

ROCK COUNTY, WISCONSIN



**NOTE:
Location Change**

**GENERAL SERVICES COMMITTEE
TUESDAY, SEPTEMBER 4, 2018 – 8:00 A.M.
UW WHITEWATER AT ROCK COUNTY – HS27 - ALLEN HALL
2909 KELLOGG AVENUE, JANESVILLE, WI**

Agenda

1. Call to Order
2. Approve Agenda
3. Citizen Participation
4. Approval of Minutes – August 7, 2018
5. Transfers
6. Resolutions
 - A. Awarding Contracts for Exterior Electrical and Siding Upgrades on the Department of Public Works Garage Exterior Walls
7. Updates
 - A. Update on 5-Year Cleaning Contract
 - B. Update on Courthouse Security
8. Communications, Announcements and Information
9. Tour of UW Whitewater at Rock County Campus
10. Adjournment

***** Please bring your Building Portfolio binder with you if you have not already turned it in for updating *****

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

August 28, 2018
DATE DRAFTED

Awarding Contracts for Exterior Electrical and Siding Upgrades on the Department of Public Works Garage Exterior Walls

- 1 **WHEREAS**, on May 7, 2017, the dirt berm next to the Department of Public Works garage
- 2 building was removed when the parking lot was resurfaced, and;
- 3
- 4 **WHEREAS**, with the removal of the berm, it will allow trucks to be parked next to the building
- 5 to better utilize space and drivers will be able to use the building for a wind block to help with
- 6 starting the trucks in the winter, and;
- 7
- 8 **WHEREAS**, insulation and sheet metal will need to be installed over the now exposed walls,
- 9 and;
- 10
- 11 **WHEREAS**, electrical outlets will need to be installed every 20 foot along the wall for plugging
- 12 in the block heater on the trucks, and;
- 13
- 14 **WHEREAS**, specifications were drafted and bids solicited separately for the siding upgrades and
- 15 the electrical upgrades with four (4) qualified electrical contractors submitting bids for that
- 16 portion of the work and two (2) general contractors submitting bids for the insulation and sheet
- 17 metal siding work, and;
- 18
- 19 **WHEREAS**, the lowest most responsive and responsible bidder was Pieper Power for the
- 20 electrical work and Gilbank Construction for the insulation and siding work.
- 21
- 22 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 23 assembled this ____ day of _____, 2018 does hereby approve and authorize
- 24 awarding contracts as follows:
- 25 > \$ 63,900 to Gilbank Construction of Clinton WI, for the siding upgrades.
- 26 > \$ 50,000 to Pieper Power of Janesville, WI, for the electrical upgrades.
- 27
- 28 **BE IT FURTHER RESOLVED**, that a 5% contingency also be approved to cover any possible
- 29 unforeseen items as follows:
- 30 > \$ 3,000.00 - Gilbank Construction
- 31 > \$ 2,500.00 - Pieper Power

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Robert Potter

Jeremy Zajac, Vice Chair

Yuri Rashkin

Tom Brien

Awarding Contracts for Exterior Electrical and Siding Upgrades on the Department
of Public Works Garage Exterior Walls

Page 2

FISCAL NOTE:

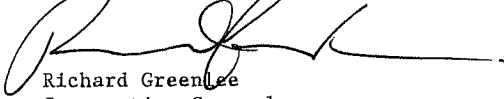
Funding for these projects were included in the 2018 budget. They are being funded by cash and the expense, as depreciation, will be recognized over time.



Sherry Oja
Finance Director

LEGAL NOTE:

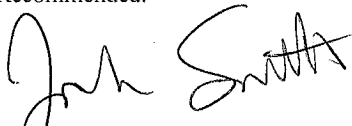
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Awarding Contracts for Exterior Electrical and Siding Upgrades On The Department of Public Works Garage Exterior Walls

On May 7, 2017, Rock County Public Works removed a dirt berm when resurfacing the parking lot. Removal of the berm allows for trucks to be able to park alongside the building for better utilization of space. Additionally, it will improve access to the trucks and the drivers will be able to use the building as a wind block to help with starting the trucks in the winter.

Now that the berm has been removed, the exposed walls will need to be insulated and new siding installed. Additionally, electrical receptacles will also be added to plug in the block heaters on the trucks.

Bids were solicited for both projects at the same time allowing contractors to bid on one or both projects. The most advantageous outcome for Rock County is to award each project separately to the lowest most responsive and responsible bidder for each project as follows:

- Gilbank Construction of Clinton Wisconsin, in the amount of \$63,900 plus a \$3,000 contingency for the installation of insulation and sheet metal.
- Pieper Power of Janesville Wisconsin, in the amount of \$50,000 plus a \$2,500 contingency for the installation of receptacles every 20 foot.



BID SUMMARY FORM

BID NUMBER 2018-32
 BID NAME DEPARTMENT OF PUBLIC WORKS-EXTERIOR ELECTRICAL UPGRADES
 BID DUE DATE AUGUST 27, 2018 – 1:30 P.M.
 DEPARTMENT FACILITIES MANAGEMENT

	PIEPER POWER JANESVILLE WI	THE MORSE GROUP FREEPORT IL	FOLEY ELECTRIC BELOIT WI	GENTZ ELECTRIC MONROE WI
BASE BID	\$ 50,000.00	\$ 61,499.00	\$ 69,500.00	\$ 73,217.00
ADDENDA	YES	YES	YES	YES
BID BOND	YES	YES	YES	YES
START DATE	10/22/18	10/1/18	10/1/18	10/1/18
COMPLETION	11/23/18	10/31/18	12/15/18	11/23/18

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Five additional vendors were solicited that did not respond. One bidder did not include a Bid Bond, so their bid was rejected.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Pieper Power

[Signature] 8-28-2018
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE



BID SUMMARY FORM

BID NUMBER 2018-34
 BID NAME DEPARTMENT OF PUBLIC WORKS-EXTERIOR SIDING UPGRADES
 BID DUE DATE AUGUST 27, 2018 – 1:30 P.M.
 DEPARTMENT FACILITIES MANAGEMENT

	GILBANK CONSTRUCTION CLINTON WI	KLOBUCAR CONSTRUCTION BELOIT WI
BASE BID	\$ 63,900.00	\$ 72,990.00
BID BOND	YES	YES
ADDENDA	YES	YES
START DATE	10/1/18	10/1/18
COMPLETION	11/15/18	12/15/18

