

**REQUEST FOR BID**  
**RFB No. 2026-003**  
**COMMERCIAL CUSTODIAL AND JANITORIAL SERVICES**  
*City Hall • Police Department • Recreation Center • Public Works*

| <b>BID SCHEDULE</b>               |                                                                                                               |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------|
| Issue Date                        | July 28, 2026                                                                                                 |
| Pre-Bid Facility Tour / Site Walk | August 4, 2026. Contact the Facilities Director to confirm meeting time and location                          |
| Questions Deadline                | August 6, 2026, 5:00 PM CST. Submit to <a href="mailto:facilities@belaireks.gov">facilities@belaireks.gov</a> |
| Addendum Issued (if needed)       | On or before August 10, 2026                                                                                  |
| Bid Due Date                      | August 12, 2026, 4:00 PM CST                                                                                  |
| Anticipated Award                 | September 1, 2026 (City Council)                                                                              |
| Contract Start                    | Upon contract completion and background checks                                                                |

| <b>POINT OF CONTACT / APPROVING OFFICIAL</b> |                                                                        |
|----------------------------------------------|------------------------------------------------------------------------|
| Name / Title                                 | James Miller, Facilities Director                                      |
| Address                                      | 7651 E. Central Park Avenue, Bel Aire, KS 67226                        |
| Email                                        | <a href="mailto:facilities@belaireks.gov">facilities@belaireks.gov</a> |
| Phone                                        | 316-744-2451 ext 201 (W) / 316-558-4456 (C)                            |

*All communications, questions, clarifications, and bid submissions regarding this RFB must be directed exclusively to the Point of Contact listed above. Bidders shall not contact other City staff, officials, or departments regarding this solicitation. Unauthorized contact may result in disqualification.*

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## I. Purpose and Overview

The City of Bel Aire, Kansas ("City") invites sealed bids from qualified commercial custodial and janitorial service firms to provide recurring cleaning and sanitation services at four City-owned facilities: City Hall, the Police Department, the Recreation Center, and Public Works. The City seeks a single, competitively priced contract encompassing all facilities to achieve operational efficiency and cost-effectiveness.

Award will be made to the lowest responsible and responsive bidder that meets all specifications, qualifications, and requirements set forth herein. The City reserves the right to reject any or all bids, waive informalities, and award in the best interest of the City.

| Facility          | Address                                                                    | Base Frequency                 | Approx. Sq. Ft.                        |
|-------------------|----------------------------------------------------------------------------|--------------------------------|----------------------------------------|
| City Hall         | 7651 E. Central Park Ave., Bel Aire, KS 67226                              | Opt. 1: 2x/wk<br>Opt. 2: 3x/wk | Assessed by bidder during walk-through |
| Police Department | 7651 E. Central Park Ave., Bel Aire, KS 67226 (same building as City Hall) | Opt. 1: 2x/wk<br>Opt. 2: 3x/wk | Assessed by bidder during walk-through |
| Recreation Center | 5251 E. 48th St.<br>Bel Aire KS, 67220                                     | Opt. 1: 2x/wk<br>Opt. 2: 3x/wk | Assessed by bidder during walk-through |
| Public Works      | 9800 E. 58 <sup>th</sup> St.<br>Bel Aire KS, 67220                         | Opt. 1: 2x/wk<br>Opt. 2: 3x/wk | Assessed by bidder during walk-through |

*Note: City Hall and the Police Department are co-located in the same building. They are listed separately due to differing access requirements. Bidders must price each facility separately on the Bid Pricing Form (Exhibit D), and must submit separate pricing for Option 1 (two times per week) and Option 2 (three times per week) service frequency.*

## II. Submittal Instructions

Bids shall be submitted in a sealed envelope or package, clearly marked on the outside with the following information. Each submission must include one signed hardcopy of the complete bid and one USB or jump drive containing a complete electronic copy of the bid; submissions missing either component will be considered incomplete.

**SEALED BID: RFB No. 2026-003**  
**COMMERCIAL CUSTODIAL AND JANITORIAL SERVICES**  
City of Bel Aire, Office of the Facilities Director  
7651 E. Central Park Avenue, Bel Aire, KS 67226  
**Due: August 12, 2026 at 4:00 PM CST**

Bids must be received by the Facilities Director's office no later than 4:00 PM CST on the bid due date. Bids received after this time will not be accepted or considered, regardless of postmark or delivery method. The City accepts no responsibility for delays in mail or courier delivery. Bids may be hand-delivered or mailed to the address above.

Bids shall remain valid and binding for ninety (90) calendar days from the bid due date. This RFB and all related bid information, including any addenda, will be posted at **[belaireks.gov/bids](http://belaireks.gov/bids)**.

All communications regarding this solicitation, including questions, requests for clarification, and bid submissions, must be directed solely to James Miller, Facilities Director, at **[facilities@belaireks.gov](mailto:facilities@belaireks.gov)** or 316-744-2451 ext 201 (W) or 316-558-4456 (C). Bidders shall not contact any other City staff, department, or official regarding this solicitation. Unauthorized contact may result in disqualification.

## III. Scope of Work

The following scope of work applies to all four facilities. Task frequencies reflect minimum required service levels. The Contractor shall perform all tasks listed at no less than the frequencies specified. Additional tasks or frequencies may be added by mutual written agreement. The City is soliciting base pricing under two service frequency options: Option 1 (two

times per week) and Option 2 (three times per week). Task-level frequencies designated “Each visit” below apply at every scheduled visit under either option; only the number of weekly visits differs between the two options.

