



DANE COUNTY  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

**REQUEST FOR BID (RFB)**

Revised 05/2021 (G/S)(LVP)(LCP)

**BID NUMBER: 122022**

**BID TITLE: Custodial Services for  
Human Services Joining  
Forces for Families Offices**

**BID DEADLINE: February 4, 2022  
2:00 p.m. (CST)**

**SUBMIT BID TO: Purchasing Bid Dropbox  
[www.danepurchasing.com](http://www.danepurchasing.com)**

**\*Late, faxed, mailed, hand-delivered or unsigned bids will be rejected\***

<b>DIRECT ALL INQUIRES TO:</b>	<b>Carmen Hidalgo</b> Purchasing Officer (608)294-0002 <a href="mailto:Hidalgo.carmen@countyofdane.com">Hidalgo.carmen@countyofdane.com</a> <a href="http://www.danepurchasing.com">www.danepurchasing.com</a>
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**BID SUBMISSION CHECKLIST**

- Update Vendor Registration
- Read Entire Bid Document

**Completed Bid Packet (In PDF Format)**

- Section 1 – Vendor Information
- Section 2 – Bid Specifications
- Section 3 – Price Proposal

- Upload Bid Response to Purchasing Bid Dropbox

**DATE ISSUED** | January 5, 2022

**VENDOR INFORMATION**

**VENDOR NAME:** \_\_\_\_\_

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address			
City		County	
State		Zip+4	
Vendor Rep. Name		Telephone	
Title			
Email			
Dane County Vendor #			

Local Vendor Preference <i>(Reference General Guidelines #1.6)</i>
<input type="checkbox"/> Locally Based & Owned Vendor
<input type="checkbox"/> Locally Operated Vendor
<input type="checkbox"/> Non-Locally Operated Vendor
<input type="checkbox"/> No Local Vendor Preference

Local Content Vendor Preference <i>(Reference General Guidelines #1.7)</i>
<input type="checkbox"/> Dane County-Made
<input type="checkbox"/> Regionally-Made
<input type="checkbox"/> Wisconsin-Made
<input type="checkbox"/> No Preference

Cooperative Purchasing <i>(Reference General Guidelines #1.8)</i>
<input type="checkbox"/> I agree to furnish the commodities or services of this bid to municipalities and state agencies.
<input type="checkbox"/> I do not agree to furnish the commodities or services of this bid to municipalities and state agencies.

Fair Labor Practice Certification <i>(Reference General Guidelines #1.9)</i>
<input type="checkbox"/> Vendor has not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/> Vendor has been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Addenda – we hereby acknowledge receipt, review and use of the following addenda, if applicable.				
<input type="checkbox"/> Addendum #1	<input type="checkbox"/> Addendum #2	<input type="checkbox"/> Addendum #3	<input type="checkbox"/> Addendum #4	<input type="checkbox"/> None

Signature Affidavit
In signing this bid, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.
The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## BID AND SPECIFICATION OVERVIEW

Dane County as represented by the Purchasing Division will accept bids for the purchase of specified item(s) as described within this document.

**Specification Compliance:** Bidder shall complete every space in the area provided with either a check mark to indicate the item being bid is exactly as specified (**Yes**), or deviates from bid specification (**No**). Any deviation from the minimum specifications stated herein must be identified in detail in the Specifications Deviations section of the bid and must include a description of how the proposed item(s) differ from the bid requirements, along with detailed justification for such deviation. Bidder shall include photos and schematics as necessary, for complete clarification.

The specifications below describe an acceptable product. Minor variations in specification may be accepted if, in the opinion of County staff, they do not adversely affect the quality, maintenance or performance of the item(s). Dane County reserves the right to accept or reject any and all bids, to waive informalities and to choose the bid that best meets the specifications and needs of the County.

**Term:** The contract shall be effective on the date indicated on the Dane County purchase order or the Dane County contract execution date and shall run until December 31, 2022 with four possible one-year extensions available.

If applicable, any renewal terms are not automatic extensions. Vendor performance may be taken into consideration in the decision by the contracting agencies and the Purchasing Division to either continue this contract into each possible renewal term or to terminate and re-bid this contract.

