



**Request for Quotation
Professional Cleaning of Carpets
Sikeston City Hall/Municipal Court
Bid # 17Q57**

**Issued: Friday, March 10, 2017
Due Date: 1:30 P.M., Wednesday, March 29, 2017**

The City of Sikeston is soliciting bids for the professional cleaning of carpets located on the 1st Floor and 2nd Floor of Sikeston City Hall, 105 E. Center Street and Sikeston Municipal Court, 131 N. New Madrid St., Sikeston, MO 63801. All work will be performed on weekends. Room measurements for City Hall and Municipal Court are included. Diagrams of City Hall and Municipal Court are also included. To schedule a tour of Municipal Court and/or City Hall or if you need additional information, please contact Linda Lowes, Director of Governmental Services at 573-471-2512.

All bids will be subject to the terms and conditions listed below, and any special conditions set forth therein. Sealed bids will be accepted until 1:30 P.M., Wednesday, March 29, 2017 in the Office of City Clerk, 105 E. Center St., Sikeston, MO 63801.

GENERAL RULES AND CONDITIONS

- I. Proposals submitted in response to this request must carry the signature of the vendor. By signing, the bidder acknowledges his full knowledge of, and agreement with the general specifications, conditions and requirements of this request for proposal.

- II Any act or acts of misrepresentation, collusion or offers of kickback by a vendor will be a basis for disqualification of any proposal submitted. In the event the City enters into an agreement or contract with a vendor who is found to have misrepresented material facts, participated in collusion or offerings of kickbacks, and such conduct is discovered after the execution of an agreement or contract, the City may cancel the agreement or contract without incurring liability, penalty or damages.

- III All inquiries, whether written or oral, shall be submitted within the time limitations specified in the request for proposal. All information provided by the City shall be by Request for Quotation and written addenda thereto, which shall be subscribed by the Department Head or his designee, who shall issue the request for proposal. No other information, provided by others, shall be anything more than informal information and shall not be binding upon the City, nor shall it furnish a basis for legal action by any vendor or prospective vendor against the City.

- IV Proposals received later than the time and date specified in the request, as the bid opening will not be considered. Amendments to, or withdrawals of proposals received later than the time and date specified as the bid opening will not be operative.

- V The City of Sikeston reserves the right to accept or reject any and all proposals, as deemed, in its sole discretion, to be in the best interest of the City. The City reserves the right to reject any proposal if the vendor is delinquent in the payment of any taxes, fees or licenses owed to the City. In the event a vendor is delinquent in any payment to the City, the City may offset the delinquent amount due against sums owed the vendor.
- VI The City of Sikeston may make such investigation as deemed necessary to determine the ability of the vendor to discharge the agreement or contract. The vendor shall furnish the City with all such information and data as may be required for that purpose. The City reserves the right to reject any bid if the vendor fails to satisfactorily convince the City that he is properly qualified to carry out the obligations of the agreement or contract, and to satisfactorily complete the work called for herein.
- VII When determining the successful vendor, the City reserves the right to apply up to a five percent (5%) local vendor preference for goods and services provided by vendors located within the City Limits of Sikeston.
- VIII The City of Sikeston is exempt from all federal and state excise, sales and use taxes.
- IX The successful vendor must have a current City of Sikeston Business License.
- X. The successful vendor must provide proof the contractor carries worker's compensation and unemployment compensation insurance, as may be required by Missouri Law, and said insurance need not include the City.
- XI The successful vendor shall fully indemnify and save the City harmless from any and all loss, claim, judgment, cost or expense (including attorney's fees and expenses of defending suits or claims) made by the Contractor, the Contractor's employees or agents or their persons asserting any claim growing out of or alleged against the Contractor's performance of the duties imposed upon it by this agreement or the contractual relationship existing between the parties.
- XII Delivery of all goods or services must comply with all applicable laws of the Federal Government and the State of Missouri.
- XIII Proposals must be submitted in writing, and include executed non-kickback and non-collusion agreements on the forms provided with this request for proposal.

