

STATE OF IOWA
JUDICIAL BRANCH

REQUEST FOR PROPOSAL NUMBER
HSKP-1

JANITORIAL/HOUSEKEEPING SERVICES

RELEASE DATE: February 6, 2009

CHAPTER 1 ADMINISTRATIVE PROCEDURES AND PROCUREMENT PROCESS

1.1 Purpose of Request for Proposal

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to provide janitorial/housekeeping services for the Iowa Judicial Branch. The Iowa Judicial Branch is seeking a single vendor to provide bid services. The Iowa Judicial Branch anticipates that the term of any resulting contract will be for two years with the option for two additional one-year terms.

1.2 RFP Coordinator

The RFP Coordinator, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful vendor.

James Evans, RFP Coordinator
State Court Administrator's Office
State of Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, Iowa 50319
Tel: (515) 281-6903
Fax: (515) 242-0014
jim.evans@iowacourts.gov

1.3 Restriction on Communication

From the date of issuance of this RFP until announcement of the successful vendor, vendors may contact only the RFP Coordinator. The RFP Coordinator will respond only to questions regarding the procurement process. Questions related to the interpretation of this RFP must be submitted in writing to the RFP Coordinator in accordance with this RFP. In the event that a vendor or someone acting on the vendor's behalf attest to discuss this RFP orally or in writing, with any employee of the Iowa Judicial Branch, other than the RFP Coordinator designated above, or any employee or elected official of the State of Iowa, the vendor may be disqualified.

1.4 Procurement Timetable

The following dates set forth below are for informational planning purposes only. The Iowa Judicial Branch reserves the right to change the dates.

<i>Event</i>	<i>Date</i>
RFP Issued	2-09-09
Mandatory Vendors' Conference	2-16-09 at 9:00 a.m.
Written Questions Due	2-20-09
Judicial Branch Response to Written Questions Mailed	2-25-09
Proposals Due	3-02-09 at 9:00 a.m.
Issue Notice of Award	3-09-09
Begin Contract Performance	7-01-09

1.5 Mandatory Proposal Conference

A mandatory proposal conference will be held to discuss this RFP. Vendors who fail to attend the mandatory proposal conference will not be able to submit proposals in response to this RFP. The mandatory proposal conference will be held on February 9, 2009, starting at 9:00 a.m. (local time) at the State of Iowa Judicial Branch Building, Level one, conference center room #116. A building tour will be conducted.

1.6 Submission of and Responses to Written Questions

All inquiries, including any questions related to the terms and conditions of this RFP, concerning this RFP shall be made in writing and submitted to the RFP Coordinator at the address noted above. Oral inquiries will not be accepted. The RFP Coordinator must receive all inquiries by mail, hand delivery or facsimile, no later than 9:00 a.m. (local time), February 20, 2009. The Iowa Judicial Branch's written responses to questions and comments will not identify the submitter and will be sent on or before February 25, 2009, to all vendors who attended the mandatory proposal conference.

1.7 Amendment to the Request for Proposal

The Iowa Judicial Branch reserves the right to amend the RFP at any time. In the event becomes necessary to amend, add to, or delete any part of the RFP, an amendment will be provided to all vendors who received the original RFP. A vendor's response must include acknowledgment of all addenda.

1.8 Submission of Proposals

The RFP Coordinator must receive proposals no later than 10:00 a.m. (local time), March 3, 2009. Any proposal received after this deadline will be rejected and returned to the vendor. Vendors mailing proposals must allow ample mail delivery time to ensure timely receipt of their proposals. It is the vendor's responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal by the Iowa Judicial Branch. Electronic mail and faxed proposals will not be accepted.

1.9 Rejection of Proposals

1.9.1 At any time prior to the execution of the written contract, the Iowa Judicial Branch reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this RFP if it is in the best interest of the Iowa Judicial Branch.

1.9.2 A proposal shall be rejected outright and not evaluated because a vendor fails to deliver its proposal by 10:00 a.m. on the due date or because a vendor fails to include the required transmittal letter; proposal certification; certification of independence and no conflict of interest; and authorization to release information.

1.10 Costs of Preparing the Proposal

The costs of preparing the proposal are the sole responsibility of the vendor. The Iowa Judicial Branch is not responsible for any costs incurred by vendor which are related to the preparation or delivery of the proposal or any other activities carried out by the vendor related to this RFP.

