



Introduction

Minnesota Counties Information Systems (MCIS) is a joint powers governmental organization formed under MN Statutes 471.59. Established in 1975, MCIS maintains a staff of 12 people in an office building located at 413 SE 7th Avenue, Grand Rapids, MN. Its purpose is to provide software development and technical support services to 20 member counties for applications such as Property Tax, CAMA (Computer Aided Mass Assessment), Payroll, Finance, Tract Indexing, and document scanning.

At this time we are looking for an organization to coordinate building/custodial services which consists of handling janitorial, landscaping/yard maintenance, snow removal, and building service/repair issues. This document will outline information about the bid process, basic building information, and requirements for each service.

Proposal Guidelines

- 1) Bidder Requirements
 - a. Provide name, address, phone, and email address of primary contact for the bid.
 - b. Provide background of your organization and where you have provided similar services
 - c. Bidder must be able to conform to contract guidelines in Exhibit A
 - d. Bidder is allowed to assemble multiple subcontractors to complete the assignment, but:
 - e. Bidder will identify a single primary contact that MCIS will work with
 - f. Bidder is responsible for subcontractors and payment to subcontractors
 - g. Bidder will be paid monthly by MCIS after services for the month completed are rendered.
- 2) Contract term will be January 1, 2013 and run through December 31, 2014
- 3) Bid presentation guidelines:
 - a. The bidder is responsible to provide estimates broken out as follows::
 - Review Janitorial requirements and provide the following detail
 - Weekly service fees
 - Monthly service fees
 - Semi Annual service fees
 - Yearly service fees
 - Hourly rate for special Janitorial services if needed
 - Total fee per month
 - Based on exterior services outlined
 - Total of mowing/landscaping services as outlined
 - Total for snow removal, time period from November-April assumed
 - Cost per service, estimated number of services, and total per month
 - General Building Maintenance and Management as outlined
 - Cost per month
- 4) Please submit your proposal electronically in Word, Excel, or PDF format. The proposal shall provide sufficient detail to MCIS to negotiate and refine the scope of work to bring the proposal within budget prior to contract execution.

Send to: lyle.eidelbes@mcis.cog.mn.us



Description of Building{tc \1 "Construction Project Description}

Address: 413 SE 7th Avenue, Grand Rapids, MN

Building Size 4530 square feet occupancy

Current Use: Houses a staff of 12 with desks, computers, and phones
Computer room (1)
Mechanical Room (1)
Bathrooms w/shower (2)
Conference room (2)
Kitchen/Break room (1)
Entry way and vestibule.

Construction: New Construction, single floor, concrete slab, gable roof, asphalt shingles, Masonry siding/Trim (painted), insulated windows, security system, and carpet, ceramic and vinyl floors.
HVAC: Natural gas forced air, central air conditioning
Supplemental A/C unit for computer area,

Exterior Landscape rock around exterior of building
Shrubs in front of building
Mature trees north side of building
1 year growth trees on south and west side of building
Runoff Pond on west side of building
Combination of Tar and concrete parking



Janitorial Services

Weekly Services – Preferred Monday Evenings

Provider will supply all cleaning supplies and appliances needed to complete the tasks listed below.

- **General Instructions for All Areas**
 - Vacuum all carpet floors, especially near base boards thoroughly
 - Vacuum rugs thoroughly
 - Wash/Mop all linoleum and ceramic tile floors (special instructions for computer room).
 - Dust/Wipe down door trim, window sills/sash, open shelving
 - Dust/Wipe down wall hangings
 - Remove garbage, and place in outside container
 - Place outside trash container at street side entrance for Tuesday morning pickup.
 - Dusting/Cleaning of Computer related equipment will be the responsibility of MCIS
 - Clean and sanitize telephones
 - Wipe down any chair related plastic floor maps.
 - Empty outside ashtrays, and make sure they are located on side doors and not in front of building
 - Spot clean windows as needed, except where noted differently

- Special Instructions per room:
 - Front Entrance/Admin area
 - Clean floor mats and/or rugs
 - Clean front entrance door glass (inside and out)
 - Clean glass on admin assistance windows (inside and out)
 - Clean chairs in entry way

 - Conference Rooms
 - Organize chairs in tables, and make sure chairs are clean of debris
 - Place paper/Styrofoam coffee cups/utensils in garbage, other cups, glasses, plates, utensils move to kitchen sink.
 - Dust/Wipe tables, chairs, cabinets
 - Clean white boards UNLESS so noted on the boards to SAVE.

 - Kitchen/Break Room
 - Dust/Wipe down vending machines, cabinet doors, table and chairs
 - Clean kitchen sink, counter tops, microwave, other appliances, and table/chairs
 - Review items in dishwasher and start up dishwasher if needed.