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Three additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Gilbank Construction

B. A. Secretarial
 SIGNATURE

8-28-2018
 DATE

GOVERNING COMMITTEE APPROVAL:

 CHAIR VOTE DATE



BID SUMMARY FORM

BID NUMBER 2017-12
BID NAME CONTRACTED CLEANING SERVICES
BID DUE DATE NOVEMBER 1, 2016 – 1:30 P.M.
DEPARTMENT FACILITIES MANAGEMENT

COST PER SQUARE FOOT	JANI-KING MADISON WI	PETERSON ROCKFORD IL	SERVICEMASTER JANESVILLE WI	DIVERSIFIED JANESVILLE WI	ABM MILWAUKEE WI
2017	.084	.66	.6828	.71	1.16
2018	.085	.66	.6918	.72	1.19
2019	.086	.66	.7013	.73	1.22
2020	.087	.66	.7068	.73	1.25
2021	.087	.66	.7080	.74	1.28

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Five additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE _____

DATE _____

GOVERNING COMMITTEE APPROVAL: _____

CHAIR

VOTE

DATE

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



**#2017-12
INVITATION TO BID
CONTRACTED CLEANING SERVICES
FOR
VARIOUS ROCK COUNTY FACILITIES**

Bids due in Rock County Purchasing Division by:
November 1, 2016 - 1:30 p.m. (local time)

Bids received after this date and time will be rejected.

Bids must remain in effect 60 days from due date.

Address Bid to: Jodi Millis, Purchasing Manager
Rock County Courthouse
Purchasing Division
51 S. Main Street
Janesville WI. 53545

*****MARK SEALED ENVELOPE: #2017-12 CLEANING SERVICES *****

Rock County reserves the right to accept or reject any or all bids; to waive any technicality or error in any bid or part therein, and to accept the same or combinations, in whole or in part, whichever is deemed to be in the best interest of Rock County.

Contracts are awarded to the lowest, most qualified, responsible and responsive bidder on the basis of the base bid and full consideration of any or all alternatives, as may be in the best interest of Rock County. In determining the award of contract, Rock County will consider the scope of the work involved, timeliness of delivery, competency of bidder, bidder's ability to render satisfactory service, and past performance. If two or more bidders submit identical bids, Rock County will make award to bidder of its choice and such decision will be final.

INSTRUCTIONS FOR BIDS

The bidder is required to submit **two (2) copies (one original marked as such and one copy)** of their bid in a sealed envelope marked ITB #2017-12 to Jodi Millis, Financial Services Purchasing Division, 51 South Main, Janesville, WI 53545. All bids must be received by **1:30 p.m. (local time), November 1, 2016**. Any bid submitted after this date and time will be rejected. Vendors are responsible for ensuring that the above office receives their bid before the deadline. No faxed or electronic bids will be accepted.

Bid "packets" must be clearly labeled with vendor name, return address, bid title, date and the name of the vendor's primary contact for bid questions.

Bids shall be signed with named printed below signature. Where Bidder is a Corporation, Bid must be signed with the legal name of the Corporation followed by the legal signature of an officer authorized to bind the Corporation to contract.

INQUIRIES

All questions concerning this Invitation to Bid must be submitted **in writing** to Jodi Millis. Questions must be received by **12:00 noon (local time), October 12, 2016**. Questions received after this date and time will not be answered. Questions may be faxed to (608) 757-5539 or e-mailed to jodi@co.rock.wi.us.

No verbal explanation or instructions will be given in regard to the meaning of the drawings or specifications during the bid period. Bidders shall bring inadequacies, omissions or conflicts to Rock County's attention in writing by the question cut-off date and time. If necessary, answers to questions will be provided to all specification holders in the form of an addendum. Addendum will include a list of each question received and Rock County's response.

ADDENDA

All changes in or interpretations of the Bidding Documents prior to bid opening will be made by written addenda issued by Rock County to each recipient of the Bidding Documents on record. All addenda will be issued no later than 72 hours prior to bid opening. All addenda or notice of addenda will be posted on Rock County's website, www.co.rock.wi.us.

PROJECTED TIMETABLE

Issue Invitation to Bid	09/23/16
Questions Due	10/12/16 – 12:00 noon
Amendments Issued by	10/17/16 – 5:00 p.m.
Bids Due	11/01/16 – 1:30 p.m.
Evaluation of Bids	11/01/16 – 11/15/16
Governing Committee Approval	11/15/16
County Board Approval	11/17/16
Contract Execution	01/01/17

Vendors not involved in the final selection process will be notified in writing. The above schedule is for informational purposes only and is in no way binding upon Rock County.

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's bid, become the property of Rock County. We will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Rock County's determination to treat matters as public or confidential under the Wisconsin Open Records Law shall be final.

BID AND PRESENTATION COSTS

Rock County will not be liable in any way for any costs incurred by the offerors in the presentation of their bid in response to this Invitation to Bid nor for the presentation of their bid and/or participation in any discussions or negotiations.

COMPLIANCE WITH INVITATION TO BID

Bids submitted must be in strict compliance with the Invitation to Bid. Failure to comply with all provisions on the ITB may result in disqualification. Failure to visit the site or failure to examine any and all Contract Documents will in no way relieve the successful Bidder from necessity of furnishing any materials or equipment, or performing any work, that may be required to complete the work in accordance with the drawings and specifications. Neglect of the above requirements will not be accepted as reason for the delay in the work or additional compensation.

IMPLIED REQUIREMENTS

Products and services that are not specifically addressed in this Invitation to Bid, but which are necessary to provide functional capabilities proposed by the offeror, must be included in the bid.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation, national origin, or military service as defined in §111.355(1), Wis. Stats. This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause (Wisconsin Statutes S.16.765 (2)).

INDEMNIFICATION

The contractor to perform services for Rock County shall indemnify, hold harmless, and defend Rock County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Rock County where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the contractor.

INSURANCE REQUIREMENTS

The Contractor further agrees that in order to protect itself and County it will at all times during the term of this agreement keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies by a company or companies authorized to do business in Wisconsin with limits of:

Personal and bodily injury	Per person	\$1,000,000
	Per accident	\$2,000,000
Property damage:	Each Occurrence	\$500,000
	Aggregate	\$500,000

Coverage shall apply as primary with County named as an added insured. Contractor shall furnish satisfactory proof of insurance to County prior to the date of Contract Execution, or commencing work for the County.

