reserves the right to cancel, for cause, this Contract without prior written notification. Cause for termination shall include the following: (1) violation by Contractor of any applicable federal, state, or local law, regulation or ethical code; (2) Contractor's substantial under performance, as determined by Library; or (3) failure to comply with the provisions of this Contract. Library shall, where permitted by law, have the right to terminate the Contract immediately and without other cause or prior notice to Contractor in the event that Contractor does any of the following: (1) makes written admission of its inability to pay its debts or obligations as they become due; (2) files a voluntary petition in bankruptcy;

(3) is adjudicated as bankrupt or insolvent; (4) seeks, consents to or acquiesces in the appointment of any trustee, receiver or liquidator of all or any substantial part of its business assets; (5) fails to actively operate its business for a period of more than seven (7) consecutive days without the prior written consent of Library; or (6) fails to maintain the insurance coverage required in this Contract. The Contract shall terminate immediately if it is no longer permitted by applicable laws, rules or regulations, or if Library decides to limit or discontinue their operation for any reason.

Modification of Contract
No waiver or modification of this Contract or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith and no evidence of any waiver or modification shall be offered or received in evidence of any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Contract, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing, duly executed as aforesaid, and the parties further agree that the provisions of this Section may not be waived except as herein set forth.

Codes, Laws and Regulations
Contractor will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Contract.

Building Security
The Contractor shall be responsible for maintaining the security of the Library locations after operating hours. Prior to leaving buildings after operating hours, the Contractor will ensure that all outside doors are locked, that the alarm is activated, and that the buildings are secure. Emergency phone numbers will be provided to the Contractor. The Contractor shall notify the appropriate Library staff person within one hour of any difficulties securing buildings.

Adjustment of Services
The Library reserves the right to eliminate, reduce or otherwise adjust the scope of services provided by the Contractor. If the Contractor does not complete the task within the scheduled time frame, the Library may obtain another contractor to complete the task. Costs incurred to obtain another contractor will be at the Contractor's expense.

Walkthrough
The Contractor will perform a complete walk through of the Library sites with a Library representative before commencement of services and any problem areas will be noted.

Transition Period
The first thirty days of the contract will be considered a transition period. The Contractor is required to fully comply with the specifications during this period.

However, weekly meetings between Library Plant Operations staff and the Contractor may be required to communicate discrepancies and provide feedback. Any recommendations or adjustments to the Contractor's quality control plan may be made during this time. After thirty days the Contractor will assume full responsibility for contract compliance. After the transition period, Contractor will be expected to meet with Plant Operations staff to discuss ongoing tasks associated with the contract.

Assignability
Neither this Contract nor any rights hereunder may be assigned by the Contractor without Library's prior written consent.

Governing Law
It is understood and agreed that the construction and interpretation of this Contract shall at all times and in all respects be governed by the laws of the State of Missouri. The parties agree that any legal action brought in connection with this Contract is to be maintained only in the Circuit Court of Jackson County, Missouri.

Insurance
Contractor shall purchase and maintain, at its own expense, for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the work by the Contractor, its agents, representatives, or employees. All such insurance shall name the Library as an additional named insured and evidence of such insurance and renewals shall be provided to the Library prior to commencement of work. All such insurance will be issued by insurance companies that have a general policyholder's rating of at least A and a financial rating of at least XI in the most current *Best's Insurance Reports* available on the date the Contractor obtains or renews the insurance policies.

Coverage Required	Limits per Occurrence
General Liability	$1 million minimum coverage per occurrence and $1 million aggregate, written on an occurrence basis.
Automobile Liability	$1 million per occurrence, covering owned, hired and non-owned automobiles
Worker's Compensation	Statutory

Independent Contractor.
It is specifically agreed by the parties that the relationship of Contractor to Library is that of an independent contractor and that Contractor is not an agent, partner, or employee of the Library. Contractor acknowledges that Contractor is not entitled to receive from Library any tax withholding, workers' compensation, unemployment compensation, or any employee benefits, statutory or otherwise.

Access to Records.
Contractor shall maintain all fiscal records and any other records relating to this Contract in such a manner as to clearly document the Contractor's performance hereunder. Library or any of its duly authorized representatives shall have access to any books, documents, papers and records of the Contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.

Federal, State, and Local Taxes, Licenses, and Permits
The Contractor will comply with all laws and regulations on taxes, licenses, and permits.