Anticipated Start Date: March 1, 2022

Term 1 – March 1, 2022 – December 31, 2022

Term 2 – January 1, 2023 – December 31, 2023

Term 3 – January 1, 2024 – December 31, 2024

Term 4 – January 1, 2025 – December 31, 2025

Term 5 – January 1, 2026 – December 31, 2026

**Site Visits:** There will not be scheduled site visits for this bid. Vendors are encouraged to ask additional questions when necessary in order to complete proposals – see section 1.2 of RFB General Guidelines and Terms & Conditions.

## BID SPECIFICATIONS

### Custodial Services – JFF Offices

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
<b>1</b>	<b>General</b>		
<b>2</b>	Minimum of 2 years of commercial cleaning service experience with comparably sized facilities.		
<b>3</b>	Access to all necessary equipment. Dane County will not provide custodial cleaning equipment.		
<b>4</b>	Access to all proper and necessary cleaning chemicals.		
<b>5</b>	Organizational capacity to complete all specifications listed within the Scope of Services.		
<b>6</b>	All cleaning staff members are trained in commercial cleaning.		
<b>7</b>	All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices.		
<b>8</b>	All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.		
<b>9</b>	The Provider shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times.		
<b>10</b>	The Provider shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.		
<b>11</b>	Any work found to be in any way defective or unsatisfactory shall be corrected by the Provider at its own expense at the order of the County. The County also reserves the right to contract out services not satisfactorily completed and to purchase substitute services elsewhere. The County reserves the right to charge the vendor with any or all costs incurred or retain/deduct the amount of such costs incurred from any monies due or which may become due under this contract.		
<b>12</b>	Employees of the Provider shall not disturb papers or personal effects on desks, open drawers or cabinets, use telephone, radio or television sets, or tamper with other personal or county property. Employees of the Provider shall wear proper identification at all times.		
<b>13</b>	Square footage measurements for each building are approximate and may include areas that do not require cleaning services.		
<b>14</b>	<b>Equipment and Supplies</b>	<b>Yes</b>	<b>No</b>
<b>15</b>	All tools and equipment and cleaning supplies shall be provided by the provider and shall meet all supplies with attached Material Safety Data Sheets (MSDS) intended for use in the building.		
<b>16</b>	The Provider will make every effort to use environmentally friendly products		
<b>17</b>	If necessary, all Personal Protective Equipment (PPE) shall be provided by the Provider for custodial staff.		
<b>18</b>	<b>Dane County will provide toilet paper, trash can liners, paper towels and hand soap for each facility.</b>		

**Section 2 – Bid Specifications – Submit with Bid**

<b>19</b>	<b>Quality Assurance Inspections</b>	<b>Yes</b>	<b>No</b>
<b>20</b>	The Provider's on-site supervisor shall conduct a quarterly inspection and evaluation of the facility with the designated Dane County staff member to ensure compliance with the work required by this contract.		
<b>21</b>	<b>Security, Clearance and Background Checks</b>	<b>Yes</b>	<b>No</b>
<b>22</b>	Provider shall be responsible for all keys issued to the Provider.		
<b>23</b>	Under no circumstances shall Provider's employees admit anyone to areas controlled by a key in their possession.		
<b>24</b>	All doors and windows shall be closed and locked upon completion of work in the area.		
<b>25</b>	Provider shall not duplicate any keys for the premises and shall report any lost keys to the Dane County contact person.		
<b>26</b>	Dane County will replace keys and re-key locks. Any costs incurred for the replacement of keys or re-keying of locks necessitated by the Provider or the Provider's employees will be charged to the Provider.		
<b>27</b>	Any person working under this contract whose employment or performance is objectionable to the County, or who fails to obtain a security clearance, shall be immediately transferred from the premises.		
<b>28</b>	A request by the County to transfer an employee shall not constitute an order to discipline or discharge the employee.		
<b>29</b>	The services to be performed are located at JFF Office facilities. The JFF Office will conduct background checks on all Provider personnel who will be working in these facilities		
<b>30</b>	Provider personnel cannot begin working at these facilities until they have passed a background check.		
<b>31</b>	Provider personnel that do not pass a background check cannot work at these facilities.		
<b>32</b>	Provider is responsible for ensuring that all personnel have successfully passed background checks prior to working at these facilities.		
<b>33</b>	Background checks for new personnel can be requested by the Provider at any time and will require two weeks for processing.		