1.11 Waiver of Deficiencies and Nonmaterial Variations

The Iowa Judicial Branch reserves the right to waive or permit cure of nonmaterial variances in a proposal provided, however, such waiver is in the best interest of the Iowa Judicial Branch. The nonmaterial variances include minor informalities that do not affect responsiveness, variances that are merely a matter of form or format, variances that do not change the relative standing of other vendors, variances that do not prejudice other vendors, variances that do not change the meaning or scope of the RFP, or variances that do not reflect a material change in the services. Failure to provide any mandatory requirements or information shall not be considered a nonmaterial variation that the Iowa Judicial Branch can waive or permit cure. In the event the Iowa Judicial Branch waives or permit cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the vendor from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of whether a particular matter constitutes a material or nonmaterial variation from the RFP is within the sole discretion of the Iowa Judicial Branch.

1.12 Opening of Proposals

The proposals will be opened at 10:05 a.m. on March 3, 2009, at the State of Iowa Judicial Branch Building, Level one, Conference center room #116, Des Moines, Iowa. At that time, the names of the vendors who submitted timely proposals will be announced verbally by the RFP Coordinator. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP. The proposals will remain confidential until the Evaluation Committee has reviewed all of the proposals submitted in response to this RFP and a notice of award is announced in accordance with Iowa Code Section 72.3. The proposals will be available for inspection after the notice of award is announced consistent with the requirements of Chapter 22 of the Iowa Code.

1.13 Public Records and Requests for Confidentiality

1.13.1 All information submitted by a vendor may be treated as a public record by the Iowa Judicial Branch unless the vendor properly requests that the information be treated as confidential information at the time its proposal is submitted.

1.13.2 Any request for confidential treatment of information must be included in the transmittal letter with the vendor's proposal. In any such request, the vendor must enumerate the specific grounds in Iowa Code Chapter 22 that support treatment of the materials as confidential and must also explain why disclosure of the information is not in the best interest of the public. The request for confidential treatment must also include the name, address, and telephone number of the person authorized by the vendor to respond to any inquiries by the Iowa Judicial Branch concerning the confidential status of the materials.

1.13.3 Any documents submitted which contain confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information. The confidential information must be clearly identifiable to the reader where it appears. All copies of the proposal submitted, as well as the original proposal, must be marked in this manner. Identification of the entire proposal as confidential shall be deemed as non-responsive and disqualify the vendor.

1.13.4 In addition to marking the material as confidential material where it appears, the vendor must submit one copy of the relevant pages of the proposal from which the confidential information has been

excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the documents as possible. These pages must be submitted with the transmittal letter and will be made available for public inspection.

1.13.5 The information marked confidential shall be treated as confidential information to the extent such information is determined to be confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction.

1.13.6 In the event the Iowa Judicial Branch receives a request for information marked confidential, written notice shall be given to the vendor seventy-two (72) hours prior to the release of the information to allow the vendor to seek injunctive relief pursuant to Iowa Code § 22.8.

1.13.7 A vendor's failure to request confidential treatment of material pursuant to this section and the relevant laws will be deemed by the Iowa Judicial Branch as a waiver of any right to confidentiality that a vendor may have had.

1.14 Copyrights

By submitting a proposal, the vendor agrees that the Iowa Judicial Branch may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records. By submitting a proposal, the vendor consents to such copying and warrants and represents that such copying will not violate the rights of any third party. The Iowa Judicial Branch will have the right to use ideas or adaptations of ideas that are presented in the proposals.

1.15 Proposals Property of the Iowa Judicial Branch

All proposals become the property of the Iowa Judicial Branch and the State of Iowa and shall not be returned to the vendor unless all proposals are rejected and no award is made.

1.16 Restrictions on Gifts and Activities

Iowa Code Chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Vendors are responsible for determining the applicability of this chapter to their activities and for complying with these requirements. In addition, Iowa Code Chapter 722.1 provides that it is a felony offense to bribe a public official.

1.17 Construction of RFP with Laws and Rules

This RFP is to be construed in light of pertinent legal requirements. Changes in applicable laws and rules may affect the award process or the resulting contract. Vendors are responsible for ascertaining pertinent legal requirements and restrictions.

1.18 Release of Claims

By submitting a proposal, each vendor agrees that it will not bring any claim or have any cause of action against the Iowa Judicial Branch or the State of Iowa based on any misunderstanding concerning the information provided in this RFP or concerning the Iowa Judicial Branch's failure, negligent or otherwise, to provide the vendor with pertinent information intended by this RFP.