## **A. General Requirements**

### **A.1 Service Hours**

All cleaning services shall be performed after regular City business hours. Standard City business hours are Monday through Friday, 8:00 AM to 5:30 PM. All cleaning shall be completed outside these hours unless explicitly authorized in writing by the Facilities Director on a case-by-case basis. Typical service windows are:

- Weekday evenings: 5:30 PM – 11:00 PM (preferred)
- Early morning: 4:00 AM – 7:30 AM
- Weekend scheduling may be required for periodic deep cleaning tasks

### **A.2 Vendor-Supplied Materials and Supplies**

The Contractor shall furnish, at its own expense, all cleaning materials, chemicals, tools, equipment, and restroom or janitorial consumable supplies required to perform services under this contract, including:

- All cleaning agents, disinfectants, degreasers, glass cleaners, and floor treatments
- Trash bags in all sizes appropriate to receptacles on site
- Paper towels, toilet tissue, hand soap, and hand sanitizer for all dispensers
- Mops, brooms, vacuum cleaners, floor buffers or scrubbers, and related equipment
- Microfiber cloths, scrub pads, and related consumable cleaning supplies
- All products shall be commercial grade and appropriate for the surface being cleaned
- All chemical products shall have current Safety Data Sheets (SDS) on file and available upon request
- Contractor shall maintain adequate stock of all consumables to ensure uninterrupted service; supply shortfalls shall not constitute an acceptable reason for incomplete service

The City will provide secure storage space at each facility for the Contractor’s non-chemical supplies and equipment (for example, toilet tissue, paper towels, vacuums, and mops). The City will not provide storage for cleaning chemicals; Contractor shall arrange its own secure storage or daily transport for all chemical products.

### **A.3 Inclement Weather Additional Cleaning**

The contract includes one (1) additional cleaning visit per week available at the City's discretion for inclement weather response. This provision applies primarily to City Hall, the Police Department, and Public Works, where snow, ice melt, mud, and road salt are tracked into facilities during winter months.

- The Facilities Director or designee will initiate the additional visit by notifying the Contractor's designated contact via phone or email
- Contractor shall respond and deploy to the designated facility within twenty-four (24) hours of notification
- Inclement weather cleaning includes entry area mopping, mat service, floor protection treatment, salt and debris removal from hard floors and mats, and trash removal as needed
- The inclement weather visit is included in the annual contract price; it is not an a-la-carte add-on
- If more than one additional visit is required in a given week, additional visits beyond the first shall be billed at the Contractor's stated service rate per the Bid Pricing Form (Exhibit D)

### **A.4 Personnel Requirements**

The Contractor shall assign dedicated, trained custodial staff to City facilities. The following personnel requirements apply:

- All Contractor employees must be legally authorized to work in the United States
- Contractor is responsible for all hiring, supervision, discipline, training, and termination of its staff
- All employees assigned to City facilities must wear a company-identifiable uniform or vest while on City property
- Contractor must maintain a current list of all employees authorized to access City facilities and provide it to the Facilities Director upon request and whenever changes occur

- The City reserves the right to request the immediate removal and permanent reassignment of any Contractor employee from City premises for cause

### **A.5 Personnel Background Check Requirement**

All Contractor personnel assigned to any City facility under this contract are subject to the background check requirements below, without exception, as personally identifiable information and other sensitive records may be present at any City facility, not solely the Police Department. Personnel who will have unescorted access to the Police Department are subject to additional CJIS/KCJIS requirements; see Exhibit C.

- All Contractor employees who will access any City facility must successfully complete a criminal background check prior to their first day of service
- The background check process will be coordinated through the Facilities Director
- The City reserves the right to deny facility access to any individual who fails the background check
- Background check results are confidential; the Contractor will be notified only of approval or denial, not of the specific basis
- If a cleared employee is no longer assigned to a City facility, any replacement must be cleared before assuming duties
- Contractor shall plan for sufficient time in the mobilization period for background check processing; delays due to background check processing shall not excuse failure to perform

### **A.6 Restricted Areas: Police Department**

The following areas within the Police Department are restricted and shall not be entered by Contractor personnel under any circumstances:

- Property / Evidence Room
- Armory
- Interview Rooms
- Uniform Supply Room

Contractor personnel found in restricted areas without authorization may result in immediate termination of the contract. Contractor must brief all assigned employees on restricted area boundaries prior to initial service and document that briefing.

### **A.7 Key and Access Control**

- The Facilities Director will coordinate issuance of keys, key fobs, or access codes required to enter City facilities after hours
- Contractor shall sign a Key/Access Receipt for all keys or access credentials issued
- Keys and access credentials shall not be duplicated or shared with unauthorized individuals
- Lost keys or credentials must be reported to the Facilities Director immediately; costs of re-keying or credential replacement due to Contractor negligence shall be borne by the Contractor
- All keys and credentials shall be returned upon contract expiration or termination

### **A.8 Supervision and Quality Control**

- Contractor shall designate a supervisory contact available to the Facilities Director by phone or email during all service hours
- Contractor shall conduct periodic quality inspections of its own work and document findings
- The Facilities Director or designee will conduct periodic unannounced inspections and report deficiencies to the Contractor in writing
- Deficiencies must be corrected within twenty-four (24) hours of written notice for routine items, or within four (4) hours for urgent sanitation issues
- Persistent or repeated deficiencies may result in contract deduction or termination

## **B. City Hall**

City Hall is located at 7651 E. Central Park Avenue, Bel Aire, KS 67226, in the same building as the Police Department. Base service frequency: Option 1 – 2 times per week; Option 2 – 3 times per week (after duty hours). City Hall is a multi-

level facility with offices, a public-facing lobby and hallways, a council chamber, a senior activity room, conference rooms, kitchenettes, and restrooms.