<b>BID SPECIFICATIONS</b>
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**JFF Stoughton  
343 E. Main St. Stoughton, WI 53589**

<b>Service Days</b>	Fridays	
<b>Service Start Time</b>	Negotiable	
<b>Description</b>	<b>Square Footage</b>	
	<b>Tile</b>	<b>Carpet</b>
<b>Office 1</b>		215
<b>Hallway</b>		30
<b>Foyer 1</b>		139
<b>Unisex Bathroom</b>	30	
<b>Total Tile</b>	30	
<b>Total Carpet</b>	384	
<b>Custodial Closet</b>	No	
<b># of Toilets</b>	1	
<b># or Urinals</b>	0	
<b># of Restroom Individual Sinks</b>	1	
<b># of Drinking Fountains</b>	0	
<b>Exterior Window Pane Count</b>	0	
<b>Interior Window Pane Count</b>	1 glass door / 1 picture glass window	

For the purpose of counting windows, an exterior window is counted as 1 exterior window pane and 1 interior window pane. An interior window is counted as 2 interior window panes. This includes glass doorways/entryways.

<b>BID SPECIFICATIONS</b>
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**JFF Stoughton**  
**343 E. Main St. Stoughton, WI 53589**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
<b>SP 1</b>	<b>Once Per Week</b>		
<b>SP 2</b>	Vacuum carpeting and any entry mats.		
<b>SP 3</b>	Sweep/dust mop tile floors, then disinfect damp mop.		
<b>SP 4</b>	Dust or damp wipe horizontal surfaces of cleared desks, classroom tables, file cabinets, shelves, countertops, classroom and breakroom tables.		
<b>SP 5</b>	Spot clean carpets of spills.		
<b>SP 6</b>	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
<b>SP 7</b>	Install plastic liners as required.		
<b>SP 8</b>	Clean all entryway/foyer door glass, spot clean partition and side glass.		
<b>SP 9</b>	Delime and polish water fountain.		
<b>SP 10</b>	Clean all halls and entrance areas.		
<b>SP 11</b>	Disinfect breakroom counters and all tabletops. Clean sink and microwave. Disinfect all tables that are set up in any classroom. Classroom tables do not need to be disinfected unless they are set up.		
<b>SP 12</b>	Mop floor and clean sink in the weapon cleaning room.		
<b>SP 13</b>	Leave furniture neat and organized.		
<b>SP 14</b>	Secure doors as directed.		
<b>SP 15</b>	Leave written report on broken items or unusual occurrences.		
<b>SP 16</b>	Clean restrooms, including:		
<b>SP 17</b>	-Clean and disinfect sinks, toilets, urinals and hardware		
<b>SP 18</b>	-Clean partitions, dispensers and mirrors		
<b>SP 19</b>	-Stock soap, towel and tissue dispensers		
<b>SP 20</b>	-Spot clean walls, doors, light switches of smudges		
<b>SP 21</b>	-Empty and remove trash		
<b>SP 22</b>	-Sweep floors and damp mop		
<b>SP 23</b>	-Clean shower area as required		
<b>SP 24</b>	Remove cobwebs.		
<b>SP 25</b>	Clean restroom vents, acid clean toilets/urinals, flush drains with water.		
<b>SP 26</b>	Clean interior windows, as needed.		
<b>SP 27</b>	<b>Once Per Month</b>	<b>Yes</b>	<b>No</b>
<b>SP 28</b>	Dust chair rungs		
<b>SP 29</b>	Wash partition glass.		
<b>SP 30</b>	Perform dusting above 7'.		
<b>SP 31</b>	Spot clean walls as needed.		
<b>SP 32</b>	Brush or vacuum all upholstered chairs. This service may be requested more than one time per month, as needed.		