Contractor's Personnel

The Contractor shall provide appropriately skilled and trained personnel, adequate in number, as necessary to perform the workload required to efficiently and effectively provide the Scope of Services under this contract. Personnel staffing is to be agreed on by both parties prior to commencement of service and may be modified as needed.

The Contractor acknowledges that some of the areas for which the janitorial services are to be provided are security sensitive. (See Building Security). Personnel may be removed by the Library at any time for any reason.

All Contractor personnel employed by Contractor for janitorial services at the Library shall have undergone full and complete background screening including abuse or sex offender registry and eligibility to work in the United States under I-9 regulations. Under no circumstances will Contractor hire convicted sex offenders, regardless of what job they are being considered for, if they are to be assigned to work on-site at any Library site.

While providing janitorial services, the Contractor's employees shall be respectful and courteous to all persons with whom they come in contact, and shall observe acceptable standards of appearance, hygiene, and conduct.

During non-business hours, the Contractor shall not permit access to library buildings (and during business hours, access to restricted areas) to any person other than those authorized employees of the Library or the Contractor. (See Building Security.)

During Contractor's work hours at the Library, Contractor's employees are not to use library property or equipment, such as computers, copy machines, telephones, etc.

Contractor's employees shall undergo an emergency situations training orientation provided by the Library. Contractor is responsible for making sure that all employee's assigned to Library sites undergo this orientation.

Contractor's employees will not use electrical wall outlets where computers and other sensitive equipment are plugged in.

Identification passes must be worn at all times while on site by Contractor's personnel so as to be clearly visible.

Contractor's personnel shall wear clean and neat attire and must be in uniforms.

The Contractor's employees assigned to the Library buildings shall not be pulled and utilized at other properties without prior approval of the Library.

Other Considerations

Disputes
Should any doubt or difference of opinion arise between the Library and the successful proposal awarded this Contract as to the items to be furnished hereunder or the interpretation of the provisions of this RFP, the decision of the Library shall be final and binding upon all parties.

Prohibition of Public Benefits to Illegal Aliens
Pursuant to State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. Consultants shall comply with the provisions of Section 285.525 through 285.550 of the State of Missouri statutes and execute the notarized affidavit attached hereto as **Attachment F**, Affidavit of Work Authorization before the Agreement can be finalized.

Attachment A

Library Facilities

Location	Description	Number of Hours Needed from Day Porters by Location During Operating Hours	Coverage Times Needed for Each Location
Administrative Annex 913 Baltimore Kansas City, MO 64105	15,000 square ft. 3 floors	N/A- Cleaning will occur during the Central Library's general operating hours.	**Same as Central Library (see below)**
Central Library 14 W. 10th Street Kansas City, MO 64105	175,000 square ft. 8 floor	A Day Porter will be needed for eight hours (for five days a week) to cover both Central and the Annex. An additional Day Porter may be requested on an hourly rate for special events or extra services.	**Monday – Wednesday** – 8 a.m. to 9 p.m. **Thursday** – 8 a.m. to 6 p.m. **Friday, Saturday and Sunday** – 8 a.m. to 5 p.m.
L. H. Bluford Branch 3050 Prospect Kansas City, MO 64128	15,000 square ft. 1 floor	Four hours (for five days a week)	After operating hours
North-East Branch 6000 Wilson Road Kansas City, MO 64123	15,000 square ft. 1 floor	Four hours (for three days a week)	After operating hours
Trails West Branch 11401 East 23rd Street Independence, MO 64052	15,000 square ft. 1 floor	Four hours (for two days a week)	After operating hours
Plaza Branch 4801 Main Kansas City, MO 64112	35,000 square ft. 2 floors	N/A- Cleaning will occur during general operating hours.	**Monday – Friday** – 8 a.m. to 10:30 p.m. **Saturday** – 9 a.m. to 6 p.m. **Sunday** – 12 noon

			to 5 p.m.
I.H. Ruiz Branch 2017 West Pennway Kansas City, MO 64130	4,000 square ft. 1 floor	Two hours (for two days a week)	After operating hours
Southeast Branch 6242 Swope Parkway Kansas City, MO 64130	15,000 square ft. 1 floor	Two hours (for five days a week)	After operating hours
Sugar Creek Branch 102 S. Sterling Avenue Sugar Creek, MO 64054	2,800 square ft. 1 floor	N/A – all cleaning will occur after operating hours.	After operating hours
Waldo Branch 201 E. 75th Street Kansas City, MO 64114	15,000 square ft. 1 floor	Two hours (for five days a week)	After operating hours
Westport Branch 118 Westport Road Kansas City, MO 64111	7,000 square ft. 3 floors	N/A- No day porter is needed	After operating hours

THE LIBRARY HAS APPROXIMATELY 140 SPECIAL EVENTS EACH YEAR THAT WILL REQUIRE JANITORIAL SERVICES, ALTHOUGH THE LIBRARY INTENDS TO SCHEDULE MOST OF THESE EVENTS DURING REGULAR LIBRARY OPERATING HOURS.