**REQUEST FOR QUOTATION
#17Q57**

**SPECIFICATIONS
Professional Cleaning of Carpets
Sikeston City Hall/Municipal Court**

Carpeted Flooring, City Hall (1st Floor & 2nd Floor) and Municipal Court:

Quotes are requested for all labor, equipment and supplies associated with the professional cleaning and subsequent Scotchguard® or similar stain resistant treatment of carpeted flooring within Sikeston City Hall.

A. General Specifications:

1. Vendor will prepare carpeted flooring and carpet runners for cleaning, to include but not limited to vacuuming and treatment of stains.
2. Only chairs or other furniture fitted with wheels/rollers, carpet runners, and chair mats are to be removed from areas being cleaned. The City will be responsible for the moving and replacement of these items.
3. Vendor will be responsible for the protection of remaining wood/metal furniture/equipment from water, steam or chemicals used in the cleaning/treatment process.
4. When accessible, the vendor will be provided with the carpet manufacturer's recommended method of cleaning. Any variations from these methods must be pre-approved by the Director of Governmental Services.

B. All work must be completed on weekends.

C. Upon the completion of the work, flooring must be clean, dry and ready for use.

D. Vendors must submit their anticipated start and completion dates in their response to this RFQ.

E. Vendors must submit no less than three professional references, providing company name, address, phone number, and contact person where similar services have been performed.



**REQUEST FOR QUOTATION
#17Q57**

BID RETURN SHEET

Due 1:30 P.M., Wednesday, March 29, 2017

Vendor Name: _____

I. CARPETED FLOORING:

A. 1st & 2nd Floor, City Hall:

1. Total cost of labor, equipment and supplies: \$ _____

2. Anticipated Start Date:
Anticipated Completion Date:

3. List any and all exceptions to the specifications provided herein.

B. Municipal Court:

1. Total cost of labor, equipment, and supplies \$ _____

2. Anticipated Start Date:
Anticipated Completion Date:

2. List any and all exceptions to the specifications provided herein.

Total Cost, Cleaning of all carpeting \$ _____

PROFESSIONAL REFERENCES: (Must be completed and returned)

1. Company Name:
Contact Person with Title:
Address:
Phone Number/Email Address:
Work Performed:

2. Company Name:
Contact Person with Title:
Address:
Phone Number/Email Address:
Work Performed:

3. Company Name:
Contact Person with Title:
Address:
Phone Number/Email Address:
Work Performed:

SIGNATURE/AFFIDAVITS:

The bidder's signature must appear on this form. Signature of bidder indicates he/she understands and will comply with the terms and conditions set forth within this Request for Proposal.