<b>BID SPECIFICATIONS</b>
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**JFF/ECI Sun Prairie  
1632 Main St., Suite 150 Sun Prairie, WI 53590**

<b>Service Days</b>	Any night except Mondays	
<b>Service Start Time</b>	Evening hours	
<b>Description</b>	<b>Square Footage</b>	
	<b>Tile</b>	<b>Carpet</b>
<b>Office 1</b>	120	
<b>Office 2</b>	120	
<b>Office 3</b>		1288
<b>Hallway</b>	150	
<b>Foyer 1</b>	500	
<b>Unisex Bathroom</b>	25	
<b>Total Tile</b>	872	
<b>Total Carpet</b>		1288
<b># of Toilets</b>	2	
<b># or Urinals</b>	0	
<b># of Restroom Individual Sinks</b>	2	
<b># of Drinking Fountains</b>	0	
<b>Exterior Window Pane Count</b>	2 glass doors	
<b>Interior Window Pane Count</b>	2 windows / 2 picture windows / 1 glass entrance	

For the purpose of counting windows, an exterior window is counted as 1 exterior window pane and 1 interior window pane. An interior window is counted as 2 interior window panes. This includes glass doorways/entryways.



**JFF/ECI Sun Prairie  
1632 Main St., Suite 150 Sun Prairie, WI 53590**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
<b>SP 1</b>	<b>Once Per Week</b>		
<b>SP 2</b>	Vacuum carpeting and any entry mats.		
<b>SP 3</b>	Sweep/dust mop tile floors, then disinfect damp mop.		
<b>SP 4</b>	Dust or damp wipe horizontal surfaces of cleared desks, classroom tables, file cabinets, shelves, countertops, classroom and breakroom tables.		
<b>SP 5</b>	Spot clean carpets of spills.		
<b>SP 6</b>	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
<b>SP 7</b>	Install plastic liners as required.		
<b>SP 8</b>	Clean all entryway/foyer door glass, spot clean partition and side glass.		
<b>SP 9</b>	Delime and polish water fountain.		
<b>SP 10</b>	Clean all halls and entrance areas.		
<b>SP 11</b>	Disinfect breakroom counters and all tabletops. Clean sink and microwave. Disinfect all tables that are set up in any classroom. Classroom tables do not need to be disinfected unless they are set up.		
<b>SP 12</b>	Mop floor and clean sink in the weapon cleaning room.		
<b>SP 13</b>	Leave furniture neat and organized.		
<b>SP 14</b>	Secure doors as directed.		
<b>SP 15</b>	Leave written report on broken items or unusual occurrences.		
<b>SP 16</b>	Clean restrooms, including:		
<b>SP 17</b>	-Clean and disinfect sinks, toilets, urinals and hardware		
<b>SP 18</b>	-Clean partitions, dispensers and mirrors		
<b>SP 19</b>	-Stock soap, towel and tissue dispensers		
<b>SP 20</b>	-Spot clean walls, doors, light switches of smudges		
<b>SP 21</b>	-Empty and remove trash		
<b>SP 22</b>	-Sweep floors and damp mop		
<b>SP 23</b>	-Clean shower area as required		
<b>SP 24</b>	Remove cobwebs.		
<b>SP 25</b>	Clean restroom vents, acid clean toilets/urinals, flush drains with water.		
<b>SP 26</b>	Clean interior windows, as needed.		
<b>SP 27</b>	<b>Once Per Month</b>	<b>Yes</b>	<b>No</b>
<b>SP 28</b>	Dust chair rungs		
<b>SP 29</b>	Wash partition glass.		
<b>SP 30</b>	Perform dusting above 7'.		
<b>SP 31</b>	Spot clean walls as needed.		
<b>SP 32</b>	Brush or vacuum all upholstered chairs. This service may be requested more than one time per month, as needed.		