 - Computer Room
 - DO NOT use Wet Mop on floors, instead utilize “Wet Swifter” type apparatus to clean floors and baseboard.
 - If you identify that the floor needs to be “scrubbed” with more than “wet swifter” , please coordinate with the MCIS network group.

 - Bathrooms
 - Thoroughly clean/disinfect toilets, shower, floors, ceramic walls, sink, shower doors, counter tops, mirrors



- Work Room / Developer Library area
 - Dust/Wipe down counter tops, cabinet door
 - Lightly dust top of copier, trays, and printers
 - Clean and sanitize telephones

Periodic Services

- Monthly Services
 - Clean shelving
 - Clean pop can recycling receptacle.
 - Check and replace furnace air filter (as needed).
- Semi-Annual Services (Fall/Spring)
 - Clean all windows inside and outside.
 - Clean outside and inside of refrigerator.
 - Remove all duct vents and vacuum out dust/cobwebs, clean outside of furnace and replace air filter.
 - Clean fan vent covers in bathrooms
- Yearly Services (Fall)
 - Review walls and touch with paint the marks. Walls are a flat paint and should be painted versus washed.
 - Clean Exterior HVAC vent covers to the mechanical room
 - Full cleaning of carpets in the building (Spring)
 - Wash & disinfect trash cans.

Miscellaneous Requirements

- Provider agrees that the above services will be completed as scheduled
- Provider agrees that they will document services completed in the form of a weekly checklist with initials of Provider's employee/person performing each task.
- Checklist will be placed on Admin's desk front counter prior to leaving.



Exterior Building Services

Snow Removal

- Snow removal services shall be performed on an as needed basis at the discretion of the provider, but at least when 2 or more inches of snow occur.
- On weekdays, when snowfall happens at night, parking areas, intake roads, entrances must be plowed or shoveled before 7:00 a.m.
- The provider will:
 - Remove snow from the parking lot, side exits, front entrance
 - Provide de-icer for salting front entrance areas as needed
 - Provide a snow shovel, ice scraper for MCIS employees to clear front and side entrances as needed during the work day.
 - Remove snow in front of the mail box
 - Shall not leave snow banks on either side of the driveway entrance so as not to inhibit visibility for exiting the parking lot.
 - Clean snow from exterior signs as needed.
- If icy conditions exist in the parking lot, provider will sand/salt as needed.

- Landscape / General Yard Maintenance
 - Landscape and yard services shall be performed on an as needed basis at the discretion of the provider, but follow these guidelines
 - Grass length should adhere to city ordinances, but at a minimum never exceed 5 inches
 - Provider will provide fertilizing and aeration services for the lawn, trees and shrubs at least one time per year at appropriate time to promote proper growth.
 - Remove garbage from shrubs, landscaping and/or yard, as needed.
 - Trim shrubs as needed
 - Spring and Fall, make sure shrubs, landscape beds are clean
 - In the fall make sure leaves are cleaned from the yard, rock beds, and ponds after leaves are off the trees and by end of October
 - Provide fertilizing and weed control,
 - Foresee 3-4 applications per year per your recommendation
 - Coordinate with aeration services.
 - Provide watering of shrubs, grass, and trees
 - Provider will monitor rainfall
 - Based on rainfall or if drier condition exists will provide water on grass around the main building, properly maintain moisture for shrubs around the building, and trees on the south and west side of the building. .
 - Provider will supply hoses, sprinklers and use exterior water faucets around the building to complete watering duties.



General Building Maintenance/Management Services

In this area we are looking for the bidder to provide general electrical, plumbing, carpentry, locksmithing and painting work to maintain the building.

Specific services that need to be included in the estimate are:

- Pest control services for basic management of rodents and bugs (spiders, flies, mosquitoes, gnats, termites and so forth).
- Inspect roof and clean valleys on a yearly basis.
- Inspect / Clean roof gutters and drains in late spring and fall. .
- Inspect parking lot lights, and repair/replace lamps as needed.
 - Cost for supplies such as lamps, ballast and covers will considered supply type items and chargeable to MCIS.
- Replace light bulbs in interior and exterior of building as needed
 - Cost for interior and exterior light bulbs are chargeable to MCIS
- Provide miscellaneous repairs for paint touch ups, loose trim, and so forth as needed. Specifically should be events that would not require a license professional to correct.
- Coordinate repair orders and/or addition/changes with for HVAC, plumbing, electrical, office furniture, windows, landscaping, parking lot, and so forth. Consider in your estimate the following effort:
 - Coordinating and monitor service requests and managing warranties available on equipment in order to avoid unnecessary expenses.
 - Prepare cost estimates for maintenance activities that will be billable service to MCIS, excluding miscellaneous repairs that will not require professional licensing (i.e. paint tough ups, etc.).
 - Maintain maintenance records and manuals for equipment, and store on site at MCIS.
 - If funding is required to complete service and/or repair work, review estimates and alternatives with the Executive Director to determine priority, funding, and approval.
- Provide yearly inspection and cleaning of heating and A/C Systems.
- Coordinate all sub-contractors utilized to perform repair work and make sure work is completed to specifications. Specially, insure they provide the levels of auto, general liability and workmen compensation insurance that meets MCIS guidelines, and have a certificate of insurances provided by subcontractors are updated yearly and on file at MCIS, along with W9.
- Ensure facilities and buildings are in compliance with Americans with Disabilities Act and other federal guidelines and safety regulations. Work with Executive Director to correct issues as needed.
- Coordinate with subcontractors supplies that will be needed on site: snow shovels, ice melt, garbage bags, light bulbs, and furnace filters.
- MCIS will be responsible for: Kleenex, paper towels, bathroom supplies (toilet paper, hand soap, paper hand towels).
- Make sure equipment that is out of season is stored properly.