REQUEST FOR CLARIFICATION

All requests by Rock County for clarification of bids will be in writing. Such requests shall not alter the offeror's pricing information contained in its bid.

PROOF OF COMPETENCY OF BIDDER

Any Bidder may be required to furnish evidence satisfactory to Rock County that the Bidder and proposed subcontractors have sufficient means, expertise, financial ability, and experience in the types of work bid to assure completion of the Contract in a satisfactory manner.

DEBARMENT

The Contractor certifies through signing their Bid that neither the Contractor nor any of its principals are debarred, suspended, proposed for debarment or declared ineligible by any federal department or agency. In addition, the Contractor shall notify Rock County within five business days in writing by registered mail if the Contractor or its principals receive a designation from the federal government that they are debarred, suspended, proposed for debarment, or declared ineligible by a federal agency.

MODIFICATION AND WITHDRAWAL

Bids may not be modified after submittal. Bidders may withdraw Bids at any time before the Bid opening, but may not resubmit them. No Bid may be withdrawn or modified after the Bid opening except where the award of Contracts has been delayed for more than 60 days from the day of the Bid opening.

DEVIATION AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications will be described fully under the bidder's letterhead, signed, and attached to the Bid. In the absence of such statements, the bid will be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable.

DISQUALIFICATION

Rock County reserves the right to disqualify Bids, before and after opening upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the Bidder.

QUANTITIES

Quantities shown within the Invitation to Bid are based upon estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs or availability of funds.

AWARD

Award will not be made to any Bidder in default of a Contract with Rock County, or to any Bidder having as its agent or employee, any individual previously in default or guilty of misrepresentation.

NOTICE TO PROCEED

Written notice of award to successful Bidder shall be in the form of a Purchase order from Rock County mailed or delivered to the address shown on the Bid and will be considered sufficient notice of acceptance of Bid, intent to award the Contract, and "Notice to Proceed" with the work.

CANCELLATION

Rock County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.

APPLICABLE LAW

All contracts are governed under the laws of the State of Wisconsin and are made at Rock County, Wisconsin, and venue for any legal action to enforce the terms of the agreement will be in Rock County Circuit Court.

ASSIGNMENT

No right or duty in whole or in part by the contractor under any purchasing contract may be assigned or delegated without the written consent of Rock County.

GUARANTEED DELIVERY

Failure of the contractor to adhere to the delivery of services schedule that is specified or to promptly replace rejected materials renders the contractor liable for all costs in excess of contract price if alternate procurement is necessary. Excess costs include administrative costs.

PATENTS

By accepting a contract or purchase order from Rock County, the vendor or contractor guarantees that the sale or use of the items or goods being provided will not infringe any United States patent, and covenants that it will at its own expense defend every suit which may be brought against Rock County, (provided that such party is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such article or articles, and agrees that it will pay all costs, damages and profits recoverable in such suit. The party selling to Rock County guarantees that the items or goods being provided were manufactured in accordance with applicable federal labor laws.

QUALITY LEVEL

Unless otherwise indicated in the Invitation to Bid, all materials shall be first quality. Items which are used, obsolete, or which have been discontinued are unacceptable without prior written approval by Rock County.

SAFETY REQUIREMENTS

Materials, equipment and supplies provided to the County must comply fully with all safety requirements that are set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA standards. When furnishing toxic or hazardous materials as defined in sub-part "Z" of the U. S. Occupational Safety and Health Standards, the contractor must furnish OSHA Form 20, "Material Safety and Data Sheet", for each item provided. Further, during the course of performing the service necessary to satisfy the requirements of any Invitation to Bid, the contractor is fully liable for public and private protection while work is in progress or at any site exposed as a potential hazard. Contractor must provide warning devices and/or signs, which must be prominently installed and displayed, and be fully in compliance with safety regulations.

TAXES

Rock County is exempt from the payment of all federal excise taxes, registration no. 41407 (For tax-free transactions under Chapter 32 of the Internal Revenue Code. The certificate of exemption is on file with the District Attorney, U. S. Treasury Department, Internal Revenue Service, Milwaukee, Wisconsin). Rock County is exempt from Wisconsin State and Local taxes on its purchases except Wisconsin excise tax as the Wisconsin Department of Revenue does not issue state exempt numbers to Counties per Wisconsin Statute 77.54 (9) (a). Contractors performing construction activities are required to pay state user tax on the cost of materials which they purchase. Rock County is required to pay an excise tax on Wisconsin beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel engine oil and aviation fuel.

CONTRACT PERIOD

The objective of this Invitation to Bid is to enter into a three-year contract with the option to renew for two additional one-year periods, not to exceed a total of five years.

SITE VISITS

Contractors shall contact Mike Connor, Facilities Superintendent at (608) 757-5634 or mike.connor@co.rock.wi.us to arrange to tour the following buildings:

Rock County Courthouse
911 Communications Center
Council on Aging/Health Department
Sheriff's Diversion
Sheriff / Jail Offices
Job Center
Youth Services Center
Eclipse Center
Human Services Franklin Street Office
Human Services Court Street Office

Contractors shall contact David Froeber, Facilities Superintendent at (608) 757-5060 or david.froeber@co.rock.wi.us to arrange to tour the following buildings:

Rock County Health Care Center

NOTE: Rock County will not answer any questions during the site visits. All questions concerning the bid shall be submitted in writing to Jodi Millis as outlined on page 2.

SPECIFICATIONS

A. SCOPE OF WORK

1. The Contractor shall provide all personnel, training, equipment, tools, materials, supervision, and services necessary to perform custodial services as specified in contract for cleaning services at the following:
 - a. Janesville locations:
 - Rock County Courthouse
 - 911 Communications Center
 - Public Health Department
 - Council on Aging
 - Sheriff's Diversion
 - Youth Services Center
 - Job Center
 - Sheriff's Offices
 - Health Care Center
 - Human Services Franklin Street Facility
 - Human Services Court Street Facility
 - b. Beloit Eclipse Center leased areas:
 - Human Services
 - Public Health Department
 - Veterans Services
 - UW Extension
2. The Contractor shall perform to the standards in this contract. The Contractor shall provide a square-foot price for any deletions or additions to this contract during the base year and two option years.
3. The Contractor shall schedule and perform 100% of the work at frequencies listed in the Task and Frequency Charts, plus any other related services designated herein. The standards defined and the frequencies listed in the Task and Frequency Charts are the minimum standards and frequencies that must be maintained.