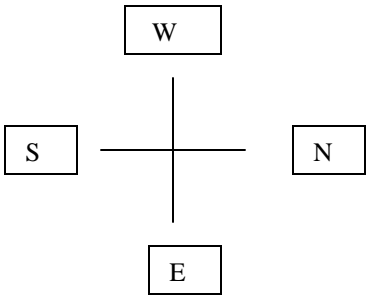
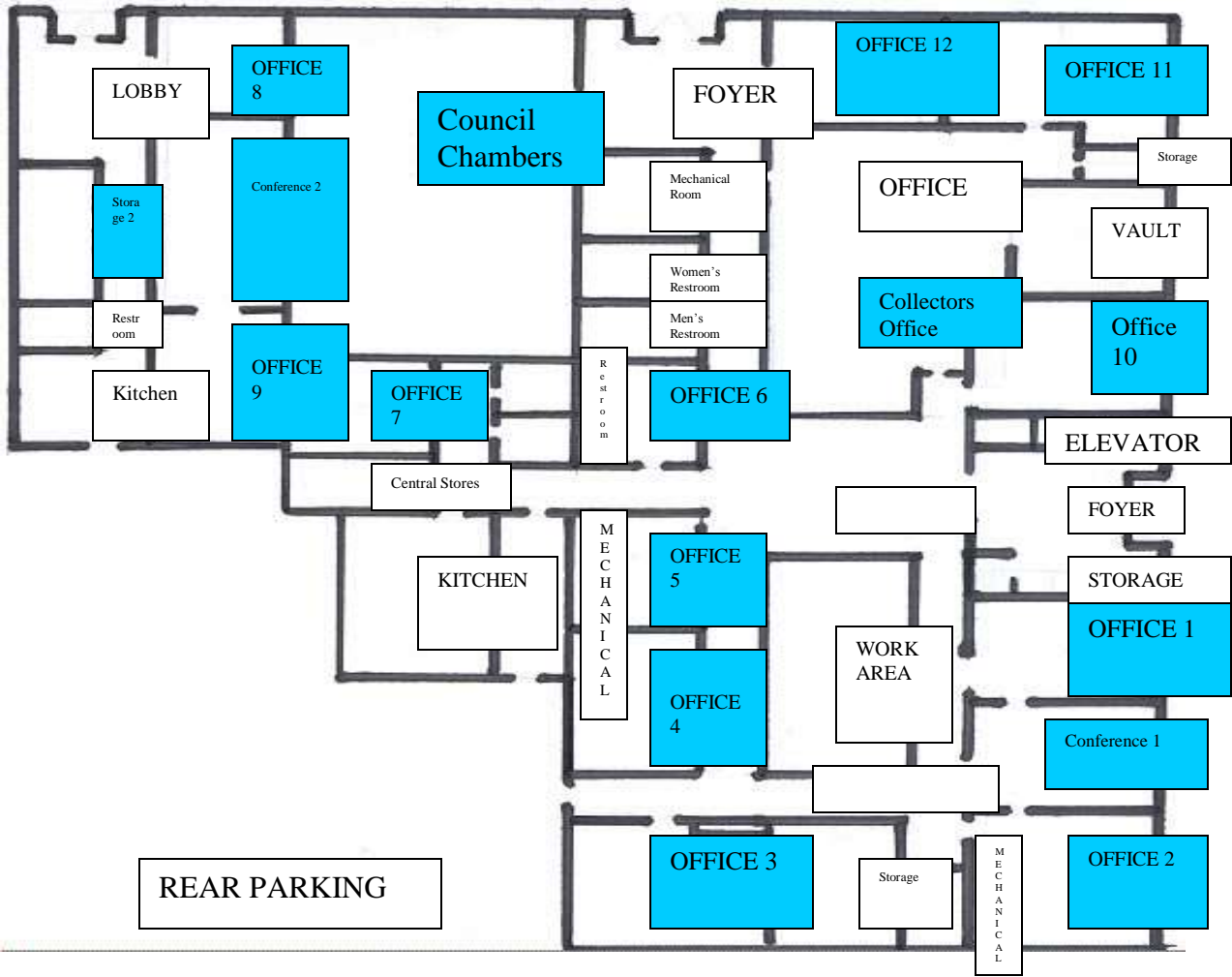
By:

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Please type or print name, address and phone number of firm bidding:			
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N. NEW MADRID STREET

