

City of Waite Park
19 13th Ave N
Waite Park, MN 56387
(320) 252-6822

<https://www.ci.waitepark.mn.us/>

Request for Proposal (RFP) for Cleaning Services

Dear Prospective Bidders,

The City of Waite Park is inviting proposals from qualified cleaning service providers to perform cleaning services for government buildings in our municipality. We are seeking a reliable and experienced cleaning company to ensure that our buildings, including our library, city hall, and public works building, maintains high standard of cleanliness and sanitation.

Scope of Work:

- Daily cleaning of all floors, including vacuuming, sweeping, mopping.
- Dusting and wiping down all surfaces, including desks, countertops, windowsills, and fixtures.
- Disinfection of high-touch surfaces such as door handles, light switches, and handrails.
- Cleaning and sanitizing of restrooms, including toilets, sinks, and mirrors.
- Emptying and disposal of trash and recycling materials.
- Refilling of restroom such as soap, paper towels, and toilet paper.
- An attention to detail for the highest level of cleaning service.

Location Details:

- Al Ringsmuth Public Library- 253 5th Ave N, Waite Park, MN, 56387
- Waite Park City Hall 19 13th Ave N, Waite Park, MN, 56387
- Waite Park Public Works 670 17th Ave S, Waite Park, MN, 56387

Proposal Submission Requirements:

- Cover Letter: Provide a brief introduction to your company, including your experience in providing cleaning services for government or similar facilities.
- Company Profile: Include details about your company, such as its history, size, certifications, and any relevant awards or recognitions.
- Touring Facility with Public Works Staff.
- After touring facility and gathering specific details- please provide a price quote. **(Individual quote for each building please.)**

Evaluation Criteria:

- Experience and Reputation: Experience in providing cleaning services for similar government or commercial buildings and positive references.
- Staffing and Training: Qualifications and training of cleaning staff, including any certifications or specialized training. **(Staff will need CJSI training/certification to be able to enter and clean Police Department. Staff will also need to be fingerprinted and pass a background check.)**

- Pricing: Competitiveness of pricing and transparency of fee structures.
- Compliance: Ability to comply with all relevant laws, regulations, and contractual requirements.

Timeline:

Proposal submitted to Public Works Staff within 10 days of touring Waite Park facilities.

We look forward to receiving your proposal and potentially partnering with you.

Sincerely,

Dale Warzecha
Public Works Supervisor
City of Waite Park
Dale.warzecha@ci.waitepark.mn.us