B. PERSONNEL

1. Contract Manager

- a. The Contractor shall provide a contract manager who shall be responsible for the performance of the work.
- b. The name of this person and an alternate(s), who shall act for the Contractor when the contract manager is absent shall be designated in writing to Rock County Facilities Management (RCFM) prior to contract start date.
- c. The contract manager shall not rely on RCFM to remind him/her of reports, schedules, etc. that are due.
- d. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract.
- e. The contract manager or alternate shall be available during normal business hours (8:00 a.m. to 4:30 p.m., Monday through Friday) to meet with RCFM personnel to discuss problem areas.

2. Employees

- a. Rock County reserves the right to restrict the employment of any Contractor employee, or prospective Contractor employee, who is identified as a potential threat to the health, safety, security, general wellbeing, or operational mission of the facility and its population.
- b. Contractor personnel shall groom and attire themselves in a neat, clean manner appropriate to the conduct of government business.
- c. The Contractor shall not employ any person who is an employee of Rock County if the employment of that person would create a conflict of interest.
- d. The absence of Contractor employees at any time shall not constitute an excuse for nonperformance of required duties under this contract.
- e. The Contractor and his employees shall be subject to all rules and regulations relative to entering and leaving each facility.
- f. All employees shall be physically able to do their assigned work and shall be free of communicable diseases.
- g. Contractor's employees shall not disturb papers on desks, open desk drawers or cabinets, or use telephones, copy machines or other equipment provided for official County use.
- h. Contractor employees shall be trained in the knowledge and the safe use of chemicals, cleaning compounds, and equipment operation.
- i. Contractor employees shall report fires and hazardous conditions to RCFM. Items in need of repair, such as burnt out lights, leaky faucets, toilet stoppages, etc., shall be reported to RCFM.
- j. If employees discover open safes, they should report that to RCFM.

3. Security Requirements

- a. The contractor shall be required to perform background checks on all employees that will work under this contract. The background check shall be at the expense of the contractor and proof shall be submitted to RCFM prior to the start of work under the contract.
- b. Employees without properly executed forms will not be allowed to work at the facility.
- c. The contractor and contract employees shall be subject to all rules and regulations relative to entering and leaving all Rock County facilities and to parking in authorized parking areas.
- d. The contractor shall become familiar with the difficulties involved with the cleaning of secure areas in the buildings covered by this contract. When cleaning is scheduled in secure areas, personnel will be expected to contact Rock County staff for access.
- e. The contractor is responsible for locking secure areas after cleaning and for the return of keys to their proper storage place.

4. Badges

- a. All contracted employees shall wear badges above the waist, on the front of the body, and on outermost clothing at all times. This is required to assure that unauthorized persons do not use the badge for access to this facility.

5. Training

- a. The Contractor is responsible for training all individuals as they are hired on the correct cleaning and disinfecting procedures accepted by the custodial profession as written in professional publications, periodicals, trade magazines, etc.
- b. The Contractor is responsible for training all employees in the use of Safety Data Sheets (SDS), how to recognize hazards, personal protection, labels, etc., as required by the OSHA Hazard Communication Standard, 1910.1200.
- c. Contractor shall maintain a Safety Data Sheet Log on site as required by Rock County Safety Committee. A list of each chemical being used on site and copy of each SDS sheet shall be given to RCFM.
- d. Safe methods and proper dilution of chemicals to retain the integrity of the Environmental Protection Agency standards for germicidal disinfectants.

C. QUALITY CONTROL

1. Quality Control Plan

- a. The Contractor shall establish and maintain a complete Quality Control Plan to ensure the requirements of the contract are provided as specified.
- b. One copy of the Contractor's Quality Control Plan shall be provided to RCFM prior to the contract being approved.
- c. An updated copy must be provided to RCFM on the contract start date and as changes occur.
- d. The plan shall include:
 - A work scheduling system based on the services indicated in the task and frequency charts for cleaning and the indicated time frames shown in the remark column.
 - The work schedule shall show by building and area, the day and shift when tasks will be accomplished.
 - The Contractor shall comply with the submitted schedules as approved by the RCFM.
 - An inspection system covering all the services listed on the Frequency Task Chart.
 - The inspection system must specify the areas to be inspected on both a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.
 - The inspection schedule shall list methods for identifying and preventing deficiencies in the quality of service performed before the level of performance becomes unacceptable.
 - Records of all inspections conducted by the Contractor and necessary corrective action taken shall be made available to Rock County during the term of the contract.
 - Step-by-step procedures for proper cleaning of restrooms, showers, and locker rooms to prevent the spread of infectious and contagious diseases.
 - Correct floor care procedures for floor maintenance and carpet maintenance performed by personnel.

D. PHYSICAL SECURITY

1. The Contractor shall be responsible for safeguarding all County property provided for Contractor use.
2. At the close of each work period, all County facilities, equipment and materials shall be secured.

E. HOURS OF OPERATION

1. The County facilities normal hours of operation are as follows:

Monday through Friday 8 a.m. to 5 p.m.

Courthouse

Council on Aging / Public Health Department

Health Care Center

Job Center

Human Services Franklin Street Office

Human Services Court Street Office

UW Extension / Veterans Services – Beloit Eclipse Center

Human Services – Beloit Eclipse Center

Public Health Department – Beloit Eclipse Center

Sheriff's Diversion Office

24/7 Operations

911 Communications Center

Sheriff's Office & Jail

Youth Service Center

- Contractor shall be required to complete tasks between the hours of 5:00 p.m. and 6:00 a.m. at all locations.
 - Contractor shall have staff available to completing some tasks between the hours of 8 a.m. and 5 p.m. if agreed upon between the RCFM and the Contractor.
 - In many cases, the hours when services are to be performed are shown elsewhere in this contract.
 - Where no hours are shown, performance shall be at times mutually acceptable to the Contractor and the RCFM; however, cleaning operations are not to interfere with the normal operations of Rock County services.
2. Recognized Holidays. Holidays observed by Rock County employees during the term of this contract are as follows:
 - New Year's Day
 - Good Friday
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 3. Specified hours of performance are not shown for some of the services required in this contract. Such work is to be accomplished at times approved by RCFM to ensure that there is no with conflict County operations.