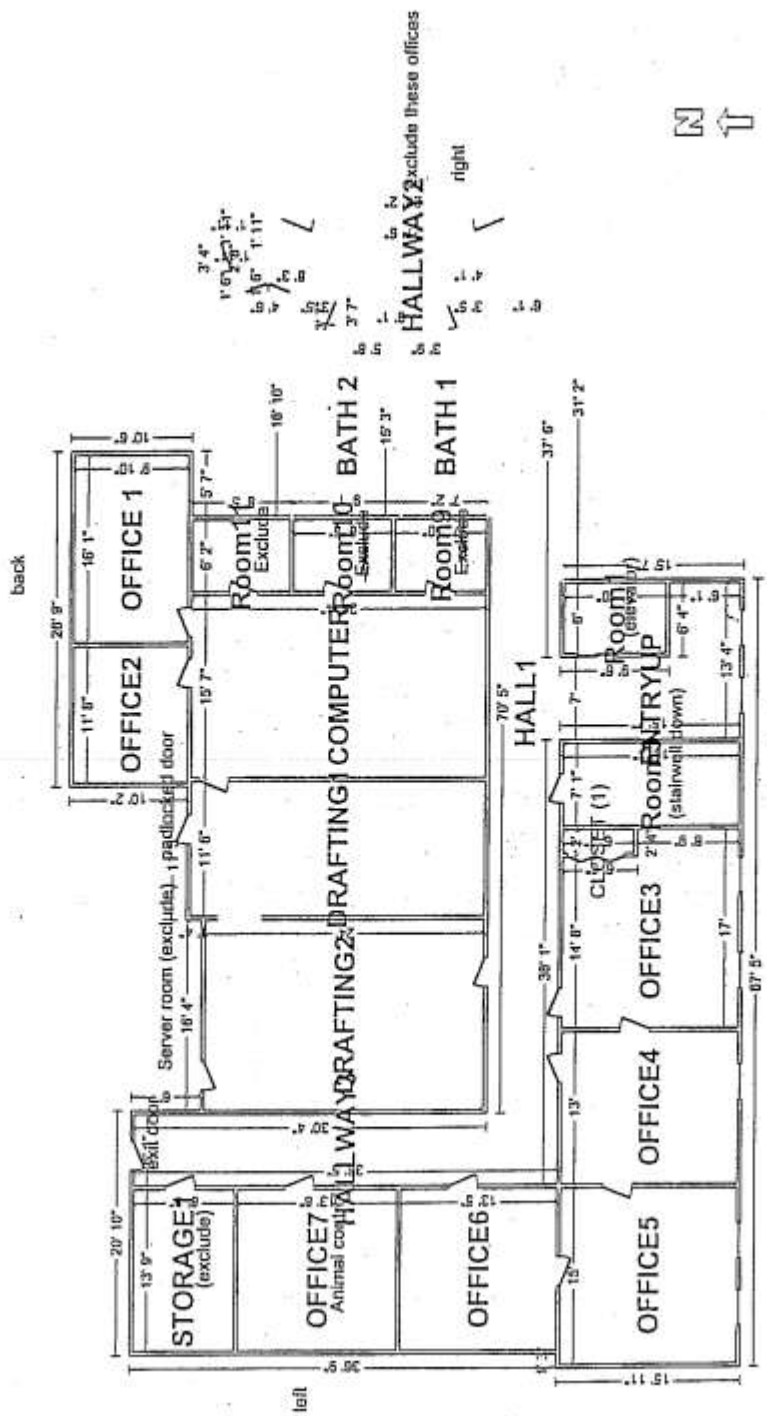
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