| Area / Space                          | Task(s)                                                                                                                                                                                                                                                                                         | Frequency                      |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| General Offices                       | Empty and reline trash and recycling receptacles<br>Vacuum carpets<br>Clean glass side panels adjacent to office doors<br>Wipe down exposed desk and work surfaces (accessible areas)<br>Private office(s) may be locked and no-entry; occupant(s) will place trash outside door for collection | Each visit                     |
| Kitchenettes / Conference Rooms       | Wipe down countertops, sink, table, and shelving surfaces (upstairs and downstairs kitchenettes)<br>Vacuum floor<br>Empty trash and recycling                                                                                                                                                   | Each visit                     |
| Upstairs Hallway / Stairwell          | Vacuum hallway<br>Sweep and clear debris from all steps<br>Remove tracked-in debris promptly                                                                                                                                                                                                    | Each visit                     |
| Elevator                              | Clean and disinfect control panel, buttons, and handrails<br>Vacuum or sweep and damp mop elevator floor<br>Clean interior and exterior elevator doors and door tracks<br>Spot-clean interior wall panels and mirrors                                                                           | Each visit                     |
| Council Chambers                      | Dust all council member stations and furniture<br>Vacuum floor and seating areas<br>Empty trash and recycling                                                                                                                                                                                   | Monthly / each visit for trash |
| Senior Activity Room                  | Wipe tables, chair armrests, and bookcase surfaces<br>Vacuum floor<br>Empty trash and recycling                                                                                                                                                                                                 | Each visit                     |
| Downstairs Foyer, Lobby, and Hallways | Vacuum carpeted areas<br>Clean interior glass and glass entry doors<br>Empty trash and recycling receptacles                                                                                                                                                                                    | Each visit                     |
| Restrooms                             | Sanitize toilets, urinals, and sinks<br>Clean mirrors<br>Sweep and mop floors<br>Restock paper towels, toilet tissue, hand soap<br>Empty trash, recycling, and sanitary bins                                                                                                                    | Each visit                     |
| Shredder Bins                         | Empty shredder collection bins                                                                                                                                                                                                                                                                  | Per trash schedule             |

*Cleaning supplies for all City Hall areas shall be provided and maintained by the Contractor. Exterior first-floor glass cleaning is addressed under Section III.F, Citywide Recurring Services. Annual carpet deep cleaning and hard floor scuff and buff are priced as Bid Alternate 1, and complete exterior window washing is priced as Bid Alternate 2, both under Section III.G, Bid Alternates.*

### C. Police Department

The Police Department occupies a secured portion of the same building as City Hall at 7651 E. Central Park Avenue. Base service frequency: Option 1 – 2 times per week; Option 2 – 3 times per week (after duty hours). The Police Department is included in the inclement weather additional cleaning provision described in Section III.A.3.

**IMPORTANT: All personnel assigned to this facility are subject to the background check requirement in Section III.A.5 and the CJIS/KCJIS requirements in Exhibit C. The areas listed below are permanently restricted per Section III.A.6.**

| Area / Space                                                                                         | Task(s)                                                                                                                                                                                                            | Frequency           |
|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| All Serviceable Areas<br>(offices, hallways, break rooms, lobby, restrooms, except restricted areas) | Empty and reline all trash and recycling receptacles<br>Sweep and mop all hard floors<br>Vacuum all carpeted areas<br>Wipe down surfaces, desks, countertops (accessible)<br>Clean interior glass and glass panels | Each visit          |
| Restrooms                                                                                            | Sanitize toilets, urinals, and sinks<br>Clean mirrors<br>Sweep and mop floors<br>Restock paper towels, toilet tissue, hand soap<br>Empty trash, recycling, and sanitary bins                                       | Each visit          |
| Entry / Lobby Areas (Winter)                                                                         | Damp mop entry areas; remove salt, mud, and melt debris<br>Service and vacuum entry mats; replace if saturated                                                                                                     | Each visit, Nov–Mar |
| RESTRICTED: DO NOT ENTER                                                                             | Property/Evidence Room   Armory   Interview Rooms<br>  Uniform Supply Room                                                                                                                                         | N/A                 |

### D. Recreation Center

Base service frequency: Option 1 – 2 times per week; Option 2 – 3 times per week (after duty hours), with no seasonal frequency adjustment. The Recreation Center includes a public lobby and front desk area, restrooms, offices, gymnasium, fitness center, two activity rooms, and a senior center. The Recreation Center pool is a separate facility and is not included in this contract; pool-area service is performed by City recreation staff.

| Area / Space                    | Task(s)                                                                                                                                                             | Frequency  |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Lobby, Hallways, and Front Desk | Sweep and mop hard floors<br>Vacuum and service doormats<br>Clean glass in entry doors<br>Dust window ledges<br>Wipe countertops at front desk                      | Each visit |
| Restrooms                       | Sanitize toilets, urinals, and sinks<br>Clean mirrors<br>Sweep and mop floors<br>Restock soap, paper towels, toilet tissue<br>Empty trash and recycling receptacles | Each visit |
| Offices                         | Vacuum carpets<br>Wipe desktops and accessible furniture<br>Empty trash and recycling receptacles                                                                   | Each visit |

| Area / Space                 | Task(s)                                                                                                                                                        | Frequency                      |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Gymnasium                    | Sweep and damp mop gym floor<br>Vacuum and scrub floor (deep clean)<br>Empty trash and recycling                                                               | Each visit; deep clean monthly |
| Activity Room 1 (Hard Floor) | Sweep and mop floor<br>Wipe sink and countertops<br>Restock soap / paper supplies<br>Empty trash and recycling                                                 | Each visit                     |
| Activity Room 2 (Carpeted)   | Vacuum floor<br>Empty trash and recycling                                                                                                                      | Each visit                     |
| Fitness Center               | Sanitize all exercise equipment surfaces<br>Clean mirrors<br>Vacuum and mop / wet-clean floor<br>Restock cleaner / paper supplies<br>Empty trash and recycling | Each visit                     |
| Senior Center                | Vacuum floor<br>Wipe tables and chair armrests<br>Wipe window ledges<br>Empty trash and recycling                                                              | Each visit                     |

## E. Public Works

Base service frequency: Option 1 – 2 times per week; Option 2 – 3 times per week (after duty hours). Public Works is a working operations facility that includes office areas, restrooms, a break room, and common areas. The facility experiences higher levels of tracked-in dirt, grease, and debris due to the nature of field operations. The inclement weather additional visit provision (Section III.A.3) applies to this facility.