1.19 Content of RFP

1.19.1 This RFP is designed to provide vendors with information necessary for the preparation of competitive proposals. Each vendor is responsible for determining all factors necessary for the submission of any comprehensive and compliant proposal.

1.19.2 Proposals to should be based solely on the material contained in the RFP. Vendors are to disregard any draft materials they may have received, newspaper articles they may have read, and any other previous oral or written representations.

1.20 Sources of Information Used by the Iowa Judicial Branch

1.20.1 The Iowa Judicial Branch reserves the right to contact vendors after the submission of proposals for the purpose of clarifying a proposal and to ensure mutual understanding. A vendor will not be permitted to modify or amend its proposal if contacted by the Iowa Judicial Branch for this reason. All contact with vendor for clarification purposes shall be in writing. All responses shall be in writing. The Iowa Judicial Branch will be bound only by written responses.

1.20.2 The Iowa Judicial Branch assumes no responsibility for representations made by its employees prior to the execution of a legal contract, unless such representations are specifically incorporated into this RFP as written addenda to the RFP. Verbal discussions pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing.

1.20.3 The Iowa Judicial Branch reserves the right to obtain, from any and all sources, information concerning a vendor or a vendor's product, services, personnel, or subcontractors. The Iowa Judicial Branch also reserves the right to obtain and consider information from other sources such as the vendor's performance of other contracts. The Iowa Judicial Branch may use any of this information to evaluate a vendor's proposal.

1.21 Proposals Valid for 45 Days

All proposals shall be firm for a period of forty-five (45) days following the date on which proposals are due.

1.22 Proposal Evaluation and Award.

Proposals that are timely submitted and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, the contract shall be awarded to the complaint vendor whose proposal received the most points in accordance with evaluation criteria set forth in the RFP.

1.23 Award Notice

Notice of award of the contract to the successful vendor will be sent by mail to all vendors submitting proposals. Negotiation and execution of contract with the successful vendor shall be completed no later than March 13, 2009. If the apparent successful vendor fails to negotiate and deliver an executed contract by that date, the Iowa Judicial Branch may, in its sole discretion, cancel the award and award the contract to the next highest ranked vendor.

CHAPTER 2 GENERAL TERMS AND CONDITIONS OF THE CONTRACT

The contract that will be awarded as a result of this RFP will be based upon the proposal submitted by the successful vendor and this solicitation. The Iowa Judicial Branch reserves the right to either award a contract without further negotiation with the successful vendor or to negotiate contract terms with the selected vendor if the best interests of the Iowa Judicial Branch would be served. The contract terms contained in this Chapter are not intended to be a complete listing of all contract terms but are provided only to enable the vendor to better evaluate the vendor's costs associated with the RFP and resulting contract. Vendors should plan on the following terms being included in any contract awarded as a result of this RFP. All costs associated with complying with these requirements should be included in the prices quoted by the vendor.

The contractual terms and conditions that will be included in the contract are set out in Addendum Number 5 and incorporated by reference. All costs associated with complying with these terms and conditions should be included in the prices quoted by the vendor.

CHAPTER 3 SERVICE REQUIREMENTS

3.1 Objectives

(Describe the objectives and goals of the RFP). See Addendum #4

3.2 Cost of the Service Requirement

The cost of the (description of services) services varies. Service providers are paid a variable monthly amount according to a set rate with set monthly and yearly limits. The rate must include all overhead expenses and all other costs associated with the delivery of the services requested by the RFP.

3.3 Equipment Requirements

Vendors must provide all equipment, including automobiles, necessary to provide the services required by this RFP. Additionally, vendors must be prepared to upgrade or replace the equipment during the term of the resulting contract. Vendors must maintain the equipment in good working order and without disruption to the services being provided. Vendors must also provide support services for the equipment.

CHAPTER 4 FORMAT AND CONTENT OF PROPOSAL

These instructions prescribe the format and content of the proposal and are designed to facilitate the submission of a proposal that is easy to understand and evaluate. Failure to adhere the proposal format shall result in the disqualification of the proposal.

4.1 Instructions

4.1.1 All proposals should be prepared simply and economically providing a direct, concise delineation of the vendor's proposal and qualifications. Proposals must meet the criteria set forth in this Chapter.

4.1.2 Proposals shall be typewritten.

4.1.3 Proposals should be printed or typed on 8.5" x 11" paper (one side only).

4.1.4 All pages of proposals must have consecutive page numbers.

4.1.5 An original and five (5) copies of a proposal must accompany the submission.

4.1.6 The vendor must also submit one copy of the proposal from which confidential information has been excised. The confidential material must be excised such a way as to allow the public to determine the general nature of the material removed and to retain as much of the proposals possible.