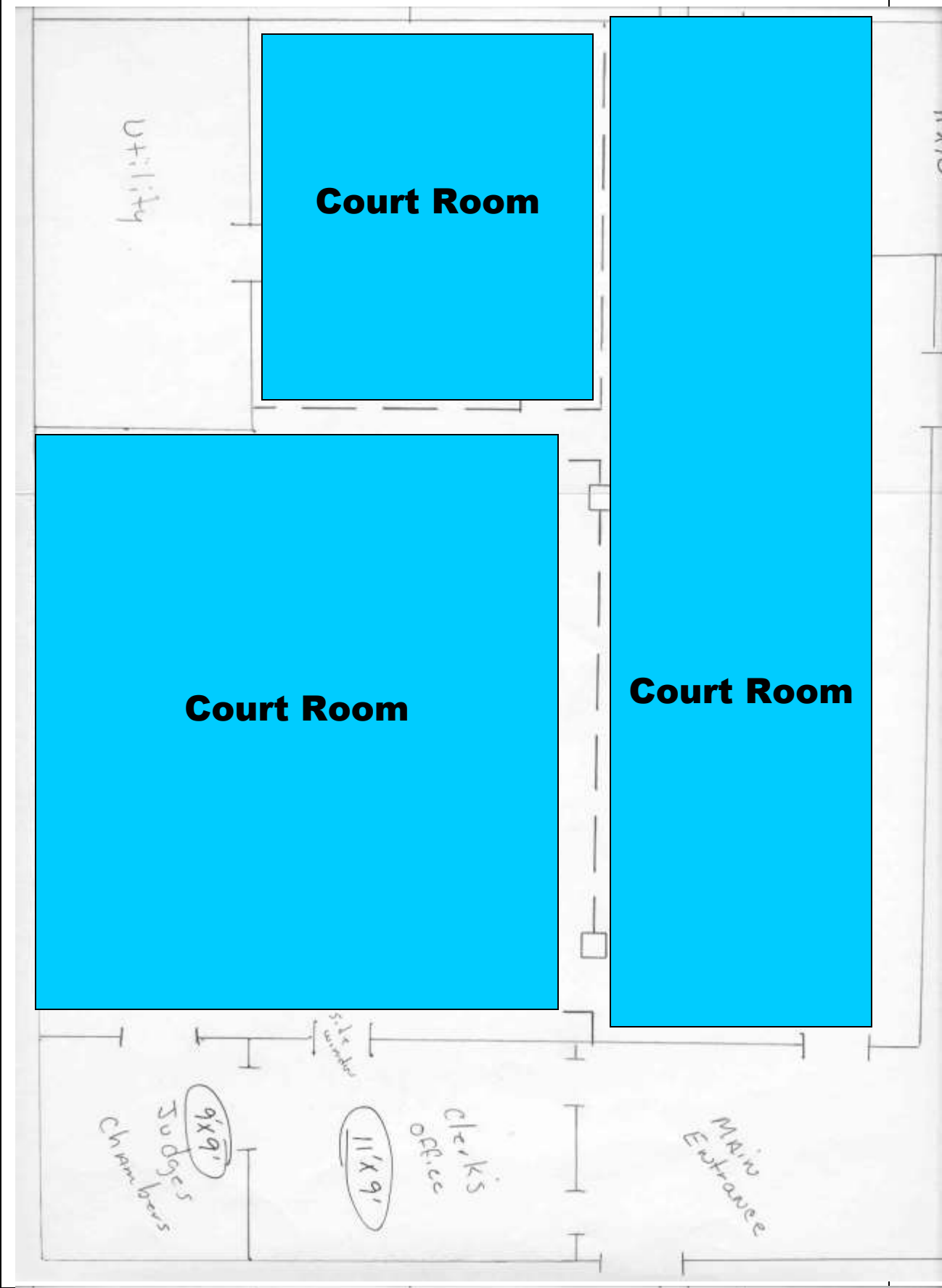