| Area / Space              | Task(s)                                                                                                                                                                      | Frequency  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| Offices                   | Empty and reline trash and recycling receptacles<br>Sweep and mop hard floors<br>Vacuum carpeted areas<br>Wipe down accessible work surfaces and countertops                 | Each visit |
| Restrooms                 | Sanitize toilets, urinals, and sinks<br>Clean mirrors<br>Sweep and mop floors<br>Restock paper towels, toilet tissue, hand soap<br>Empty trash, recycling, and sanitary bins | Each visit |
| Break Room                | Wipe countertops and sink<br>Empty trash and recycling<br>Sweep and mop floor                                                                                                | Each visit |
| Hallways and Common Areas | Sweep and mop hard floors<br>Remove tracked-in debris and mud from entryways<br>Clean interior glass / entry doors                                                           | Each visit |
| All Trash and Recycling   | Empty all interior trash and recycling receptacles and replace liners                                                                                                        | Each visit |

## F. Citywide Recurring Services

The following services apply uniformly across all four facilities and are included in the base annual contract price unless otherwise noted on the Bid Pricing Form (Exhibit D). Annual carpet deep cleaning, hard floor scuff and buff, and complete exterior window washing are not included in the base price; they are priced separately as Bid Alternates under Section III.G.

| Service                               | Scope                                                                                                   | Frequency |
|---------------------------------------|---------------------------------------------------------------------------------------------------------|-----------|
| Exterior Entrance Glass Cleaning      | Exterior windows, glass entry doors, and glass side panels at facility entrances only, at each facility | Monthly   |
| Gym Floor Vacuum / Scrub (Deep Clean) | Recreation Center gymnasium                                                                             | Monthly   |
| Return Air Vent Cleaning              | All accessible vents                                                                                    | Monthly   |

## G. Bid Alternates

The following services are not included in the base annual contract price. Bidders shall price these items separately as Bid Alternates on the Bid Pricing Form, Exhibit D, Section 4. The City may accept, reject, or partially accept either alternate at its sole discretion, independent of and without affecting award of the base contract.

| Service                                        | Scope                                                   | Frequency |
|------------------------------------------------|---------------------------------------------------------|-----------|
| Alternate 1: Carpet Deep Cleaning / Extraction | All carpeted areas at all four facilities               | Annually  |
| Alternate 1: Hard Floor Scuff and Buff         | All hard (tile/linoleum) floors at all four facilities  | Annually  |
| Alternate 2: Complete Exterior Window Washing  | All exterior windows, full perimeter, at City Hall only | Annually  |

Alternate 1 combines annual carpet deep cleaning/extraction and hard floor scuff and buff into a single yearly service event at each facility. Alternate 2 covers a complete, full-perimeter exterior window washing at City Hall once per year, distinct from the monthly exterior entrance glass cleaning included in the base price under Section III.F.

## V. Performance Standards

The Contractor's work shall meet or exceed the following industry-recognized custodial performance benchmarks. These standards supplement, and do not replace, the specific task frequencies in Section III.

### Cleanliness Rating Benchmark

The City evaluates completed work against the widely used five-level cleanliness rating framework common in institutional and municipal facility management:

- Public-facing areas (lobbies, entries, council chambers, front desks): maintained at Level 1, Orderly Spotlessness. Floors and surfaces free of stains, marks, and dust; no odors; trash and recycling containers empty and clean.
- General work areas (offices, break rooms, hallways, restrooms): maintained at Level 2, Ordinary Tidiness. Floors and surfaces free of visible dirt and debris between scheduled visits, with only minor and infrequent inconsistencies.
- Back-of-house and operational areas (Public Works common areas): maintained at Level 3, Casual Inattention or better, consistent with the working nature of the facility.

### Restroom Servicing Standard

- Restrooms shall be fully serviced (sanitized fixtures and high-touch surfaces, including door handles and stall handles; restocked consumables; emptied trash and recycling) at every scheduled visit, consistent with standard industry practice for public-access facilities
- No restroom shall go more than one scheduled service cycle without consumable restock verification

## **Response and Correction Time Standards**

- Routine deficiencies identified by City inspection: corrected within twenty-four (24) hours of written notice
- Urgent sanitation issues (spills, restroom failures, bodily fluid spills such as vomit, urine, or feces beyond normal fixture use): corrected within four (4) hours of written notice
- Inclement weather response: Contractor shall deploy within twenty-four (24) hours of notification per Section III.A.3

*Quality documentation practices such as third-party certification (e.g., a recognized cleaning industry management standard) and documented supervisor walk-throughs are viewed favorably but are not mandatory minimums for this contract.*

## **V. Contract Terms**

### **V.1 Term**

The contract term shall be three (3) years from the date of award, with the option to renew for up to two (2) additional one-year terms upon mutual written agreement of both parties and satisfactory performance. Renewal beyond the initial three-year term is not automatic; the City will provide written notice of intent to renew no fewer than sixty (60) days prior to expiration of the term then in effect.

### **V.2 Pricing**

Pricing shall remain firm for the initial contract term. Price adjustments for renewal terms, if any, must be submitted in writing no fewer than sixty (60) days prior to renewal and shall not exceed the three-year average of the Consumer Price Index – All Urban Consumers (CPI-U) for the Midwest Region, unless otherwise approved by the Facilities Director.

### **V.3 Termination**

The City may terminate this contract for convenience with thirty (30) days written notice. The City may terminate immediately for cause upon written notice if the Contractor fails to perform material obligations and does not cure such failure within five (5) business days of written notice of deficiency.

### **V.4 Performance and Remedies**

Failure to complete scheduled service visits, repeated quality deficiencies measured against the standards in Section IV, or failure to meet any material requirement of this contract may result in:

- Written warning and correction requirement
- Monetary deduction from the monthly invoice proportional to incomplete service
- Contract termination for cause

## **VI. Bid Terms**

### **A. Questions and Contact Information**

All questions must be submitted in writing to James Miller, Facilities Director, at [facilities@belaireks.gov](mailto:facilities@belaireks.gov) no later than August 6, 2026 at 5:00 PM CST. Answers will be issued in writing via addendum to all registered bidders and posted at [belaireks.gov/bids](http://belaireks.gov/bids). Questions will not be answered verbally, by telephone, or in person; only written addenda are official. Bidders should confirm receipt of all addenda issued prior to bid submission. All bid submissions must also be delivered to James Miller as the sole Point of Contact identified on the cover page of this RFB.