F. CONSERVATION OF UTILITIES

1. The Contractor shall instruct employees in utilities conservation practices.
2. The Contractor shall be responsible for operating under conditions, which conserve utilities and shall include the following:
 - a. Lights shall be used only in areas where and when work is actually being performed.
 - b. The workers shall not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems.
 - c. Water faucets or valves shall be turned off after the required usage has been accomplished.

G. LOST AND FOUND PROPERTY

It is the responsibility of the Contractor to ensure that all items of possible personal or monetary value found by the Contractor's employees are turned in to the RCFM.

H. FLOOR COVERINGS

Floor coverings vary and include, but are not limited to, vinyl tile, ceramic tile, composition tile, concrete, Terrazzo, carpet, and carpet tiles. The Contractor shall be responsible for cleaning each type of floor covering in the prescribed method recommended by manufacturers and acceptable to the custodial industry.

I. SAFETY

Contractor is responsible for instructing his employees in appropriate safety measures and informing them of their obligation to obey existing regulations. In addition, the Contractor shall not permit placing or using of mops, brooms, or equipment in traffic lanes or other locations in a manner to create a safety hazard and shall provide appropriate warning signs for slippery areas.

J. STORAGE SPACE AND JANITOR'S CLOSETS.

1. Space may be assigned to the Contractor by the RCFM for the storage of bulk supplies and the equipment which will be used in the performance of the work.
2. The County shall not be responsible for damage, maintenance of, and/or loss to Contractor's stored supplies, materials, equipment, or the personal belongings of Contractor's employees caused by fire, theft, accident, or otherwise.
3. Failure to keep any of the facilities described above in a clean and orderly condition, unsatisfactory to the RCFM, may result in the withdrawal of the privilege of using them.
4. Dirty water and cleaning solutions shall be disposed of in slop sinks or floor drains designated by the RCFM. Floors and fixtures in areas where water is obtained and disposed of shall be kept clean, neat, and sanitary at all times.

DEFINITIONS

A. TERMINOLOGY

As used throughout this statement of work, the following terms shall have the meanings set forth below:

1. Rock County Facilities Management (RCFM): The Government person responsible for checking Contractor performance.
2. Acceptable Quality Level (AQL): The number of defects, the maximum percentage of defective work, or the maximum number of defects per hundred units that will be allowed before work is considered unsatisfactory.
 - AQL does not imply that the contractor may knowingly perform in an unsatisfactory way. It means that the Government recognized that unsatisfactory performance might occur unintentionally.
 - When unsatisfactory performance does not exceed the AQL, the service shall not be subject to payment reduction by the Government.
 - The contractor, however, must perform all unsatisfactory work again unless excused by the RCFM.
3. General Floor Maintenance:
 - All floors not having carpet or specified elsewhere as having special flooring, shall receive regular floor maintenance.
 - After receiving floor maintenance, the entire floor shall have a uniform glossy appearance and be free of scuff marks, heel marks and other stains and discoloration.
 - This uniform glossy appearance shall be the acceptable standard.
 - All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc.
 - Chairs, desks, trash receptacles and easily movable items shall be tilted or moved to maintain floors underneath.
 - All moved items shall be returned to their proper position when all operations have been completed.
 - Floor maintenance includes the techniques of dry buffing, spray buffing, stripping and waxing as required to achieve the above stated results.
 - Techniques used shall depend upon the materials, equipment and personnel used to do the job and the volume of traffic received by a given floor area.
 - Contractor shall schedule the application of floor maintenance techniques to room or hallway-sized sections needing work based upon traffic and usage to keep the entire floor up to the standard.
4. Walk-off Mat Cleaning:
 - Carpet-type entrance mats shall be vacuumed to remove soil and grit and to restore resiliency of the carpet pile.
 - Rubber or polyester entrance mats shall be swept, vacuumed, or washed to remove soil and grit.
 - Soil and moisture underneath entrance mats shall be removed and mats returned to their normal location.

5. Vacuum Carpet:

- After being vacuumed, the carpeted floor shall be free of all visible litter and soil.
- All spots shall be removed as soon as noticed.
- Contractor is responsible for spot cleaning of carpet areas as necessary to assure uniform appearance of the carpet area.
- Only those methods recommended by manufacturer's maintenance instructions and current stain removal charts shall be used.
- Tearing burns and raveling or other damage shall be brought to the attention of the RCFM.

6. Steam Clean Carpet:

- All carpets shall be cleaned using commercially available "minimum moisture" techniques unless specified in the frequency task chart as a dry chemical method only with vacuum extraction.
- Commercial process to be used must be approved in advance with the RCFM.
- Contractor shall schedule work to be performed on weekends or low peak periods to allow for thorough drying.
- Contractor shall coordinate work schedule with RCFM.
- Moveable furniture, trash receptacles and easily moveable items shall be moved by the contractor to insure maximum cleaning of carpet areas.
- Furniture or other equipment moved during cleaning of carpet shall be returned to their original positions after carpet is dry.

7. Vacuum/Sweep Tile Floor:

- After the floor has been vacuumed/swept, the entire floor surface, including corners and abutments shall be free of litter, dust, and foreign debris.
- Chairs, trash receptacles, and easily moveable items shall be tilted or moved to sweep underneath.

8. Mop Floors:

- After the floor has been swept, all accessible areas shall be mopped.
- Chairs, trash receptacles, and easily moveable items shall be moved to mop underneath.
- After being mopped, the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or any evidence of soil, stains, film debris, or standing water.
- There shall be no splash marks or mop streaks on furniture, sills, baseboards, etc., or mop strands remaining in the area.
- Wet floors shall be identified with appropriate signs for employee safety.
- Wood or carpeted floors shall not be mopped.

