



Request for Proposal
For
City Cleaning Services

City of Deadwood
102 Sherman Street
Deadwood SD 57732

CITY OF DEADWOOD
PUBLIC NOTICE
REQUEST FOR PROPOSAL
CLEANING SERVICES

Notice is hereby given that the City of Deadwood , SD will be accepting sealed proposals for cleaning services for the City’s thirteen (13) municipal facilities: City Hall at 102 & 108 Sherman Street, Police Department at 100 Sherman Street, Deadwood Volunteer Fire Department at 737 Main Street, Deadwood Public Library at 435 Williams Street, Deadwood Rec Center at 105 Sherman Street, Outlaw Square at 703 Main Street, Deadwood Welcome Center at 501 Main Street, South Gateway (Pluma) at 418 Cliff Street, Mount Moriah Cemetery Visitor Center and Ticket Booth at 1 Mount Moriah Drive, Gordon Park at 125 Sherman Street, History and Information Center at 3 Siever Street, Days of 76 Event Complex at 15 Seventy-Six Drive, Keene Baseball Park at 65 Seventy-Six Drive.

Sealed proposals clearly labeled Request for Proposal for Cleaning Services will be received until 5:00 PM on Wednesday, April 19, 2023 at Deadwood City Hall. Bids will be considered by City Commission on May 1, 2023. Proposal Instructions and Specifications may be obtained at City Hall, 102 Sherman Street, Deadwood, SD 57732 or on the city’s website, www.cityofdeadwood.com under Community, Documents and Forms, Forms and Applications. Questions can be directed to the Public Works Director at by calling (605) 578-2082.

The City of Deadwood reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the City of Deadwood.

Introduction

The City of Deadwood is soliciting proposals for a one (1) year contract for cleaning services for thirteen (13) public owned buildings: City Hall at 102 & 108 Sherman Street, Police Department at 100 Sherman Street, Deadwood Volunteer Fire Department at 737 Main Street, Deadwood Public Library at 435 Williams Street, Deadwood Rec Center at 105 Sherman Street, Outlaw Square at 703 Main Street, Deadwood Welcome Center at 501 Main Street, South Gateway (Pluma) at 418 Cliff Street, Mount Moriah Cemetery Visitor Center and Ticket Booth at 1 Mount Moriah Drive, Gordon Park at 125 Sherman Street, History and Information Center at 3 Siever Street, Days of '76 Event Complex at 15 Seventy-Six Drive, Keene Baseball Park at 65 Seventy-Six Drive. The contract can be renewed on a one (1) year term basis if the parties agree (60) days prior to the expiration of this contract.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically. The proposal should include all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be received via mail or in person, **no later than 5:00 PM on April 19, 2023** directly to City Hall at the following address:

City of Deadwood
Attn: Jessica McKeown
102 Sherman Street
Deadwood, SD 57732

General Instructions for Proposal

- a. **Proposal Content** – A completed proposal must contain the following:
Proposal Form and Signature Page – the proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
References – Proposal shall include a list of three (3) references including name, address, phone number, and contact person.
- b. **Proposal Period** – After the proposal has been submitted to the City of Deadwood, the proposal may not be withdrawn for thirty (30) calendar days after the day of opening.
- c. **Proposal Award** – It is the intent of the City to accept the lowest responsible proposal, provided it will be the most advantageous regarding price, quantity of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors which the City of Deadwood may consider. The City reserves the right to accept or reject any or all proposals and to waive any irregularities therein. Proposals will be

reviewed by city staff and then presented to City Commission for consideration on May 1, 2023 at 5:00 p.m.

- d. **Term and Renewal** – The term of the contract shall be for one (1) year unless earlier terminated and shall begin on June 1, 2023 unless mutually agreed upon between the City and the Contractor of a different starting date. The contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party without cause with less than ninety (90) days notice by mutual agreement or in the event of substantial failure to perform with the terms set forth in the Contract.
- e. **Basis of Payment** – Payment will be made to the contractor within 30 days upon receiving the contractor’s monthly invoice, after approval by City staff and the City Commissioners. The invoice shall state the date the service was performed and the amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and date it was provided. Special services requiring additional cost must be approved by the Public Works Director.

Specifications

The specifications outline the requirements for the cleaning services for the thirteen (13) municipal facilities owned by the City of Deadwood. A list of the building, address, and approximate square footage is outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view, the buildings beforehand by calling the Public Works Director.

Building List

<u>City Hall</u> 2 floors -8032 sq. ft.	102 and 108 Sherman Street Includes Public entry way, Century Room, 4 restrooms, copier room, hallways, Commission room, sink/kitchen, 12 offices and Archives floor.
<u>Police Department</u> 2 floors – 2595 sq. ft.	100 Sherman Street Includes public entry way/stairs, hallways/stairs, 2 restrooms, break room, patrol room, locker room and 5 offices.
<u>Fire Department</u> 1 floor – 1765 sq. ft.	737 Main Street Includes meeting room, kitchen, 2 restrooms and 3 offices.
<u>Public Library</u> 2 Floors – 3340 sq. ft.	435 Williams Street Includes vestibule, main floor, reading room, South

Dakota room, 2 offices, elevator, activity room, stairway and 3 restrooms.