EXHIBIT A: MCIS General Contract Requirements Addendum

The Contractor:

- Shall maintain General Liability Insurance that meets or exceeds the current levels as outlined in the Minnesota State Statutes:

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| General Aggregate | \$3,000,000 |
| Products-Completed Operations Aggregate | \$3,000,000 |
| Each Occurrence: | |
| Combined Bodily Injury and Property Damage | \$1,500,000 |
| Employer's Liability | |
| Bodily injury by: | |
| Accident - Each Accident | \$500,000 |
| Disease - Policy Limit | \$500,000 |
| Disease - Each Employee | \$500,000 |

- Shall maintain Minnesota statutory limits of workers compensation.
- Shall maintain automobile liability coverage with a minimum combined single limit of \$1,500,000.
- An umbrella or excess policy over primary liability overages is an acceptable method to provide the required insurance amounts.
- **Contractor further agrees the minimum requirements set forth above shall at all times be in an amount at least equal to the maximum liability of the MCIS under Minn. Stat. 466.04 now or as said statute is hereafter amended or as otherwise required by law, statute or rule.**
- **The General Liability and Auto Liability Insurance coverage may be reduced on individual project/vendor contracts of less than \$50,000 per year** with the approval of the MCIS Executive Director. If contract circumstances warrant, the General Liability Limit per occurrence would be reduced to \$1,000,000 per occurrence and \$2,000,000 aggregate, and the Auto Liability Limit would be reduced to \$500,000 combined single limit.
- If the Contractor is based outside the State of Minnesota, coverage must apply to Minnesota laws
- Contractor shall not commence work on the Site, or otherwise occupy the Site, until it has obtained required insurance and filed an acceptable Certificate of Insurance with MCIS. The Certificate shall:
 - List MCIS as Certificate holder and as an additional insured with respect to operations covered under the contract for all liability coverage except Workers' Compensation and Employer's Liability and Professional liability, if applicable; and,
 - Be amended to show that MCIS will receive thirty (30) days written notice in the event of cancellation, non-renewal or material change in any described policies.
- Shall have the duty to comply (without MCIS supervision) with all applicable State and Federal labor laws regarding discrimination, wages, benefits, and other conditions of employment, and provide appropriate safety measures based on relevant OSHA standards.
- Must have a current W9 on file with MCIS.
- Must not be delinquent in the payment of Federal, State or Local taxes.
- Shall hold harmless and indemnify MCIS for any and all claims caused either in whole or in part by the contractor. Example of language as follows:



- Contractor agrees to defend, indemnify and hold harmless MCIS, its officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorney fees, resulting directly or indirectly from any act or omission of Contractor, anyone directly or indirectly employed by them and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this contract and against all loss by reason of failure of said Contractor to perform fully, in any respect, all obligations under this contract
- For agreements established with other parties for the project being performed for MCIS:
 - *Contractor* agrees that any contract let by *Contractor* for the performance of the work on the Site as provided herein shall include clauses that will: (1) require the “subcontractor” to defend, indemnify and hold harmless MCIS, its elected officials, officers, agents and employees for any liability, claims, causes of action, losses, demands, damages, judgments, costs, interest, expenses (including, without limitation, reasonable attorney fees, witness fees and disbursements incurred in the defense thereof arising out of or by reason of the acts and/or omissions of said subcontractor, its subcontractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable for ; (2) require the subcontractor to provide and maintain insurance in accordance with the information presented above unless approval received from MCIS Executive Director, MCIS Committee’s, and/or MCIS Board.
- Is hereby notified that in the event of default, any and all means shall be used by the MCIS to recover damages and fees from the Contractor. All disputes that require judicial action shall be filed in Itasca County District Court.
- In addition to any other rights contained herein MCIS reserves the right to terminate, suspend or rescind this contract if the Contractor is not in compliance with the requirements contained herein and retains all rights its thereafter to pursue any legal remedies against Contractor. All insurance policies shall be open to inspection by MCIS upon written request.