9. Strip/Wax/Buff Tile Floors:

- During the stripping operations, all old wax marks and any foreign matter down to the surface of the floor covering or finish shall be removed.
- All stripping is to be done in accordance with the best commercial practice, using chemical stripping agents or abrasives, or a combination of both.
- Care shall be taken not to damage the floor surface.
- Immediately prior to machine scrubbing, the floor shall be swept.
- Immediately prior to waxing, the floor shall be damp mopped, scrubbed or stripped as specified for each particular area.
- Floors shall be allowed to dry properly before wax is applied.
- If the floor has been stripped, the stripping agent shall have been removed or neutralized before waxing.
- Thin, even uniform coats of non-slip floor wax, approved by the RCFM, shall be applied over the entire floor area.
- Hand buffers shall only be permitted when power equipment cannot do the particular buffing job required.
- Where wax had been applied, it shall be allowed to dry properly before buffing.
- The finished area shall be free of streaks, mop strands, trash, etc., and polished to an acceptable luster.

10. Clean Plumbing Fixtures/Mirrors:

- Clean restroom fixtures, such as but not limited to:
 - utility sinks
 - lavatories
 - commodes
 - commode seats
 - urinals
 - mirrors
 - wastepaper receptacles
 - paper towel holders
 - flush valves
 - fixture trim
- Thoroughly clean by methods, chemicals, and equipment, all of which were made for and intended, and/or recommended by, reliable sources to be used for required cleaning of the type surfaces and materials involved.

- Thorough and complete cleaning shall include but not limited to:
 - Complete removal of all foreign matter, scum, dirt, water spots, grease, spillage, drippings, stains, filth, encrustation, and any other substance where disease spreading bacteria thrive
 - Completely check hidden areas to ensure that all complete removal as stated above has been accomplished
 - Completely sanitize commodes, commode seats, urinals, and flush valves with those products that have been tested and proven by reliable sources to be effective in giving a lasting bacteriostatic effect against bacteria contamination and growth.
 - A deodorant/disinfecting solution shall be used during mopping and thorough cleaning of floor.
 - Wastebaskets shall be emptied daily.
 - Spot clean restroom walls and toilet stalls.
 - Clean all bright metal surfaces.

11. Collect Paper/Trash:

- All wastebaskets, cigarette butt receptacles, and other trash containers shall be emptied and returned to their initial location.
- Wash inside and out or steam-clean cans used for collection of food remnants each day.
- Boxes, cans and papers placed near a trash receptacle and identified, as "TRASH" shall be removed.
- Any obviously soiled or torn plastic trash receptacle liners in such receptacles shall be replaced.
- Ashes and debris shall be removed from cigarette butt receptacles and placed in a nonflammable container.
- Contractor shall dispose of trash in plastic bags secured with bag ties.
- Collected trash shall be deposited in the approved trash collection containers.
- Contractor shall collect all packing materials and empty shipping containers and place in designated trash receptacle.

12. Clean Walls/Ceilings/Plenum:

- Low cleaning shall be all dust, lint, litter and dry soil shall be removed from the horizontal and vertical surfaces to a line 7'0" above the floor level shall include but not limited to:
 - desks
 - chairs
 - file cabinets
 - other types of office furniture and equipment
 - ledges
 - windowsills
 - handrails
 - door frames
 - doors
- Cleaning of operational equipment must be coordinated in advance with operational personnel on duty.

- Cleaning products for various surfaces and finishes shall be approved by the RCFM prior to use.
- Vacuuming of fabric-covered furniture, draperies, blinds, and waxing and polishing of furniture.
- High cleaning shall be all dust, lint, litter, and dry soil shall be removed from all surfaces above 7'0", which includes but is not limited to:
 - Piping
 - cable trays and their supports
 - Venetian blinds
 - vertical shades

13. Replenish Soap/Paper Products:

- Restrooms shall be stocked so that supplies are continuously available.

14. Dusting:

- Dust shall not be moved from spot to spot, but removed directly from the areas in which it lies by the most effective means - appropriately treated dusting cloths, vacuum tools, etc.
- When doing high cleaning, dust shall not be allowed to fall from high areas on to furniture and equipment below.
- The following conditions shall exist after the completion of each dusting task:
 - There shall be no dust streaks
 - Corners, crevices, molding, and ledges shall be free of all dust.
 - There shall be no oils, spots, or smudges on dusted surfaces caused by dusting tools.

15. Clean Interior Window Surfaces:

- After window has been cleaned, all traces of film, dirt, smudges, water, and other foreign matter shall be removed from frames, casings, sills, and glass.
- Where sunscreen film materials are applied, only non-abrasive cleaners approved by the film manufacturer shall be used.
- Cleaners containing ammonia shall not be used.
- Glass entrance doors and glass store fronts shall be cleaned daily.
- Remainder of windows shall be scheduled with RCFM and work shall be completed within one week, unless RCFM allows otherwise.

16. Clean Exterior Window Surfaces:

- Exterior window surfaces consist of:
 - Glass entrance doors
 - Glass store fronts
- After a window has been cleaned, all traces of film, dirt, smudges, water deposits, and other foreign matter shall be removed from the frames, casings, sills, and glass.
- Exterior window surfaces should be cleaned daily. The upper exterior window surfaces shall not be included in this contract.

17. Clean Blinds:

- Blinds shall be cleaned according to manufacturers recommended method of cleaning.
- Blinds shall not be removed from window facing.

18. Clean Glass Doors/Walls:

- Includes all glass partitions, interior and exterior glass doors, display cases, directory boards, and draft shields on windows, mirrors, and adjacent trim.
- After glass cleaning, there shall be no traces of film dirt, smudges, water, and other foreign matter.
- Clean glass doors and other glass in front entrances and polish push plates.

19. Police Pick up Trash:

- Police and pick up areas in and around all outside entrances.
- Sweep and pick up around outside entrances.

B. GENERAL TASK CLARIFICATION

1. Clean Drinking Fountain:

- Disinfect all porcelain and polished metal surfaces, including the orifices and drain.
- After cleaning, the entire drinking fountain and the splash areas around the fountain shall be free from streaks, stains, spots, smudges, scale, and other obvious soil.
- Clean all bright metal surfaces.

2. Minor Construction Cleanup:

- Spot vacuum and spot clean adjacent areas to prevent scattering and tracking of debris.

COUNTY-FURNISHED PROPERTY AND SERVICES

A. GENERAL

The County shall provide, without cost, the facilities, equipment, materials, and/or services listed below.