Deadwood Rec Center

1 Floor –1647 sq. ft.
restrooms.

105 Sherman Street

Includes 2 locker rooms consisting of 2 showers and 4

Outlaw Square

1 floor – 430 sq. ft.

703 Main Street

Includes 2 restrooms.

Deadwood Welcome Center

1 floor – 4593 sq. ft.

501 Main Street

Includes trolley vestibule, vestibule, hallway, main lobby and 2 restrooms.

South Gateway

559 sq. ft.

418 Cliff Street

Includes entryway and 2 restrooms.

Mount Moriah

304 sq. ft.

1 Mount Moriah Drive

Includes 2 restrooms.

Gordon Park

180 sq. ft.

125 Sherman Street

Includes 2 restrooms.

History and Information Center

331 sq. ft.

3 Siever Street

Includes 2 restrooms (weekends)

Days Event Complex

676 sq. ft.

15 Seventy-Six Drive

Includes 2 restrooms.

Keene Baseball Fields

307 sq. ft.

65 Seventy-Six Drive

Includes 2 restrooms.

Responsibilities of the Contractor

The following cleaning instructions are outlined by building, cleaning location within the building and a cleaning schedule.

Equipment and Cleaning Chemicals

The City of Deadwood will supply all trash bags, paper towels, toilet paper, hand soap, dust mops, mops and rags. Restocking of supplies listed above will be coordinated with the Public Buildings Superintendent every Thursday.

All cleaning products will be supplied by the contractor.

Damage

The contractor shall report to the Public Buildings Superintendent any damaged facilities and/or broken items that need to be replaced or repaired.

City Hall

Public Access Area to Historical Preservation and Finance

Daily: (Monday – Friday)

1. Wet mop, sweep, dust mop floor according to condition.
2. Clean and sanitize water faucet.
3. Wipe light switches and doors, removing fingerprints, smudges and spills.

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Vacuum all carpeted areas and mats. Spot treat soiled carpeted areas as needed.
3. Thoroughly dust all horizontal and vertical surfaces, including windowsills, moldings and pictures.

Monthly:

1. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

Century room

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.
3. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
4. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

Restrooms (4)

Daily: (Monday – Friday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Copier Room

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
3. Wet mop, sweep, dust mop floor according to condition.

Hallways

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Wet mop, sweep, dust mop floor according to condition.
3. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.
4. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

Commission Room

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.
3. Thoroughly dust/clean all horizontal and vertical surfaces, moldings, door handles and pictures.
4. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
5. Spot clean glass as needed.

Sink/Kitchen

Daily: (Monday – Friday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.

Weekly:

1. Wet Mop, sweep, dust mop floor according to condition
2. Vacuum all carpeted areas and mats. Spot treat soiled carpeted areas as needed.
3. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
4. Clean and sanitize all basins/sinks.
5. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

12 offices

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.
3. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
4. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
5. Clean inside glass.

Archives Floor

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Wet mop, sweep, dust mop floor according to condition.
3. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
4. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

Police Department

Public Entryway/Stairs

Daily: (Monday – Friday)

1. Wet mop, sweep, dust mop floor according to condition.

Weekly:

1. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
2. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

Hallways/Stairs (inside Police Department)

Weekly:

1. Wet mop, sweep, dust mop floor according to condition.
2. Thoroughly dust/clean all horizontal and vertical surfaces, moldings, pictures.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

2 Restrooms

Daily: (Monday – Friday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Breakroom

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Vacuum all mats.
3. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
4. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
5. Clean and sanitize sink.
6. Wet mop, sweep, dust mop floor according to condition.

Patrol Room

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
4. Wet mop, sweep, dust mop floor according to condition.

Locker Room

Weekly:

1. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.
2. Thoroughly dust/clean all horizontal and vertical surfaces, moldings, pictures.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

5 offices

Weekly:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust/clean all horizontal and vertical surfaces, moldings, pictures.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

Fire Department

Meeting Room

2 days a week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
4. Wet mop, sweep, dust mop floor according to condition.

Kitchen

2 days a week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
4. Clean and sanitize sink.
5. Wet mop, sweep, dust mop floor according to condition.

2 Restrooms

2 days a week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.

5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

3 Offices

2 days a week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
4. Wet mop, sweep, dust mop floor according to condition.

Public Library

Vestibule

3 days a week:

1. Thoroughly dust/clean all horizontal and vertical surfaces, moldings and pictures.
2. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
3. Wet mop, sweep, dust mop floor according to condition.
4. Vacuum Mats.
5. Clean glass.

Main floor

3 days a week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
3. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed. Vacuum all mats.

Reading room

1 day a week:

1. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
2. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed. Vacuum all mats.

South Dakota Room

1 day a week:

1. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
2. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.

2 offices

1 days a week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
3. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.

Elevator

2 days a week:

1. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
2. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.