### **B. Minimum Firm Qualifications**

Bidders shall:

- Have proper certification(s) or license(s) applicable to commercial custodial services
- Ensure that all work meets applicable local, state, and federal laws, regulations, and ordinances
- Have the capacity to obtain and maintain all required insurance per Section VI.E
- Provide appropriate supervision and quality control procedures per Section III.A.8
- Have appropriate materials, equipment, and labor to perform the work safely and efficiently, at the Contractor's sole cost

## C. Evaluation Criteria

This is a Request for Bid solicitation. Award will be made to the responsive and responsible bidder achieving the highest score on the 100-point weighted scale below, subject to the Minimum Qualifications Gate described after the table.

| Evaluation Criterion                                                | Weight                 |
|---------------------------------------------------------------------|------------------------|
| 1. Price (Option 1 total annual bid price, all facilities combined) | 60 points, Priority #1 |
| 2. References                                                       | 25 points, Priority #2 |
| 3. Qualifications & Experience                                      | 10 points              |
| 4. Completeness & Responsiveness of Bid                             | 5 points               |

The methodology for each criterion follows.

### C.1 Price (60 points, Priority #1)

Price is scored using each bidder's Total Annual Bid Price under Option 1 (two times per week service), the RFB's primary award basis, from the Bid Pricing Form, Exhibit D, Section 1. The lowest responsive, responsible bid receives the full 60 points. Every other bid is scored proportionally using the formula:

$$\text{Price Score} = ( \text{Lowest Bid} \div \text{This Bidder's Bid} ) \times 60$$

### C.2 References (25 points, Priority #2)

The City will contact the minimum of three references submitted under Section VII, item 3. Each reference is rated 1–5 on the following factors, which are averaged to a single overall rating for that reference:

- Quality of work
- Reliability / timeliness
- Responsiveness / communication
- Overall satisfaction / would rehire

The overall ratings for all references contacted are averaged and scaled to 25 points:

$$\text{Reference Points} = ( \text{Average of Reference Ratings} \div 5 ) \times 25$$

### C.3 Qualifications & Experience (10 points)

Scored 0–10 based on years in business, experience with comparable scope and size contracts (particularly governmental accounts), staffing plan, and other qualifications submitted under Section VII, item 2.

### C.4 Completeness & Responsiveness of Bid (5 points)

Scored 0–5 based on whether the bid package is complete, clearly organized, and responsive to every requirement in Section VII.

### Minimum Qualifications Gate

Before scoring, the City will confirm that each bidder meets the following requirements. A bidder that fails any of the following will not be scored or considered for award, regardless of price or references:

- Complete and responsive submittal (all required documents per Section VII)
- Background check acknowledgment for all assigned personnel (Section VII, item 5)
- Minimum three (3) references from comparable accounts submitted (Section VII, item 3)
- Insurance requirements met (Section VI.E)

Award will be based on Option 1 (two times per week) base pricing as the primary evaluation criterion. Option 2 (three times per week) pricing and Bid Alternates 1 and 2 are requested for the City's informational and budgetary purposes and may be added to the resulting contract at the City's sole discretion, at the prices bid. The City reserves the right to conduct site visits, interview bidders, contact references, or request additional information prior to award. Award is contingent upon City Council approval if required by City ordinance or purchasing policy. Scores are tallied on the companion Bid Evaluation Scoring Worksheet, which applies this same 100-point weighting and is used internally by the evaluation committee; it is not distributed to bidders.

## D. Request for Bid Timeline

| Milestone                         | Date                                           |
|-----------------------------------|------------------------------------------------|
| Issue Date                        | July 28, 2026                                  |
| Pre-Bid Facility Tour / Site Walk | August 4, 2026                                 |
| Questions Deadline                | August 6, 2026, 5:00 PM CST                    |
| Addendum Issued (if needed)       | On or before August 10, 2026                   |
| Bid Due Date                      | August 12, 2026, 4:00 PM CST                   |
| Anticipated Award                 | September 1, 2026 (City Council)               |
| Contract Start                    | Upon contract completion and background checks |

*Dates are provided for planning purposes and are subject to change by written addendum. Contact James Miller, Facilities Director, to confirm any dates.*

## E. Insurance Requirements

The Contractor shall obtain and maintain the following insurance coverages throughout the contract term and provide Certificates of Insurance to the City prior to commencement of services:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Automobile Liability: \$1,000,000 combined single limit
- Workers' Compensation: Statutory limits per Kansas law
- Employer's Liability: \$500,000 per occurrence

The City of Bel Aire shall be named as an additional insured on all Commercial General Liability and Automobile Liability policies. Contractor shall provide thirty (30) days written notice to the City prior to cancellation or material change of any required policy.

## VII. Bid Submittal Requirements

Each bid package must include the following items, in order:

1. Bid Pricing Form (Exhibit D): Complete all fields, including pricing for both Option 1 and Option 2 service frequencies and both Bid Alternates. Unsigned or incomplete pricing forms will result in disqualification.
2. Addendum Acknowledgment: Signed statement listing every addendum issued for this RFB, if any, and confirming the bidder has reviewed and incorporated each into its bid.
3. Company Information and Qualifications: Company name, address, phone, email, years in business, and a brief description of experience providing commercial custodial services to governmental or municipal clients.
4. References: Minimum three (3) verifiable references from current or recent commercial or governmental custodial service contracts of comparable scope. Include client name, contact name and phone, facility type, services provided, contract period, and annual contract value.
5. Certificate of Insurance: Current certificate demonstrating all required coverages per Section VI.E, or a signed statement from the bidder's insurance agent or carrier confirming the bidder's ability to obtain such coverage if awarded the contract. The successful bidder must provide an updated certificate naming the City as additional insured prior to contract execution.
6. Background Check Acknowledgment: Signed statement affirming that all Contractor personnel assigned to any City facility will submit to and pass a background check as a condition of service, per Section III.A.5 and, for personnel accessing the Police Department, Exhibit C.
7. Subcontractor Disclosure: If any subcontractors will be used, identify them by name and describe their role. Subcontracting is subject to City approval per Exhibit B. Any approved subcontractor is required to comply with all terms and conditions of the resulting contract to the same extent as Contractor, per Exhibit A, Section 23.