4.1.7 Proposals must respond to RFP requirements by restating the number and text of the requirement in sequence and writing the response immediately after the restated requirement.

4.2 Table of Contents

All proposals must include a table of contents and appropriate page number references.

4.3 Transmittal Letter

4.3.1 The transmittal letter shall be signed by an individual authorized to legally bind the vendor. The letter shall include the vendor's mailing address, telephone number, fax number and email address.

4.3.2 A request for confidential treatment of information shall be included in the transmittal. Any request for confidential treatment must comply with all requirements for such requests as required by Chapter 1 of the RFP.

4.4 Proposal Certification

Each vendor shall sign and submit with the proposal a proposal certification stating that the contents of the proposal are true and accurate. The substance and form of the proposal certification is included as Attachment Number 1. The proposal certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

4.5 Corporate Organization and Experience

4.5.1 Identify the legal structure of vendor's organization and identify each state where vendor's business operates.

4.5.1.1 For each state identified, state whether the vendor has been disciplined, admonished, warned, had its license, registration, charter, certification or any similar authorization to do business suspended or revoked for any reason (collectively referred to as "disciplined").

4.5.1.2 If the vendor, its officers, agents or employees have been disciplined or disciplinary actions are pending any state in which the business dealings of the vendor are subject to regulation, provide the following: (1) the name of the regulatory agency; (2) the docket number and any other identifying captions or information; (3) a clear and concise statement of all allegations against the vendor, its officers, agents, or employees; (4) a clear and concise statement of the manner in which the proceeding was resolved; and (5) the sanction, if any, which was imposed or is pending against the vendor, its officers, agents, or employees.

4.5.2 Identify any pending administrative, civil, criminal proceedings against vendor and, if any, provide the following information: (1) the caption and docket number; (2) a clear and concise statement of the allegations against the vendor, its officers, agents and employees; and (3) the status of the proceeding.

4.5.3 Identify any administrative, civil, criminal proceedings against the vendor brought within the last five years and, if any, provide the following information: (1) the caption and docket number; (2) a clear and concise statement of all allegations against the vendor, its officers, agents and employees; and (3) the status of the proceeding.

4.5.4 Identify other projects in which the vendor is currently providing or has provided services similar to the services described in this RFP. And, in particular, state whether the other projects were completed on time and within budget.

4.5.5 Describe other contracts or projects currently undertaken by vendor.

4.5.6 State whether, if during the preceding three-year period, vendor has defaulted on any contract. If vendor has defaulted on any contract, identify each such contract, provide a description of the facts and circumstances of the default, and provide the name, address, telephone number of a contact person with the entity whom vendor had the contract.

4.5.7 State whether, if during the preceding three-year period, vendor has terminated a contract prior to the expiration of the stated contract term or has had a contract terminated by the other party prior to its stated term. If so, list all such contracts, provide a description of the facts and circumstance of each termination, and provide the name, address, telephone number of a contact person with the entity with whom vendor had the contract.

4.6 Financial Information

Each vendor shall provide its most recent audited financial statements or other information sufficient for the Iowa Judicial Branch to evaluate the financial condition of the vendor to provide the services required by this RFP. Vendors, who are privately held companies, may request that the financial statements and other financial

information be treated as confidential information by the Iowa Judicial Branch. Vendors are required to provide only one copy of the audited financial statement or other financial information with the original proposal.

4.7 Business Plan

Each vendor shall demonstrate its understanding of the services requested under this RFP, the expertise of the personnel who will provide the requested services, and the vendor's ability to logically plan and achieve the stated objectives and goals of the RFP.

4.8 Service Requirements

The vendor shall address each service requirement found in Addendum 3 of the RFP and explain how it plans to approach each requirement. Proposals must be fully responsive to service requirements. Merely repeating the required will be considered non-responsive and disqualify the vendor. Proposals must identify any deviations from the requirements of this RFP or requirements the vendor cannot satisfy. Any deviations from the requirements of the RFP or any requirement of the RFP that the vendor cannot satisfy may result in the rejection of the proposal as noncompliant.

4.9 Contents of Proposal

The proposal submitted must respond to each Chapter of the RFP. Specifically, the proposal must respond to each section of the RFP by restating the number and text of the requirement in sequence and writing the response immediately after the restated requirement indicating, where appropriate, that vendor has read, understands, and will comply with the section or provide the required narrative response.