<b>BID SPECIFICATIONS</b>
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**JFF Flower Lane  
7011 Flower Ln., #A Madison, WI 53717**

<b>Service Days</b>	Negotiable	
<b>Service Start Time</b>	Negotiable – can be evening hours	
<b>Description</b>	<b>Square Footage</b>	
	<b>Tile</b>	<b>Carpet</b>
<b>Office 1</b>		143
<b>Office 2</b>		156
<b>Hallway</b>		45
<b>Breakroom</b>	109	
<b>Foyer 1</b>		220
<b>Unisex Bathroom</b>	56	
<b>Total Tile</b>	165	
<b>Total Carpet</b>	564	
<b>Custodial Closet</b>	No	
<b># of Toilets</b>	1	
<b># or Urinals</b>	0	
<b># of Restroom Individual Sinks</b>	1	
<b># of Drinking Fountains</b>	0	
<b>Exterior Window Pane Count</b>	0	
<b>Interior Window Pane Count</b>	2 and sliding glass door	

For the purpose of counting windows, an exterior window is counted as 1 exterior window pane and 1 interior window pane. An interior window is counted as 2 interior window panes. This includes glass doorways/entryways.

**JFF Flower Lane  
7011 Flower Ln., #A Madison, WI 53717**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
<b>SP 1</b>	<b>Once Per Week</b>		
<b>SP 2</b>	Vacuum carpeting and any entry mats.		
<b>SP 3</b>	Sweep/dust mop tile floors, then disinfect damp mop.		
<b>SP 4</b>	Dust or damp wipe horizontal surfaces of cleared desks, classroom tables, file cabinets, shelves, countertops, classroom and breakroom tables.		
<b>SP 5</b>	Spot clean carpets of spills.		
<b>SP 6</b>	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
<b>SP 7</b>	Install plastic liners as required.		
<b>SP 8</b>	Clean all entryway/foyer door glass, spot clean partition and side glass.		
<b>SP 9</b>	Delime and polish water fountain.		
<b>SP 10</b>	Clean all halls and entrance areas.		
<b>SP 11</b>	Disinfect breakroom counters and all tabletops. Clean sink and microwave. Disinfect all tables that are set up in any classroom. Classroom tables do not need to be disinfected unless they are set up.		
<b>SP 12</b>	Mop floor and clean sink in the weapon cleaning room.		
<b>SP 13</b>	Leave furniture neat and organized.		
<b>SP 14</b>	Secure doors as directed.		
<b>SP 15</b>	Leave written report on broken items or unusual occurrences.		
<b>SP 16</b>	Clean restrooms, including:		
<b>SP 17</b>	-Clean and disinfect sinks, toilets, urinals and hardware		
<b>SP 18</b>	-Clean partitions, dispensers and mirrors		
<b>SP 19</b>	-Stock soap, towel and tissue dispensers		
<b>SP 20</b>	-Spot clean walls, doors, light switches of smudges		
<b>SP 21</b>	-Empty and remove trash		
<b>SP 22</b>	-Sweep floors and damp mop		
<b>SP 23</b>	-Clean shower area as required		
<b>SP 24</b>	Remove cobwebs.		
<b>SP 25</b>	Clean restroom vents, acid clean toilets/urinals, flush drains with water.		
<b>SP 26</b>	Clean interior windows, as needed.		
<b>SP 27</b>	<b>Once Per Month</b>	<b>Yes</b>	<b>No</b>
<b>SP 28</b>	Dust chair rungs		
<b>SP 29</b>	Wash partition glass.		
<b>SP 30</b>	Perform dusting above 7'.		
<b>SP 31</b>	Spot clean walls as needed.		
<b>SP 32</b>	Brush or vacuum all upholstered chairs. This service may be requested more than one time per month, as needed.		