B. PROPERTY

1. Facilities

- The County shall furnish designated storage space for work related to this contract.
- The Contractor shall not construct any new building facilities or structures on County property nor make any structural changes without written approval of the RCFM.
- Structural repairs required during the term of the contract shall be reported to the RCFM for appropriate action.
- The Contractor shall reimburse the County for repairs not attributable to fair wear and tear.

2. The Contractor shall maintain such building space to the same standards as similar areas occupied by the County.

3. The Contractor shall vacate such building space and restore the premises to the conditions in which received at his/her expense, fair wear and tear excepted, by the time stated for contract completion.

C. SERVICES

1. Utilities

- The County shall furnish natural gas, electrical power, sewer service, and water at no cost to the Contractor during performance of the contract.
- These utilities are to be used only in connection with the performance of this contract.

D. SUPPLIES

1. The County shall furnish the following restroom supplies.

- Dishwashing Soap
- Hand Soap
- Paper Hand Towels
- Toilet Paper
- Air Fresheners
- Deodorizer spray
- Deodorant for urinals/toilet bowls

CONTRACTOR-FURNISHED ITEMS AND SERVICES

A. GENERAL

Except for those items or services specifically stated to be County furnished or provided, the Contractor shall furnish everything necessary to perform the duties of this contract.

B. EQUIPMENT & TOOLS

The Contractor shall furnish all equipment and tools necessary to properly perform the work defined in this contract.

1. Equipment

- All equipment shall have bumpers and guards to prevent marking or scratching of fixtures, furnishings, or building surfaces.
- All electrical equipment used by the Contractor shall be Underwriter's Laboratories (UL) approved or equivalent for overseas area.
- All equipment must operate using existing building circuits.
- It shall be the responsibility of the Contractor to prevent the operation or attempted operation of electrical equipment, or combinations of equipment, which require power exceeding the capacity of existing building circuits.
- Vacuums for carpeted floors shall be of commercial quality.

C. SUPPLIES

1. The contractor shall supply the following:

- Plastic Trash can Liners
- Cleaners
- Disinfectants
- Polishes
- Tile cleaner
- Floor wax
- Plain rags
- Dust control rags
- Feather dusters
- Signs for wet floor

2. Samples of supplies and materials shall be submitted to RCFM for approval prior to contract start and whenever a change occurs.

CONTRACT ADMINISTRATION DATA

A. ROCK COUNTY FACILITIES MANAGEMENT (RCFM)

The Rock County Facilities Management Director may designate staff to act as his authorized representative for some contract administration functions not involving a change in the scope, price, terms or conditions of the contract.

The representative shall have limited authority to act for the Facilities Management Director.

The Rock County Facilities Management Director shall discuss the exact duties and responsibilities of the representative with the selected contractor.

B. APPROVALS

All materials or methods not specified and which the Contractor proposes to use shall be approved by the RCFM.

It is not intended to preclude the use of new, accepted and approved products or methods.

C. INVOICES

Payment shall be made monthly in arrears. The following information is required on invoices for recurring contracts:

- Invoice date.
- Name of business and complete mailing address.
- Remittance address if different from mailing address where check is to be sent.
- Federal tax identification number.
- Description and monthly charges must agree with information on contract.

D. INTERFERENCE WITH BUSINESS

The service shall be performed in such a way that there shall be no interruption to, or interference with, the normal operation of Rock County business on the premises.

E. OTHER CONTRACTS

Rock County may undertake or award other contracts for additional work and the Contractor shall fully cooperate with such other Contractors and County employees and carefully fit his own work to such additional work as may be directed by the RCFM.

- The Contractor shall not commit or permit any act, which shall interfere with the performance of work by any other Contractor or by Rock County employees.

F. CORRESPONDENCE

Proper routing and distribution of correspondence is required to ensure that RCFM has knowledge of pertinent action taken relating to the contract.

The Contractor shall furnish copies of all written correspondence including transmittal letters to the RCFM.

G. ORDINANCES

The Contractor shall comply with all local laws, ordinances and regulations, and shall obtain and pay for all necessary permits and licenses.

SPECIAL CONTRACT REQUIREMENTS

A. SECURITY

The Contractor and each of his employees engaged in work at the Sheriff's Office under this contract may be required to pass additional Security clearance.

Only Contractor's employees who receive favorable security checks shall be allowed to work at the Sheriff's Offices under this contract. Those who receive unfavorable security checks shall not be allowed to work the Sheriff's Offices.

It is a requirement of the Contractor to provide sufficient backup employees to fill in for unexpected absences or resignations.

B. EMPLOYEE IDENTIFICATION

Badges must be worn on the outer garment and must be clearly visible and identifiable.

C. SUPERVISION OF SERVICES

The Contractor shall arrange for satisfactory supervision of the contracted work.

The supervisor shall be available at all times during the contract period for consultations with the RCFM or his representative.

D. PERFORMANCE EVALUATION

All work shall be performed in a workmanlike manner and with a minimum of interference with activities of Rock County. All services performed by the Contractor shall be performed to Rock County's satisfaction. The authorized RCFM representative shall perform inspection and acceptance by Rock County.

For any day that service is required and the Contractor does not perform, and/or does not provide another party to perform for him, Rock County shall deduct for each day service is not accomplished. If the Contractor fails to provide another party to perform contracted services, Rock County may do so. Any excess costs to Rock County resulting from such action shall be withheld from any monies due the Contractor.

Any time that deficiencies are noted in the services performed and the Contractor fails or refuses to satisfactorily correct such condition of unsatisfactory performance within four hours after notification of the Contractor (or within an extended period authorized by the RCFM, Rock County may hire another party to cure the deficiencies. Any costs to Rock County resulting from this action shall be withheld from any monies due or to become due to the Contractor.