CITY HALL

(1st Floor)



Second Floor
City Hall



Utility

Court Room

Court Room

Court Room

Chambers
9'x9'

11'x9'

Clerk's
Office

Main
Entrance

Utility

ROOM MEASUREMENTS – CARPET SPECIFICATIONS

(See diagrams attached)

City Hall, 1st Floor:

- Office 1: Public Works Director, Measurements: 13'5" x 18'
Carpet: Aladdin Colorpoint 30 oz., No Pad
Recommended Cleaning Method: Steam Cleaning with small amount of detergent
- Conference 1: City Manager's Conference Room, Measurements: 16' x 18'
Carpet: Aladdin Colorpoint 30 oz., No Pad
Recommended Cleaning Method: Steam Cleaning with small amount of detergent
- Office 2: City Manager, Measurements: 17'2" x 18'7"
Carpet: Shaw, Finelli 53.6 oz., No pad
Recommended Cleaning Method: Steam Cleaning with small amount of detergent.
- Council Chambers: Measurements: 41' x 28',
Carpet: Kraus, Prime Contender, 30 oz., No Pad
Recommended Cleaning Method: Steam Cleaning with small amount of detergent. Stain removal required.
- Office 12: C.D. Matthews Conference Room, Measurements: 13'3" x 14'4"
Carpet: Kraus, Prime Contender, 30 oz., No pad
Recommended Cleaning Method: Steam Cleaning with small amount of detergent.
- Office 11: Account Clerk (Amanda/Jessica), Measurements: 13'8" x 13'11"
Carpet: Kraus, Prime Contender, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with small amount of detergent.
- Office 10: City Clerk (Carroll), Measurements: 14'9" x 17'2"
Carpet: Aladdin, Color Point, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.
- Office 3: Governmental Services (Linda), Measurements: 14'9" x 19'10"
Carpet: Aladdin, Color Point, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.
- Office 4: City Treasurer (Karen), Measurements: 18' x 12'1"
Carpet: Aladdin, Color Point, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.
- Office 5: Gov. Services Admin. Assistant (Rhonda), Measurements: 14'6" x 12'1"
Carpet: Aladdin, Color Point, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.
- Office 6: Account Clerk (Empty), Measurements: 12' x 12'1"
Carpet: Aladdin, Color Point, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.

Office 7: Human Resource Asst. (Empty), Measurements: 11" x 13'x11"
Carpet: Aladdin, Color Point, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.

Collector's Office: Measurements: 19'1" x 24'4"
Carpet: Aladdin, Color Point, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.

Hallways: Measurements: 6'2" x 33'6", 6'3" x 32'9", 6'2" x 33'6",
20'7 X 6'1", and 18'4" x 5'1
Carpet: Aladdin, Color Point, 30 oz., no pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.

City Hall, 2nd Floor, Selected Offices:

Office 1: Network Administrator, Measurements: 9'10"x16'1"
Carpet: Aladdin, Cloudwalk 30 oz. with 8 lb. pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.

Office 2: Input Specialist, Measurements: 11'8"x9'10"
Carpet: Aladdin, Cloudwalk 30 Oz. with 8 lb. Pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.

Office 3: Code Enforcement Office, Measurements: 17" x 15'3"
Carpet: Unknown
Vendor to provide recommended cleaning method

Office 4: Code Enforcement Office, Measurements: 13'x 15'3"
Carpet: Unknown
Vendor to provide recommended cleaning method.

Office 5: Code Enforcement Office, Measurements: 15'x 15'3"
Carpet: Unknown
Vendor to provide recommended cleaning method.

Office 6: Code Enforcement Office, Measurements: 13'9"x13'5"
Carpet: Unknown
Vendor to provide recommended cleaning method.

Office 7: Code Officer, Measurements: 13'9"x13'8"
Carpet: Unknown
Carpet: Aladdin, Cloudwalk 30 oz. with 8 lb. pad
Recommended Cleaning Method: Steam Cleaning with NO detergent

Computer: Classroom, Measurements: 15'7"x24'4"
Carpet: Aladdin, Cloudwalk 30 oz. with 8 lb. pad
Recommended Cleaning Method: Steam Cleaning with NO detergent.

Drafting 1: Blueprint Storage, Measurements: 11'6"x24'4"
Carpet: Aladdin, Cloudwalk 30 oz. with 8 lb. pad
Recommended Cleaning Method: Steam Cleaning with NO detergent

Drafting 2: Map Room, Measurements: 16'4" x 24'4"
Carpet: Unknown
Vendor to provide recommended cleaning method.

Hallways: 6'1" x 30'4", 6'1" x 70'5', 7' x 15'7", 6'4" x 6'1",

Suite B: Carpet & Measurements Unknown

Municipal Court:

Court Room: Measurements: 38' x 33'
Vendor to provide recommended cleaning method