<b>BID SPECIFICATIONS</b>
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**JFF Darbo Drive  
3030 Darbo Drive Madison WI 53713**

<b>Service Days</b>	Negotiable	
<b>Service Start Time</b>	Negotiable	
<b>Description</b>	<b>Square Footage</b>	
	<b>Tile</b>	<b>Carpet</b>
<b>Office 1</b>	130	
<b>Office 2</b>	130	
<b>Total Tile</b>	260	
<b>Total Carpet</b>	0	
<b>Custodial Closet</b>	No	
<b># of Toilets</b>	0	
<b># or Urinals</b>	0	
<b># of Restroom Individual Sinks</b>	0	
<b># of Drinking Fountains</b>	0	
<b>Approx. Sq. Ft. of Internal Glass Panels</b>	0	
<b>Exterior Window Pane Count</b>	0	
<b>Interior Window Pane Count</b>	0	

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<b>BID SPECIFICATIONS</b>
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**JFF Darbo Drive  
3030 Darbo Drive Madison WI 53713**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
<b>SP 1</b>	<b>Once Per Week</b>		
<b>SP 2</b>	Vacuum carpeting and any entry mats.		
<b>SP 3</b>	Sweep/dust mop tile floors, then disinfect damp mop.		
<b>SP 4</b>	Dust or damp wipe horizontal surfaces of cleared desks, classroom tables, file cabinets, shelves, countertops, classroom and breakroom tables.		
<b>SP 5</b>	Spot clean carpets of spills.		
<b>SP 6</b>	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
<b>SP 7</b>	Install plastic liners as required.		
<b>SP 8</b>	Clean all entryway/foyer door glass, spot clean partition and side glass.		
<b>SP 9</b>	Delime and polish water fountain.		
<b>SP 10</b>	Clean all halls and entrance areas.		
<b>SP 11</b>	Disinfect breakroom counters and all tabletops. Clean sink and microwave. Disinfect all tables that are set up in any classroom. Classroom tables do not need to be disinfected unless they are set up.		
<b>SP 12</b>	Mop floor and clean sink in the weapon cleaning room.		
<b>SP 13</b>	Leave furniture neat and organized.		
<b>SP 14</b>	Secure doors as directed.		
<b>SP 15</b>	Leave written report on broken items or unusual occurrences.		
<b>SP 16</b>	Clean restrooms, including:		
<b>SP 17</b>	-Clean and disinfect sinks, toilets, urinals and hardware		
<b>SP 18</b>	-Clean partitions, dispensers and mirrors		
<b>SP 19</b>	-Stock soap, towel and tissue dispensers		
<b>SP 20</b>	-Spot clean walls, doors, light switches of smudges		
<b>SP 21</b>	-Empty and remove trash		
<b>SP 22</b>	-Sweep floors and damp mop		
<b>SP 23</b>	-Clean shower area as required		
<b>SP 24</b>	Remove cobwebs.		
<b>SP 25</b>	Clean restroom vents, acid clean toilets/urinals, flush drains with water.		
<b>SP 26</b>	Clean interior windows, as needed.		
<b>SP 27</b>	<b>Once Per Month</b>	<b>Yes</b>	<b>No</b>
<b>SP 28</b>	Dust chair rungs		
<b>SP 29</b>	Wash partition glass.		
<b>SP 30</b>	Perform dusting above 7'.		
<b>SP 31</b>	Spot clean walls as needed.		
<b>SP 32</b>	Brush or vacuum all upholstered chairs. This service may be requested more than one time per month, as needed.		

<b>BID SPECIFICATIONS</b>
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**JFF Truax  
9 Straubel Ct., #404 Madison, WI 53704**

<b>Service Days</b>	Negotiable	
<b>Service Start Time</b>	Negotiable	
<b>Description</b>	<b>Square Footage</b>	
	<b>Tile</b>	<b>Carpet</b>
<b>Office 1</b>	256	
<b>Office 2</b>	200	
<b>Hallway</b>	200	
<b>Lobby</b>	372	
<b>Foyer 1</b>	110	
<b>Unisex Bathroom</b>	50	
<b>Total Tile</b>	1188	
<b>Total Carpet</b>	0	
<b>Custodial Closet</b>	Yes	
<b># of Toilets</b>	2	
<b># or Urinals</b>	0	
<b># of Restroom Individual Sinks</b>	2	
<b># of Drinking Fountains</b>	0	
<b>Interior Window Pane Count</b>	12	

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<b>BID SPECIFICATIONS</b>
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**JFF Truax**  
**9 Straubel Ct., #404 Madison, WI 53704**