SCOPE OF WORK

A. DAILY NEEDS

1. Clean all toilet bowls, urinals, urinal/toilet wall partitions, basins, mirrors, baby changing stations, wall tile and floors with acceptable cleansing agent and disinfectant solutions shall be used when needed. Acceptable de-liming solutions shall be used when needed. Keep floor tile grout near urinals and basins clean in color to match other floor tile grout.
2. Replenish paper towels, toilet paper, urinal deodorizers and screens and soap dispensers with materials furnished by County.
3. Empty and clean all ashtrays (outside).
4. Clean all drinking fountains and stainless steel or slate sinks and remove all lime deposits.
5. Empty and clean urns and trash receptacles and put in liners (**provided by cleaners**). Liners shall be replaced if soiled in any way. All trash shall be bagged and deposited in trash dumpsters provided according to recycling guidelines. Regular trash must not be co-mingled with recyclable materials. Close dumpster lids after trash is emptied to prevent rodents and weather elements from entering dumpster.
6. Wet mop all tile or vinyl floors in wet weather near all entrances and down halls to remove all outdoor residues.
7. Spot vacuum, spot clean, spot mop (wet and dry) all carpets, rugs and floors to remove all visible residue. Floors and carpets shall be free of dust, soil, gum, spots, stains and other debris.
8. Clean all glass door panels, side lights, storefronts and partitions. Method of cleaning and cleaning agent shall leave the glass streak and film free.
9. Clean or spot clean all furniture and windowsills to remove accumulations of dirt. Clean desk tops only when the desktop is clear of paperwork, files etc.
10. Clean with clear water all chalkboards, dry erase boards or marker boards unless word "SAVE" as noted or when courtroom chalkboard or marker board has been marked as an exhibit. Erasers shall be vacuumed.

B. WEEKLY NEEDS

1. Dust or polish all furniture and windowsills, except employee desks.
2. Wipe down and clean all elevator doors, frames, interior surfaces and sliding door tracks.
3. Vacuum rugs and runners, removing all dirt underneath, making certain to vacuum in corners and along baseboards. Remove all spots.
4. Wet mop all vinyl, terrazzo and tile floors. Clean baseboards and corners. Staircases shall be swept and scrubbed to remove all dirt within surface grooves. Residue on walls and mopboards left by mopping and waxing shall be removed.
5. Clean glass areas and frames in entryways and glass partitions, inside and out. Cleaning agent shall leave the glass streak and film free.
6. Wipe cobwebs out of corners, etc.
7. Clean and polish kick plates and thresholds on doors.
8. Spot clean walls, doors and doorframes.
9. Clean and wash bugs and dust from light fixtures and shades.

NOTE: Extreme care must be taken when cleaning floors to avoid damaging doors, doorframes and baseboards. When cleaning baseboards, ledges and sills, care must be taken to avoid damaging or dirtying painted surfaces.

C. HARD SURFACE FLOOR CARE

(Does not include work described under daily and weekly needs in specifications.)

1. ANNUALLY: On an annual basis, all floors in all buildings shall be thoroughly stripped, followed by two coats of sealer and three coats of non-slip wax. Hard surface floor care also includes areas under movable furniture.
2. QUARTERLY: (three quarters remain after annual event above): On a quarterly basis, hallways and high traffic areas shall be thoroughly cleaned and refinished with two coats of wax. All remaining areas shall be scrubbed and refinished semi-annually (approximately 6 months after annual event above).
3. BI-WEEKLY: Every two weeks hallways and high traffic areas shall be buffed and polished. All remaining areas shall be buffed and polished monthly.

NOTE: Great care shall be taken not to damage office equipment, furniture, doors and baseboards. Floor receptacles shall be protected from moisture.

NOTE: All hard surface floor care shall be noted as complete, by building and office location. Each location shall be invoiced separately.

D. CARPET CARE

(Does not include work described under daily and weekly needs in specifications.)

1. All carpeting shall be thoroughly, deep-cleaned once per year.
2. High traffic areas shall be cleaned on a quarterly basis.

NOTE: Method of carpet cleaning shall promote the longevity of the carpet fibers. Method of cleaning shall be pre-approved RCFM.

NOTE: The Rock County Job Center is periodically open after 5:00 p.m. for meetings. All floor care must be scheduled at least 48 hours in advance.

E. INTERIOR WINDOW CLEANING

1. Interior window cleaning shall be completed at a time mutually agreed upon between RCFM and the cleaner.
2. All interior surfaces shall be cleaned.
3. Clean sills, frames, screens and storms.
4. Sweep or vacuum out between windows.
5. Vacuum drapes and dust off curtain rods and mini blinds.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



**#2017-12
INVITATION TO BID
CONTRACTED CLEANING SERVICES
FOR
VARIOUS ROCK COUNTY FACILITIES**

YEAR	COST PER SQUARE FOOT
2017	\$
2018	\$
2019	\$
2020	\$
2021	\$

NOTE: Award shall be made to the most responsible and responsive bidder based on the square footage costs as outlined in Appendix A. Prior to January 1, 2017, the awarded contractor shall meet with Rock County to determine exact square footages (carpet, concrete & vinyl flooring) at each site for billing purposes.

PREPARED BY:

(Signature)

(Title)

PRINTED NAME:

COMPANY:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL:

**APPENDIX A
TOTAL SQUARE FOOTAGE PER LOCATION**

BUILDING	LOCATION	SQUARE FOOTAGE
911 COMMUNICATIONS CENTER	3636 N CTY HWY F-JANESVILLE	9,582
COURTHOUSE	51 S MAIN ST-JANESVILLE	176,500
SHERIFF DIVERSION	3506 N US HWY 51-JANESVILLE	5,000
COUNCIL ON AGING/HEALTH DEPT	3328 N US HWY 51-JANESVILLE	14,712
SHERIFF / JAIL OFFICES	200 E US HWY 14-JANESVILLE	24,500
JOB CENTER	1900 CENTER AVE-JANESVILLE	64,250
HEALTH CARE CENTER	3530 N CTY HWY F-JANESVILLE	222,087
YOUTH SERVICES CENTER	210 E US HWY 14-JANESVILLE	18,000
HUMAN SERVICES	64 ECLIPSE CENTER-BELOIT	8,296
HEALTH DEPARTMENT	61 ECLIPSE CENTER-BELOIT	2,208
UW EXTENSION/VETERAN SERVICES	64 ECLIPSE CENTER-BELOIT	2,515
HUMAN SERVICES	303 W COURT ST-JANESVILLE	2,857
HUMAN SERVICES	113 N FRANKLIN ST-JANESVILLE	12,461
TOTAL SQUARE FOOTAGE		562,968

NOTE: SQUARE FOOTAGE ARE APPROXIMATE. PRIOR TO CONTRACT EXECUTION, CONTRACTOR SHALL MEASURE TO CONFIRM EXACT SQUARE FOOTAGE.