8. Signed Bid Certification: A signed certification that all information provided is accurate and complete, that the bidder agrees to the terms of this RFB, and that the pricing submitted is binding for ninety (90) days from the bid due date.

All submittals must be delivered to James Miller, Facilities Director, as the sole Point of Contact, at the address and by the deadline specified in Section II.

## VIII. Bidder Information and Certification

### VIII.A Bidder Information

| Field                                       | Response |
|---------------------------------------------|----------|
| Legal Business Name                         |          |
| DBA (if applicable)                         |          |
| Business Address                            |          |
| Phone                                       |          |
| Email                                       |          |
| Primary Contact Name / Title                |          |
| Kansas Business License No. (if applicable) |          |
| Years in Business                           |          |
| Federal EIN                                 |          |

### VIII.B Certification

The undersigned hereby certifies that:

- All information provided in this bid is accurate and complete.
- The bidder agrees to all terms and conditions set forth in RFB No. 2026-003, including Exhibits A, B, C, and D.
- Pricing submitted is firm and binding for ninety (90) days from the bid due date.
- All Contractor personnel assigned to any City facility will submit to and pass a background check prior to service.
- The bidder will supply all cleaning materials and consumables at no additional cost to the City.
- All services will be performed after City business hours unless otherwise authorized in writing.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

*Any requested changes to exhibits A, B, and C may be submitted with your proposal for consideration. The City reserves the right to accept or deny any or all requested changes.*

## **EXHIBIT A**

### **CITY OF BEL AIRE MANDATORY CONTRACTUAL PROVISIONS ATTACHMENT**

The following provisions are mandatory and shall be incorporated by reference into any contract awarded pursuant to this RFB. In the event of conflict, these provisions shall control.

#### **1. Terms Herein Controlling Provisions.**

The terms of this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the Agreement.

#### **2. Choice of Law.**

This Agreement shall be interpreted under and governed by the laws of the State of Kansas. Any dispute or cause of action that arises in connection with this Agreement will be brought before a court of competent jurisdiction in Sedgwick County, Kansas.

#### **3. Termination Due to Lack of Funding Appropriation.**

If, in the judgment of the City's Director of Finance, sufficient funds are not appropriated to continue the function performed in this Agreement and for the payment of the charges hereunder, City may terminate this Agreement at the end of its current fiscal year. City agrees to give written notice of termination to Contractor at least thirty (30) days prior to the end of its current fiscal year, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided to City under the Agreement. City will pay Contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any related equipment. Title to any such equipment shall revert to Contractor upon effective termination. Termination under this paragraph shall not cause any penalty to be charged to either party.

#### **4. Disclaimer of Liability.**

As a Kansas municipality, City shall not be obligated to protect, defend, hold harmless, or indemnify any Contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.). City specifically reserves and does not intend to waive any defenses, limitations of liability or damages, and/or immunities available to it under the Kansas Tort Claims Act or other state or federal law. The duty to indemnify or hold harmless includes the duty to defend. This clause shall apply whether or not insurance policies shall have been determined to be applicable to any of such damages or claims. In no event shall either party be obligated to indemnify the other on account of the negligence or willful misconduct of the party seeking indemnity or any agent or employee thereof.

#### **5. Acceptance of Agreement.**

This Agreement shall not be considered accepted, approved, or otherwise effective until the statutorily required approvals and certifications have been given.

#### **6. Arbitration, Damages, Jury Trial and Warranties.**

The City does not accept binding arbitration or the payment of damages or penalties upon the occurrence of a contingency and expressly denies such acceptance. The City does not consent to a jury trial to resolve any disputes and expressly denies such consent. Contractor waives its right to a jury trial. No provision of any document within the Agreement will be given effect which attempts to exclude, modify, disclaim, or otherwise limit implied warranties of merchantability and fitness for a particular purpose.

#### **7. Representative's Authority to Contract.**

By signing this Agreement, the representative of the Contractor represents that such person is duly authorized by the Contractor to execute this Agreement on behalf of the Contractor and that the Contractor agrees to be bound by its provisions.

#### **8. Federal, State and Local Taxes.**

Unless otherwise specified, the proposal price shall include all applicable federal, state, and local taxes. Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered under this Agreement. City is exempt from state sales or use taxes and federal excise taxes for direct purchases; these taxes shall not be included in the Agreement. Upon request, City shall provide the Contractor a certificate of tax exemption. City makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.

## **9. Insurance.**

City shall not be required to purchase any insurance against any liability, loss, or damage to which this Agreement relates, nor shall this Agreement require City to establish a self-insurance fund. Subject to the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.

## **10. Conflict of Interest.**

Contractor shall not knowingly employ, during the period of this Agreement or any extensions, any professional personnel who are also in the employ of the City and providing services involving this Agreement or services similar in nature. Contractor shall not knowingly employ any City employee who has participated in the making of this Agreement until at least two years after termination of that employee's City employment.

## **11. Confidentiality.**

Contractor may have access to private or confidential data maintained by City to the extent necessary to carry out its responsibilities under this Agreement. Contractor must comply with all requirements of the Kansas Open Records Act (K.S.A. 45-215 et seq.) in providing services under this Agreement. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance. No private or confidential data collected, maintained, or used in the course of this Agreement shall be disseminated by either party except as authorized by statute, during the Agreement or thereafter. Contractor must return any data furnished by City promptly upon request, and upon termination or expiration of this Agreement, shall not use such data for any purpose and shall destroy or render it unreadable where so instructed.

## **12. Cash Basis and Budget Laws.**

The right of City to enter into this Agreement is subject to the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other laws of the State of Kansas. This Agreement shall be construed to ensure City remains in conformity with such laws, and City reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may violate such laws.