Attachment B

Cleaning Standards

The following cleaning standards shall be used on a daily basis and during periodic quality assurance inspections.

Entrances

- Mats and Carpet – Shall be free of spots, stains, gum, dirt and debris without causing damage. They shall appear visibly and uniformly clean. Adjourning walls, doors and floor surfaces shall also be free of dust, soil and cleaner residue.
- Glass and Metal Surfaces – Shall appear streak, film-free and uniformly clean. This shall include the elimination of dust and soil from sills, ledges and air diffusers.
- Corners/Thresholds – Shall be free of dust, dried-soil, finish build-up and debris. These areas shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue and dried-slurry.
- Floors – Shall be free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust, streaks, lint, standing water, cleaner residue and film.
- Air Diffusers – Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents.
- Walls and Fixtures – Shall be free of dust, dried-soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.

Elevators

- Tracks – Shall be free of dirt and debris. Tracks shall appear visibly clean. This shall include the elimination of standing water from wet cleaning procedures.
- Lights – Shall be free of dust and soil and stains without causing damage. Diffusers shall remain in proper position, they shall appear streak and film free and uniformly clean.
- Walls and Doors – Shall be free of dust, soil, spots and stains without causing damage. They shall appear streak and film-free and uniformly clean. Bright metal surfaces shall be polished to a high-shine. This shall include the elimination of polish residue and/or film.
- Air Diffusers – Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents.
- Floor and Carpet – Shall be free of dust, dried soil, gum, spots, stains and other debris. Hard/resilient floors shall have multiple coats of a slip resistant seal and finish applied that result in a consistent high-shine. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination

of dust, streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.

Corridors

- Floors – Shall be free of dust, dried-soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finish applied that result in a consistent high-shine. Floors shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust, streaks, lint, standing water, cleaner residue and film.
- Walls and Fixtures – Shall be free of dust, dried soil and soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, steaks and cleaner residue.
- Water Fountains – Shall be free of dust, soil, scale and water spots without causing damage. Bright work shall be disinfected and polished to a streak-free shine. Water fountains shall appear visibly and uniformly clean. This shall include the elimination of film and cleaner residue.
- Air Diffusers – Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents.

Stairwells

- Rails and Walls – Shall be free of dust and dried soil without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, lint, standing water, cleaner residue or film.
- Steps and Landings – Shall be free of dust, dried soil, gum, stains and debris. This shall include riser and cove bases. These surfaces shall appear uniformly smooth and clean without leaving dust, streaks, lint, standing water, cleaner residue or film.
- Air Diffusers – Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents.

Restrooms

- Dispensers – Shall be free of dust, dried soil and mold without causing damage. These surfaces shall be disinfected and appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue. Dispensers shall be refilled when required with proper expendable supply item.
- Hardware – Shall be free of dust, soil, mold and scale without causing damage. Bright work shall be disinfected appear visibly and uniformly clean and polished to a streak-free shine. This shall include the elimination of polish residue.
- Sinks – Shall be free of dust, mold, soil, cleaner residue and soap film without causing damage. They shall appear visibly and uniformly clean, and polished-dry. This shall include the elimination of polish residue.
- Mirrors – Shall be free of dust and soil. Mirrors and surrounding metal framework shall appear streak film-free and uniformly clean.

- Toilets and Urinals – Toilets, toilet seats and urinals shall be fee of dust, bacteria, soil, organic matter, cleaner residue and scale without causing damage. These fixtures shall be disinfected and appear visibly and uniformly clean, and polished-dry. This shall include the elimination of streaks, film and water spots.
- Partitions – Shall be free of dust, soil and graffiti without causing damage. Partitions shall be disinfected and appear visibly and uniformly clean, and polished-dry. This shall include the elimination of streaks and film.
- Waste Containers – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food and the presence of an offensive odor emanating from the container.
- Walls and Doors – Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue. Ceramic walls and wainscots, metal kick plates, handles and push plates on doors shall also be polished dry.
- Floors and Baseboards – Shall be free of dust, soil, gum, stains and debris. Floors shall have multiple coast of a slip-resistant seal/finish applied that results in a consistent shine.
- Air Diffusers – Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents.
- Light Fixtures – Shall be free of dust and soil without causing damage. Diffusers shall remain in proper position, and appear streak-free and uniformly clean.