4.10 Acceptance of Terms and Conditions

Each vendor shall specifically stipulate that the proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the vendor objects to any term or condition, it shall make specific reference to the RFP page, section, and line number(s) at issue. Objections or responses that materially alter the RFP shall be deemed non-responsive and disqualify the vendor.

4.11 References

Each vendor shall provide letters of reference from three (3) previous clients knowledgeable of the vendor's performance of provided services similar to the services described in this RFP and a contact person's telephone number for each such reference.

4.12 Certification of Independence and No Conflict of Interest

Vendor shall sign and submit with the proposal a certification stating that the proposal was developed independently and that no relationship exists or will exist, or in the contract period between vendor and the Iowa Judicial Branch that interferes with fair competition, or is a conflict of interest. The substance and form of the certification of independence and no conflict of interest is included as Attachment Number 2. This certification must be on vendor's letterhead and signed by an individual with authority to bind the vendor in contract. Failure to provide the certification required by this section shall result in the rejection of the proposal as noncompliant.

CHAPTER 5 EVALUATION OF PROPOSALS

5.1 Award Process

5.1.1 Proposals will be reviewed by an evaluation committee appointed by the Iowa Judicial Branch. The committee will consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. ***The Iowa Judicial Branch will award the contract to the responsible vendor submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.***

5.2 Tie Bids

The Iowa Judicial Branch shall resolve ties among proposals which are equal in all respects by drawing lots, unless one of the tied vendors is an Iowa business. If only one of the vendors is an Iowa business, the Iowa business shall be given preference over all tied out of state vendors. If it is necessary to draw lots, the drawing shall be held in the presence of the vendors who submitted the tied proposals one practical. If the tied vendors are not present, the drawing shall be held in front of at least two persons.

5.3 Verification of Proposal and Contract Negotiation

All applicable contracting requirements imposed by this RFP and Iowa law shall be met by the vendors. The successful vendor must, in a timely manner, enter into the contract with the Iowa Judicial Branch and the Department to implement the services contemplated by this RFP. It is expected that all such documentation will be executed within forty-five (45) days after the date of notification of the award. Failure of the successful vendor to agree to the terms of the contract within that time period may be grounds for the Iowa Judicial Branch to award the contract to the next highest ranked compliant vendor.

ADDENDUM NUMBER 1

Date

James Evans, RFP Coordinator
State Court Administrator's Office
State of Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, Iowa 50319
Tel: (515) 281-6903
Fax: (515) 242-0014
jim.evans@iowacourts.gov

Re: Request for Proposal Number HSKP-01/02
Proposal Certification

Dear Mr. Evans:

I certify that I have the authority to bind (Name of Vendor) below to the specific terms, conditions and technical specifications required in (RFP) and offered in our proposal. I understand that, by submitting this proposal, (Name of Vendor) agrees to provide Janitorial/Housekeeping Services, which meet or exceed the requirements of the RFP unless noted in the proposal.

I also certify that the contents of the proposal are true and accurate and that the (Name of Vendor) has not made any knowingly false statements in the proposal.

Sincerely,

Name and Title

ADDENDUM NUMBER 2

Date

James Evans, RFP Coordinator
State Court Administrator's Office
State of Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, Iowa 50319
Tel: (515) 281-6903
Fax: (515) 242-0014
jim.evans@iowacourts.gov

Re: Request for Proposal Number HSKP-01/02
Certification of Independence and No Conflict of Interest

Dear Mr. Evans:

By submitting a proposal in response to the Iowa Judicial Branch for the Janitorial/Housekeeping Services, the undersigned certifies the following:

1. The proposal has been developed independently, without consultation, communication or agreement with any employee or consultant to the Iowa Judicial Branch.
2. The proposal has been developed independently, without consultation, communication or agreement with any other vendor or parties for the purpose of restricting competition.
3. Unless otherwise required by law, the information found in the proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the award of the contract, directly or indirectly, to any other vendor.
4. No attempt has been made or will be made by (Name of Vendor) to induce any other vendor to submit or not to submit a proposal for the purpose restricting competition.
5. No relationship exists or will exist during the contract period between (Name of Vendor) and the Iowa Judicial Branch.

Sincerely,

Name and Title

ADDENDUM NUMBER 3

Date

James Evans, RFP Coordinator
State Court Administrator's Office
State of Iowa Judicial Branch Building
1111 East Court Avenue
Des Moines, Iowa 50319
Tel: (515) 281-6903
Fax: (515) 242-0014
jim.evans@iowacourts.gov

Re: Request for Proposal Number HSKP-01/02
Authorization to Release Information

Dear Mr. Evans:

The undersigned, on behalf of (Name of Vendor), hereby authorizes any person or entity, public or private, having any information concerning (Name of Vendor)'s background, including but not limited to, its performance history of services similar to those detailed in the RFP, to release such information to Juvenile Court Services.