## **13. Anti-Discrimination Clause.**

The Kansas Act Against Discrimination (K.S.A. 44-1001 et seq., as amended) requires Contractor to observe its provisions and not discriminate against any person in the performance of work under this Agreement because of race, religion, color, sex, disability, national origin, ancestry, or age; to include "Equal Opportunity Employer" in all solicitations or advertisements for employees; to inform the Kansas Human Rights Commission and/or City, upon request, of its recruitment and screening practices; and to include these provisions in each subcontract or purchase order. Contractor shall comply with the Civil Rights Act of 1964 as amended, the Equal Employment Opportunity Act of 1972, Executive Orders 11246, 11375, and 11141, Part 60 of Title 41 of the Code of Federal Regulations, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, the Americans with Disabilities Act, and any laws or regulations promulgated thereunder.

## **14. Suspension / Debarment.**

Contractor acknowledges that a person or entity debarred or suspended in the System for Award Management (SAM) shall be excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. Contractor shall notify City in writing within five (5) business days if Contractor is debarred or suspended under SAM. City shall have the right, in its sole discretion, to declare the Agreement terminated for breach upon receipt of such notice. Contractor shall also determine whether any subcontractor performing work under this Agreement has been debarred or suspended and notify City within the same five (5) business days.

## **15. Compliance with Law.**

Contractor shall comply with all applicable local, state, and federal laws and regulations in carrying out this Agreement, regardless of whether such laws are specifically referenced herein.

## **16. No Assignment.**

The services to be provided by the Contractor under this Contract are personal and cannot be assigned, delegated, sublet, or transferred without the specific written consent of the City.

## **17. Third Party Exclusion.**

This Agreement is intended solely for the benefit of City and Contractor and is not intended to benefit, directly or indirectly, any third party or member of the public. No third party may sue for damages based on the terms or performance of this Agreement.

## **18. No Arbitration.**

The Contractor and City shall not be obligated to resolve any claim or dispute related to the Contract by arbitration. Any reference to arbitration in bid or proposal documents is deemed void.

## **19. Bankruptcy.**

Contractor shall be considered in default of this Contract in the event Contractor applies for or consents to the appointment of a receiver, trustee, or liquidator of itself or any of its property; is unable to pay its debts as they mature or admits in writing its inability to pay its debts as they mature; makes a general assignment for the benefit of creditors; is adjudicated bankrupt or insolvent; or files a voluntary petition in bankruptcy or a petition seeking reorganization or an arrangement with creditors.

## **20. Ownership of Data.**

All data, forms, procedures, software, manuals, system descriptions, and workflows developed or accumulated by Contractor in relation to this Agreement shall be owned by City and shall be handed over and/or returned to City upon expiration or termination of this Agreement. Contractor shall not release any such materials without written approval of City.

## **21. Tariffs.**

If Contractor chooses to use foreign products or goods during the execution of this Agreement, Contractor shall not directly invoice tariff costs to City. City will consider a reasonable price adjustment only after conclusion of the initial contract term, but reserves the right not to pick up option years if, in its sole discretion, the price increase no longer provides best value to City.

## **22. Contractor Use of Artificial Intelligence.**

City does not consent to, and expressly rejects, Contractor's use of Artificial Intelligence note takers in, and recordings of, meetings with City officials and staff unless specifically approved by City (project manager or higher) prior to the meeting, including use by Contractor for training its AI programs, services, and platforms. Any transcripts, recordings, summaries, or AI-generated outputs approved by City and created in connection with City meetings or City data shall be treated as City Confidential Information. Contractor shall not retain such materials longer than required to perform services necessary and incidental to the contract, and upon City's request shall promptly return or securely delete such materials and certify deletion in writing. Only the City Manager or City Attorney may approve an exemption from these requirements.

## **23. Subcontracting.**

Contractor may utilize subcontractors only with the prior written approval of City, as provided in Exhibit B. Any portion of the work performed by a subcontractor shall be performed in full compliance with, and the subcontractor shall be bound by, all terms, conditions, specifications, and requirements of this Agreement, including but not limited to insurance, background check, confidentiality, non-discrimination, and performance standards provisions, to the same extent as Contractor. Contractor shall remain fully and solely responsible to City for the acts, omissions, and performance of any subcontractor and its employees as though such acts, omissions, or performance were those of Contractor. Use of a subcontractor shall not relieve Contractor of any obligation under this Agreement.

## EXHIBIT B

### CITY OF BEL AIRE MANDATORY INDEPENDENT CONTRACTOR ADDENDUM

1. The parties agree Contractor shall satisfy all tax and other governmentally imposed responsibilities, including payment of state, federal, and social security taxes, unemployment taxes, workers' compensation, and self-employment taxes. No federal, state, or local taxes of any kind shall be withheld or paid by City, and Contractor shall indemnify City for its failure to comply with these responsibilities.
2. The parties agree that as an independent contractor, Contractor is not entitled to any benefits from City, including unemployment insurance benefits, workers' compensation coverage, or health insurance coverage. Contractor may only receive such coverages if provided by Contractor or an entity other than City. Contractor hereby waives and discharges any claim, demand, or action against City's workers' compensation insurance and/or health insurance and agrees to indemnify City for any such claims related to Contractor's operations or performance of services.
3. The parties acknowledge and agree that City will not require Contractor to work exclusively for City; establish means or methods of work for Contractor, except that City may provide plans and specifications but will not oversee the actual work; pay Contractor a salary or hourly rate but rather a fixed or contract rate; provide training for Contractor on performance of services; provide tools or benefits to Contractor; or pay Contractor personally (City will make all checks payable to the trade or business name under which Contractor does business).
4. Contractor does not have the authority to act for City, to bind City in any respect whatsoever, or to incur debts or liabilities in the name of or on behalf of City.
5. Unless given express written consent by City, Contractor agrees not to bring any other party, including employees, agents, subcontractors, sub-subcontractors, and vendors, onto the project site.
6. If Contractor is given written permission to have other parties on site, and Contractor engages any other party that may be deemed an employee of Contractor, Contractor will be required to provide appropriate workers' compensation insurance coverage as required by this Agreement.
7. Contractor has and hereby retains control of and supervision over the performance of Contractor's obligations hereunder. Contractor agrees to retain control over any allowed parties employed or contracted by Contractor and take full responsibility for any liability created by any actions or individuals brought to the project by Contractor.
8. Contractor represents that it is engaged in providing similar services to the public and is not required to work exclusively for City.
9. All services are to be performed at the risk of Contractor, and Contractor shall take all precautions necessary for the safety of its and City's employees, agents, subcontractors, sub-subcontractors, vendors, and members of the public it encounters while performing the work.
10. Contractor will not combine its business operations in any way with City's business operations, and each party shall maintain their operations as separate and distinct.