<u>Public and Staff Areas</u>

- Furniture and Equipment – Shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.
- Telephones – Shall be free of dust and soil. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.
- Lamps – Shall be free of dust and soil without causing damage. This shall include the elimination of cleaner residue, streaks and film.
- Walls and Doors – Shall be free of dust and soil without causing damage. They shall appear visibly and uniformly clean. This shall include the elimination of cleaner residue, streaks and film.
- Waste Containers – Contents shall be removed from waste containers and can liners replaced. Inside and outside of the container shall be cleaned and disinfected. Containers shall appear visibly and uniformly clean. This shall include the elimination of streaks, food and the presence of an offensive odor emanating from the container.

- Cubicle Walls – Shall be free of dust, soil and graffiti without causing damage. Cubicle walls shall appear visibly and uniformly clean.
- Floors, Carpet and Baseboards – Shall be free of dust and soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finished applied that result in a consistent high-shine. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust, streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.
- Air Diffusers – Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents.

Janitor Closets and Storeroom

- Shelves – Shall be free of dust and soil. They shall appear visibly and uniformly clean. Supplies and equipment shall be stocked and organized neatly on shelves.
- Janitor Carts – Shall be free of dust and soil. They shall appear visibly and uniformly clean. Supplies and equipment stored on janitor carts shall also be free of dust and soil, and organized neatly.
- Walls – Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks and cleaner residue.
- Utility Sinks - Shall be free of dust, soil, spots and stains without causing damage. These surfaces shall appear visibly and uniformly clean. This shall include the elimination of film, streaks, cleaner residue and water spots. Bright work shall be cleaned, de-scaled and polished.
- Floors – Shall be free of dust, soil, gum, spots, stains and debris. Hard/resilient floors shall have multiple coats of a slip-resistant seal and finished applied that result in a consistent high-shine. Floors and carpet shall appear visibly and uniformly smooth and clean. This shall include the elimination of dust, streaks, lint, standing water, cleaner residue, embedded soil and foreign objects.
- Air Diffusers – Shall be free of dust and soil. This also pertains to air distribution units and exhaust vents.

Graffiti

- Contractor will make the first effort to clean any interior or exterior graffiti at Library sites using the normal cleaning processes outlined above. Any graffiti that cannot be removed during the normal cleaning process, as outlined above, shall be reported to the Library within 24 hours.

Attachment C

Cleaning Tasks Schedule

The schedule below provides a minimum frequency of cleaning tasks required and applies to all areas (lobbies, corridors, elevators, restrooms, offices, etc.) as applicable:

Public, Office, Staff & Common Areas.

Daily Cleaning Specifications

- Vacuum all main carpeted areas.
- Dust mop all resilient/hard floors and wet mop as needed.
- Dust desks, chairs, credenza, file cabinets, window ledges, tops of cube furniture, counter tops, and all horizontal surfaces.
- Clean counter (glass, wood, etc.), tops (desks, tables, etc.), free of paperwork.
- Empty all wastebaskets, and replace liners if wet, torn, or soiled, wipe clean trashcans as needed and remove trash to proper exterior containers.
- Clean, sanitize, and polish drinking fountains.
- Report all lights out, plumbing problems and other related maintenance items to Plant Operations.
- Straighten all chairs and polish all conference room tables.
- Remove all trash (each article of excess trash must be labeled individually as "TRASH").
- Throw away paper wrapper, paper cups, open food and beverages when cleaning each area.
- Clean outside and inside of all exterior entrance glass doors.
- Remove water soluble spots from carpet and furniture.
- Building entrances will be spot cleaned inside and out weather permitting.
- Clean elevator walls and floors.
- Clean stairwells.
- Interior partition glass will be cleaned (both sides).