The undersigned, on behalf of (Name of Vendor), acknowledges and understands that it may not agree with the information independence given by such person or entity in response to a reference request. The undersigned acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contractor warrants from the Iowa Judicial Branch or may otherwise hurt its reputation or operations. The undersigned is willing to take that risk. The undersigned agrees to release all persons, entities, the Iowa Judicial Branch, and the State of Iowa from any and all liability whatsoever that may be incurred as result of release in this information or using this information.

Sincerely,

Name and Title

ADDENDUM NUMBER 4
SERVICES REQUIRED

Area	Task	Frequency
Stairs	Vacuum stairs, dust railings and ledges and spot clean. Damp mop as needed	Monday thru Friday
Restrooms (excluding private restrooms on levels 3 and 4)	Empty trash, sweep, spot clean, clean and disinfect sinks, mirrors, dispensers, toilets, damp mop and clean drinking fountains	Monday thru Friday
Hallways	Vacuum, dust all surfaces, clean windows on both sides and side glass, vacuum carpet daily	Monday thru Friday
Kitchen Areas, vending area, Light court	empty trash and replace liner, clean and disinfect sinks, damp mop, wipe and disinfect all appliances and cabinets	Monday thru Friday
	Clean windows in doors and side glass on both sides	Bi-weekly
Open Office Areas, Private offices, and Library (excluding Judges and Justices private offices on levels 3 and 4)	Vacuum all carpet and chairs, empty trash	Monday thru Friday
	Dust all surfaces to include shelves, door frames, pictures and vents,	Once a week
Reception/Lobby Areas	Dust mop and wet mop with a dust treatment chemical, empty trash, dust all surfaces and spot clean as needed	Monday thru Friday
	Clean windows in doors and side glass on both sides	
Elevators	Wipe all elevator cab to remove dust, clean all visible soil and stains, damp mop and vacuum as needed	Monday thru Friday
	Wipe all elevator tracks to remove any stains and visible soil.	Once a week
Storage rooms/mail room	Dust mop and wet mop with a dust treatment chemical, empty trash, dust all surfaces and spot clean as needed	Bi-weekly
Auditorium	Vacuum all carpet surface and edges, vacuum seating, dust all surfaces, empty trash as needed	Monday thru Friday
Conference rooms/Press room	Vacuum including corners edges and chairs, dust all surfaces	Bi-weekly
File storage rooms	Damp mop or vacuum as needed, dust all surfaces, empty trash	Bi-weekly
Multi purpose room and work rooms	Damp mop and dust mop using a dust treatment chemical, empty trash and dust as needed	Monday thru Friday

Notes:

All carpet areas are to be inspected and vacuumed daily unless otherwise noted	Monday thru Friday
All marble floor areas are to be machine scrubbed, dry buff with a automatic burnisher weekly, and dust mop with a dust treatment chemical daily.	As noted
All ceramic floor areas are to be dusted and mopped with a dust treatment chemical daily, and machine scrubbed monthly	As noted
All vinyl floor areas are to be wet mopped and dust mopped using a dust treatment chemical daily, Every 6 months floors are to be stripped and waxed.	As noted

Contractor is to provide all tools and materials to perform the above list of duties. No chemicals or equipment will be stored on site. If arrangements are made for storage the contractor is to provide and keep up to date the documentation and/or facilities for the storage. ie; Right to know information, MSDS sheets, chemical cabinets, etc...

Hours of service are from 3:00 pm to 6:30 pm Monday thru Friday

Proposal Sheet

Request for proposal HSKP-2/09

Date: _____

Vendor Name: _____

Address: _____

_____, IOWA, _____

Contact person: _____ Title _____

Telephone Numbers: _____ Fax _____

Email Address: _____

1. Total Annual Cost for Janitorial/housekeeping service: \$ _____

2. Total Monthly cost for Janitorial/housekeeping services: \$ _____

3. Total number of employee per day _____

4. Total number of hours worked by employee per day _____

5. Cost per hour for day employee \$ _____ per hour

6. Cost per hour for after hours/emergency employee \$ _____ per hour

7. Cost per hour for carpet cleaning \$ _____

Authorized Vendor Signature: _____ Date: _____