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Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Business Name: \_\_\_\_\_

#### For City of Bel Aire:

James Miller, Facilities Director      Date: \_\_\_\_\_

7651 E. Central Park Avenue, Bel Aire, KS 67226

facilities@belaireks.gov | 316-558-4456

## **EXHIBIT C**

### **CITY OF BEL AIRE POLICE DEPARTMENT CJIS/KCJIS ACCESS REQUIREMENTS**

This Exhibit sets forth the background check and security requirements applicable to any Contractor personnel who will have unescorted, unattended access to the Bel Aire Police Department after hours, under the FBI Criminal Justice Information Services (CJIS) Security Policy and the Kansas Criminal Justice Information System (KCJIS). It supplements Section III.A.5 and Section III.C of this RFB.

#### **1. Background Check**

Before any Contractor employee is granted unescorted access to the Police Department, that employee must complete a fingerprint-based criminal history record check through the Kansas Bureau of Investigation (KBI) and the FBI. The City will coordinate fingerprinting and submit personnel for identification. Unescorted access will not be granted until both checks have cleared.

#### **2. Security Awareness Training**

All Contractor personnel who will have unescorted access must complete CJIS Security Awareness Training before beginning work at the Police Department.

#### **3. CJIS Security Officer Approval**

Final approval for unescorted access rests with the Police Department's CJIS Security Officer (CSO). No Contractor personnel may access secure areas unescorted until the CSO has authorized that access.

#### **4. No Unescorted Access Before Clearance**

Any Contractor employee who has not completed the background check, training, and CSO authorization above must be escorted by Police Department staff at all times while on the premises.

*Any additional eligibility requirements will be determined by the Police Department's CJIS Security Officer under current KBI and FBI policy. The City recommends that the Police Department's CJIS Security Officer review this Exhibit before the RFB is issued to confirm it reflects current requirements.*

**EXHIBIT D**  
**BID PRICING FORM**

Complete all fields. Provide pricing for each facility separately. All pricing shall include all labor, supervision, materials, supplies, chemicals, equipment, and overhead. The City is exempt from Kansas sales tax.

**1. Base Recurring Service Pricing, Annual**

**Option 1: Two (2) Times Per Week Service**

| Facility                                   | Visits / Week | Monthly Price (\$) | Annual Price (\$) | Notes |
|--------------------------------------------|---------------|--------------------|-------------------|-------|
| City Hall                                  | 2             |                    |                   |       |
| Police Department                          | 2             |                    |                   |       |
| Recreation Center                          | 2             |                    |                   |       |
| Public Works                               | 2             |                    |                   |       |
| TOTAL ANNUAL,<br>OPTION 1 (All Facilities) |               |                    |                   |       |

**Option 2: Three (3) Times Per Week Service**

| Facility                                   | Visits / Week | Monthly Price (\$) | Annual Price (\$) | Notes |
|--------------------------------------------|---------------|--------------------|-------------------|-------|
| City Hall                                  | 3             |                    |                   |       |
| Police Department                          | 3             |                    |                   |       |
| Recreation Center                          | 3             |                    |                   |       |
| Public Works                               | 3             |                    |                   |       |
| TOTAL ANNUAL,<br>OPTION 2 (All Facilities) |               |                    |                   |       |

**2. Inclement Weather Additional Visit, Per Visit Rate**

One inclement weather visit per week is included in the annual contract price (Section III.A.3). Additional visits beyond the included one visit per week, if authorized, will be invoiced at the following rates:

| Facility          | Included Visits / Week | Service Rate (\$/visit) |
|-------------------|------------------------|-------------------------|
| City Hall         | 1 included             |                         |
| Police Department | 1 included             |                         |
| Public Works      | 1 included             |                         |
| Rec Center        | 1 included             |                         |

**3. Citywide Recurring and Periodic Services**

| Service                                           | Unit / Frequency    | Unit Price (\$) |
|---------------------------------------------------|---------------------|-----------------|
| Exterior Entrance Glass Cleaning (All Facilities) | Per event (monthly) |                 |
| Rec Center: Gym Floor Vacuum/Scrub                | Per event (monthly) |                 |

| Service                                    | Unit / Frequency    | Unit Price (\$) |
|--------------------------------------------|---------------------|-----------------|
| Rec Center: Return Air Vent Cleaning       | Per event (monthly) |                 |
| Service Rate: Unplanned Additional Service | Per service call    |                 |

#### 4. Bid Alternates

Price each Bid Alternate separately. These prices are not included in the Option 1 / Option 2 base totals above and will not affect the primary award determination.

| Service                                                         | Unit / Frequency            | Unit Price (\$) |
|-----------------------------------------------------------------|-----------------------------|-----------------|
| Alternate 1: Carpet Deep Cleaning / Extraction (All Facilities) | Per event (annually)        |                 |
| Alternate 1: Hard Floor Scuff and Buff (All Facilities)         | Per event (annually)        |                 |
| <b>Alternate 1 Total (All Facilities)</b>                       | <b>Per event (annually)</b> |                 |
| Alternate 2: Complete Exterior Window Washing (City Hall Only)  | Per event (annually)        |                 |

#### 5. Addendum Acknowledgement

Place an X by each issued addendum to confirm acknowledgement. Addendums will be posted to [www.belaireks.gov/bids](http://www.belaireks.gov/bids):

Addendum #1: \_\_\_\_\_ Addendum #2: \_\_\_\_\_ Addendum #3: \_\_\_\_\_