Weekly Cleaning Specifications

- Detail vacuum under cubicles, desks, tables and furniture.
- Dust all picture frames, woodwork, door frames, and ledges.
- Spot clean all glass partitions in either furniture pieces or parts of the building.
- Clean and polish all bright work (wipe dry) to include all doors, push plates, kick plates, and door pulls.
- Clean around light switches, remove smudges and fingerprints from doors, doorframes, and all painted surfaces.
- Clean inside and outside of all entry glass, weather permitting
- Dust all furniture and fixtures, cleared surfaces only.
- Dust all wall pictures and fixtures.

- Wipe clean flat and metal surfaces.
- Clean all windowsills/boxes that are reachable.
- Pick up walk off mats, clean floor, replace, and vacuum walk-off mats.
- Remove cobwebs.
- Building entrances will be thoroughly cleaned inside and out, weather permitting.
- Clean elevator tracks.

Monthly Cleaning Specifications

- Vacuum upholstered furniture.
- Dust and thoroughly clean the grand staircase.
- Dust vertical surfaces, chair rungs, furniture legs, etc.
- Dust all baseboards.
- Edge vacuum carpet on all walls of building, walls of cube furniture, around all filing cabinets, etc.
- Dust exposed areas of all book shelves.
- Clean janitorial closets. (Janitorial closets will be maintained on the same level of cleanliness as office areas)
- Clean high glass above 7 feet.
- Damp wipe door grilles.
- Damp wipe metal and vinyl surfaces on partitions.
- Damp wipe furniture and metal/vinyl surfaces on fabric partitions.
- Damp wipe interior doors.
- Clean air supply and exhaust diffusers, vacuum adjacent soiled ceiling titles.

Quarterly Cleaning Specifications

- Dust all light fixtures.
- Scrub buff and apply a new clean coat of wax to all VCT floors.

Annual Cleaning Specifications

- Strip and wax all VCT tile floors with 2 coats sealer and three coats wax.

Restrooms – Public and Staff

Daily Cleaning Specifications

- Sweep and mop floors with germicidal solution.
- Clean inside and out and disinfect washbasins, toilets, urinals, and underside and tips of toilet seats using non-toxic acidic cleaner.
- Clean mirrors, shelves and counter tops.
- Clean and polish all bright work (wipe dry) to include all doors, push plates, kick plates, and door pulls.
- Empty and wipe clean all waste paper containers and replace liners daily.
- Refill soap, paper towel, toilet paper, and facial tissue dispensers.

- Spot clean walls and toilet partitions.

Weekly Cleaning Specifications

- Pour water and disinfectant down restroom floor drain to insure that traps are full of water.
- Wipe clean entrance doors, jambs, ledges and high areas.
- Wipe clean all tile walls and partitions.

Monthly Cleaning Specifications

- Clean all supply and exhaust diffusers.
- Dust all light fixtures.
- Wash all walls and metal partitions.
- Wash entry/exit doors and windows.

Kitchens and Break Rooms

Daily Cleaning Specifications

- Clean counter tops and adjacent wall area.
- Clean inside & out of microwave.
- Wipe off outside of all fixtures and appliances.
- Empty and wipe clean all waste paper containers and wipe outside.
- Refill paper towel dispensers.
- Clean and polish all bright work to include all door push plates, kick plates and door pulls.
- Clean sink and wipe dry to maintain a spot free finish.
- Spot clean fronts of all cabinets.
- Clean table tops and chair seats.

Weekly Cleaning Specifications

- Throw away any food and containers that are not condiments and drinks and clean disinfect the refrigerators.

Monthly Cleaning Specifications

- Clean all supply and exhaust diffusers.
- Wipe fronts of all cabinets.
- Clean table and chair bases.

Building Entrances

Daily Cleaning Specifications

- Police 20 ft outside entrances and remove debris.
- Clean inside and outside of glass doors.
- Empty ashtrays.
- Empty all trash cans and replace soiled liners.
- Wipe clean book return bins.

Weekly Cleaning Specifications

- Wipe clean entrance doorjambs, ledges and high areas.
- Clean inside and outside of any sidelights.

Police around the dumpsters, weather permitting.

Day Porter Duties

- Detail vacuum under cubicles, desks, tables and furniture.
- Dust all picture frames, woodwork, door frames, shelves and ledges.
- Clean and polish all bright work (wipe dry) to include all doors, push plates, kick plates, and door pulls.
- Clean around light switches, remove smudges and fingerprints from doors, doorframes, and all painted surfaces.
- Clean inside and outside of all entry glass removing smudges, tape, etc.
- Clean all windowsills/boxes that are reachable.
- Pick up walk off mats, clean floor, replace, and vacuum walk-off mats.
- Remove cobwebs.
- Thoroughly cleaned building entrances inside and out.
- Clean elevator tracks.
- Check/ clean parking lot for trash, cigarette butts, etc.
- Check/ clean entry floor for dirt, debris and leaves.
- Check/ clean restrooms.
- Check/ clean staff restrooms and break room.
- Check toilet paper, soap and paper towels.
- Check meeting rooms.
- Clean trash bins and lids.
- Check with the branch manager for special projects.
- Check janitor's closet for orderliness.