#	DESCRIPTION	SPEC COMPLIANCE	
		Yes	No
<b>SP 1</b>	<b>Once Per Week</b>		
<b>SP 2</b>	Vacuum carpeting and any entry mats.		
<b>SP 3</b>	Sweep/dust mop tile floors, then disinfect damp mop.		
<b>SP 4</b>	Dust or damp wipe horizontal surfaces of cleared desks, classroom tables, file cabinets, shelves, countertops, classroom and breakroom tables.		
<b>SP 5</b>	Spot clean carpets of spills.		
<b>SP 6</b>	Empty waste containers and remove trash to designated area. Recycle trash as directed (no sorting of trash).		
<b>SP 7</b>	Install plastic liners as required.		
<b>SP 8</b>	Clean all entryway/foyer door glass, spot clean partition and side glass.		
<b>SP 9</b>	Delime and polish water fountain.		
<b>SP 10</b>	Clean all halls and entrance areas.		
<b>SP 11</b>	Disinfect breakroom counters and all tabletops. Clean sink and microwave. Disinfect all tables that are set up in any classroom. Classroom tables do not need to be disinfected unless they are set up.		
<b>SP 12</b>	Mop floor and clean sink in the weapon cleaning room.		
<b>SP 13</b>	Leave furniture neat and organized.		
<b>SP 14</b>	Secure doors as directed.		
<b>SP 15</b>	Leave written report on broken items or unusual occurrences.		
<b>SP 16</b>	Clean restrooms, including:		
<b>SP 17</b>	-Clean and disinfect sinks, toilets, urinals and hardware		
<b>SP 18</b>	-Clean partitions, dispensers and mirrors		
<b>SP 19</b>	-Stock soap, towel and tissue dispensers		
<b>SP 20</b>	-Spot clean walls, doors, light switches of smudges		
<b>SP 21</b>	-Empty and remove trash		
<b>SP 22</b>	-Sweep floors and damp mop		
<b>SP 23</b>	-Clean shower area as required		
<b>SP 24</b>	Remove cobwebs.		
<b>SP 25</b>	Clean restroom vents, acid clean toilets/urinals, flush drains with water.		
<b>SP 26</b>	Clean interior windows, as needed.		
<b>SP 27</b>	<b>Once Per Month</b>	<b>Yes</b>	<b>No</b>
<b>SP 28</b>	Dust chair rungs		
<b>SP 29</b>	Wash partition glass.		
<b>SP 30</b>	Perform dusting above 7'.		
<b>SP 31</b>	Spot clean walls as needed.		
<b>SP 32</b>	Brush or vacuum all upholstered chairs. This service may be requested more than one time per month, as needed.		

**SPECIFICATION DEVIATIONS**

Check One:

- No deviations from bid specifications
- Deviations from the bid specifications are present – see list below

**Item #**

**Deviation Explanation**

<u>Item #</u>	<u>Deviation Explanation</u>



**PRICE PROPOSAL**

**VENDOR NAME:** \_\_\_\_\_

**Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product in accordance with the specifications and terms and conditions of this bid document and your proposal.**

**Additional Services** – work not considered to be routine, not done a regular schedule, and not considered under the regular schedule of this contract shall be considered additional services. This type of work may only be done at the request of the Dane County Human Services Department. Additional services and project cleaning shall be performed at the hourly rate noted below. The County, in consultation with the Provider, will determine the number of hours and schedule required to accomplish the requested additional services. The cost of special equipment, materials and supplies will be separately negotiated, if not provided by the County.

#	Location	Monthly Cost	Year 1 Total	Year 2 Total	Year 3 Total	Year 4 Total	Year 5 Total
1	Stoughton						
2	Sun Prairie						
3	Flower Lane						
4	Darbo Drive						
5	Truax						

Hourly Rate - Addt'l Services		
Year 1		/hour
Year 2		/hour
Year 3		/hour
Year 4		/hour
Year 5		/hour

Future Pricing Increase		
Year 2		%
Year 3		%
Year 4		%
Year 5		%