

November 20, 2020

Re: Proposal for Floor Care/Cleaning Contracted Services

The Deschutes Public Library (Library) is soliciting quotes from businesses who perform routine preventive maintenance cleaning on floors for commercial building interiors.

Deliverables:

1. Cleaning a mix of Tile, Carpet, Linoleum, and Vinyl flooring on a quarterly basis at the following locations and per their current configuration:
 - a. **Redmond** 827 SW Deschutes Ave – Total Sq. Footage appx. 21,210 (90% Carpet, 7% Tile (Bathrooms), 3% Linoleum)
 - b. **Sisters** 110 N Cedar St.– Total Sq. Footage appx. 8,399 (80% Carpet, 10% Vinyl, 5% Tile, 5% Linoleum)
 - c. **Downtown Bend** 601 NW Wall Street– Total Sq. Footage appx 38,885 (80% Carpet, 15% tile/vinyl, 5% Linoleum)
 - d. **East Bend** 62080 Dean Swift Rd #170 – Total Sq. Footage 8,150 (90% Carpet, 10% Linoleum/Tile)
 - e. **Sunriver** 56855 Venture Lane – Total Sq. Footage appx. 6,800 (70% Carpet, 30% tile/Linoleum)
 - f. **LaPine** 16425 1st Street– Total Sq. Footage appx. 8,099 (85% Carpet, 15% Tile/Linoleum)
 - g. **Administration Building** 507 NW Wall Street Bend OR – Total Sq. Footage appx. 14,500 (80% Carpet, 20% Linoleum/Vinyl)

Budget, Equipment & Systems:

The proposer should include all costs associated with providing the service requested. This would include all equipment, consumable materials, and staffing. Storage will not be available onsite for equipment, chemicals, mops, buckets etc. Trailers are only permitted to be parked at the libraries during quarterly cleanings or with permission of the Facilities Manager. Daily floor cleaning like vacuuming and mopping is conducted by the contracted Janitorial service. The equipment stored at each branch by the local janitorial crew will not be available for use by the Floor Care Proposer.

Work is to be performed quarterly on a rotating schedule, which will be provided to and approved by the Facilities Manager. Contractor will be responsible for the moving of chairs, couches, tables etc. to ensure proper cleaning coverage. Work will be performed after Library has closed to the public – three Libraries are currently closed on Mondays, which could be scheduled as floor care days.

All chemicals used during the process of cleaning will have documented Safety Data Sheets and be provided to the Library Facilities Manager prior to cleaning.

Qualifications and Proposal:

The proposer will have a minimum of five (5) years of experience in commercial floor care. Proposals from outside the state of Oregon are welcome but must demonstrate the proposer's ability to successfully schedule and physically staff a crew locally to support the submitted proposal details.

Please send a complete proposal to

Deschutes Public Library
Attn: Business Manager, Floor Care Proposal
507 NW Wall Street
Bend OR 97703

Deadline to receive proposals is 4 p.m. PST on January 4, 2021. Proposals should be submitted in PDF or Word format and must include, in this order:

1. CONTACT INFORMATION

Provide the proposer's full name; organization (if appropriate); contact information, including business address, W9, phone number, email; and website (if appropriate).

2. PROOF OF EXPERIENCE

- a. Provide brief narrative examples of proposer's experience providing Floor Care services in other commercial settings.
- b. Describe strategies, schedules used with other organizations of similar size and scope.
- c. Describe why the proposer wishes to work with the Library in this process.

3. SCOPE OF WORK

Outline how the applicant intends to provide the services requested in this request for quote including timeline for implementation. Pre-meetings to tour each of the Library branches will be accommodated if requested.

4. COST

Provide a proposed budget for the scope of work, including an estimated number of hours it will take to address each branches needs by flooring type. As part of the proposed budget, list whether current staff will be utilized to fulfill the tasks or if hiring new staff will be required. Please also indicate if your equipment will be rented or owned.

5. RESUME & REFERENCES

Provide at least three references of Commercially Rated customers that proposer has worked with. Include at least one current customer that can be contacted by the Library.

Evaluation Procedure and Criteria:

The Library Business Manager will review all proposals. The Business Manager may request a meeting with proposers prior to final selection. Proposals will be reviewed and considered based on the following criteria:

1. Level of experience of the proposer (40 Points)
2. Proposed approach to deliverables and scope of work (20 Points)
3. Cost (30 Points)
4. Meeting, if conducted. (10 Points)

Summary of Key Dates:

Proposal and quote deadline	January 4, 2021 4:00 pm PST
Review of Proposals	January 5, 2021 through January 7, 2021
Meetings as needed	Week of January 11 th , 2021
Confirmation of proposer	January 18, 2021
Contract Start Date	February 1, 2021
Contract Terms	Three to Five Years

If you have any questions, please feel free to contact Denise Senner, Business Services Manager for the Library.

Sincerely,



Denise Senner
Business Services Manager
Deschutes Public Library
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