Attachment D

PROPOSAL RESPONSE FORM

DATE _____

Proposal of : _____, (herein after called Vendor), a Corporation/Partnership/an Individual doing business as _____.

TO: The Kansas City Public Library (hereinafter called the Owner).

The Proposer, in compliance with your Request for Proposal for Janitorial Services and having examined the RFP and Scope of Services with related documents and being familiar with all of the conditions surrounding the work, hereby agrees to perform the work required by the project in accordance with the contract documents, within the time set forth in the Instructions to Proposers, and at the price stated therein. These prices are to cover all expenses incurred in performing the work required by the contract documents, of which this proposal is a part.

Proposer acknowledges receipt of the following addenda in the event subsequently issued.

_____

_____

_____

Submitted by authorized representative:

Firm	FEI/SSN
Signature	Typed Name & Title
Address	City, State, Zip Code
Telephone	Fax Number

Attachment E

Please see Attachment A and the Library's operating hours at http://www.kclibrary.org/library-locations ***when considering the janitorial work hours needed for each location. Also, in estimating the number of janitors for each facility, please consider that the after-hours janitors will be responsible for the cleaning standards and schedule detailed in Attachments B and C that the Day Porter is unable to complete/maintain.***

Library Facilities

Location	No. of Janitors Assigned	No. of Day Porters Assigned	Monthly Cost for Janitorial Services	Other Charges (please list and explain all other charges)	Annual Cost
Administrative Annex 913 Baltimore Kansas City, MO 64105					
Central Library 14 W. 10th Street Kansas City, MO 64105					
L. H. Bluford Branch 3050 Prospect Kansas City, MO 64128					
North-East Branch 6000 Wilson Road Kansas City, MO 64123					
Trails West Branch 11401 East 23rd Street Independence, MO 64052					

Plaza Branch 4801 Main Kansas City, MO 64112					
I.H. Ruiz Branch 2017 West Pennway Kansas City, MO 64130					
Southeast Branch 6242 Swope Parkway Kansas City, MO 64130					
Sugar Creek Branch 102 S. Sterling Avenue Sugar Creek, MO 64054		N/A			
Waldo Branch 201 E. 75th Street Kansas City, MO 64114					
Westport Branch 118 Westport Road Kansas City, MO 64111					
TOTAL					

Please quote how much it would cost, at an hourly rate, for an additional janitor/day porter if needed for special events or extra services:

Hourly Rate for additional janitor/Day Porter	

Please include any alternative suggestions or proposals concerning how you might meet the Library's cleaning standards and schedule while making changes to the suggested standards/schedule to maximize cost savings for the Library.

If desired, vendors may request a Word copy of Attachment E by emailing readbeebe@kclibrary.org.

Attachment F

AFFIDAVIT OF WORK AUTHORIZATION

I. _____, of lawful age and being first duly sworn my oath, state as follows to the Kansas City Urban Public Library District, a political subdivision of the State of Missouri:

1. In accordance with R.S.Mo. § 285.530(2) _____ ("Contractor") is enrolled and will continue to participate in a federal work authorization program in respect to employees that will work in connection with the contracted service _____(the "Project") for the duration of the contract.

2. I also affirm that Contractor does not and will not knowingly employ any person who is an unauthorized alien in connection with the contracted services related to the Project for the duration of the contract, if awarded.

3. Furthermore, I also affirm that all subcontractors working on this contract for services to the Kansas City Urban Public Library District shall affirmatively state in writing in their contracts with Contractor that they are not in violation of R.S.Mo. § 285.530(1), and shall not thereafter be in violation. Alternatively, the subcontractor shall submit to the Contractor a sworn affidavit under penalty of perjury attesting that all employees are lawfully present in the United States.

FURTHER AFFIANT SAYETH NAUGHT.

_____
(Signature)
Dated:_____

STATE OF _____)
) ss.
COUNTY OF _____)

Subscribed and sworn to before me this ____ day of _____, 20___.