Activity Room

3 days a week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
3. Vacuum all carpeted areas. Spot treat soiled carpeted areas as needed.
4. Clean and sanitize sink.

Stairway

3 days a week:

1. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
2. Wet mop, sweep, dust mop floor according to condition.

3 Restrooms

3 days a week:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.

5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Deadwood Rec Center

2 Locker rooms

Daily: (Monday – Saturday)

1. Thoroughly dust/clean all horizontal and vertical surfaces.
2. Wet mop, sweep, dust mop floor according to condition.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.

2 Showers

Daily: (Monday – Saturday)

1. Wipe walls, fixtures, removing shampoo, soaps, smudges and spills.
2. Sweep and mop floor.

4 Restrooms

Daily: (Monday – Saturday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Outlaw Square

2 Restrooms

Daily: (Monday – Sunday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.

4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Deadwood Welcome Center

Vestibules (2)

Daily: (Monday – Sunday)

1. Thoroughly dust/clean all horizontal and vertical surfaces.
2. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
3. Wet mop, sweep, dust mop floor according to condition.

Hallway

Daily: (Monday – Sunday)

1. Thoroughly dust/clean all horizontal and vertical surfaces.
2. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
3. Wet mop, sweep, dust mop floor according to condition.

Main lobby

Daily: (Monday – Sunday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Thoroughly dust/clean all horizontal and vertical surfaces.
3. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
4. Wet mop, sweep, dust mop floor according to condition.

2 Restrooms

Daily: (Monday – Sunday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.

6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

South Gateway

Entryway

Daily: (Monday – Sunday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.

2 Restrooms

Daily: (Monday – Sunday)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Mount Moriah

2 Restrooms

As authorized by Public Works: (Seasonal Operation)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Gordon Park

2 Restrooms

As authorized by Public Works: (Seasonal Operation)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

History and Information Center

2 Restrooms

Weekends:

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Days of 76 Event Complex

2 Restrooms

As authorized by Public Works: (as needed, basis)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.

6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Keene Baseball Fields

2 Restrooms

As authorized by Public Works: (Seasonal Operation)

1. Empty all trash receptacles, replace liners as needed, and remove trash to a collection point.
2. Toilets need to be cleaned inside and out.
3. Toilet seats to be wiped clean on both sides.
4. Clean all basins/sinks.
5. Remove all splash marks on the walls around basins/sinks, urinals and toilets.
6. Spot wipe walls, light switches and doors, removing fingerprints, smudges and spills.
7. Clean mirrors.
8. Wet mop, sweep, dust mop floor according to condition.

Proposal Instructions

Request for Proposal for Cleaning Services

1. Based on the requirements and provider qualifications, please provide (2) copies of the Proposal Form to the City of Deadwood
2. Complete Proposal Form and Signature Page
3. Complete Worker’s Compensation Certificate
4. Complete Independent Contractor Statement
5. Complete Reference Form
6. Complete Confidentiality Statement

All proposals must be delivered via mail or in person. Vendor shall include items one (1) through six (6) in a sealed envelope. Include two (2) copies of Item 2, the Proposal Form and Signature Page. All proposals should be clearly labeled on the outside of the envelope. **Request for Proposal for Cleaning Services.**

Proposals should be mailed or delivered in person to:

City of Deadwood

Attn: Jessica McKeown

Re: Request for Proposal for Cleaning Services

102 Sherman Street

Deadwood, SD 57732

Proposals must be received **no later 5:00 p.m. on April 19, 2023.**

Proposal Form
Request for Proposals for Cleaning Services

The undersigned hereby submits the following proposal for the monthly cost of cleaning services for the City of Deadwood Buildings.

City Hall	\$_____
Police Department	\$_____
Fire Department	\$_____
Public Library	\$_____
Deadwood Rec Center	\$_____
Outlaw Square	\$_____
Deadwood Welcome Center	\$_____
South Gateway	\$_____
History and Information Center	\$_____
Monthly Total:	\$_____

Mount Moriah	\$_____/hr
Gordon Park	\$_____/hr
Days Event Complex	\$_____/hr
Keene Baseball Fields	\$_____/hr

Proposal Form Signature Page

Request for Proposal for Cleaning Services

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

Worker’s Compensation Certification

- I hereby certify that effective the date of my contract with the City of Deadwood and at all times in the performance of such Contract that:

I have and will maintain in full force and effect Workers Compensation Insurance in compliance with the laws of the State of South Dakota, and will provide a Certificate of Insurance to the City upon request, with the following insurance company:

Company Name

Agent’s Name, Address and Telephone Number

Policy Number and Effective Date

OR

- I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of South Dakota to obtain and maintain a Worker’s Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have, or will execute, with the City of Deadwood.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or the other persons, while engaged in the performance of any work or services required under this Contract, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under State and Federal Employment regulations on behalf of said personnel arising out of employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify, and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of which tribunal, agency, board, commission or court may have jurisdiction. Such personnel or other persons performing services for Contractor shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, and severance pay.

The Contractor shall procure and maintain, for the duration of this contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees, or subcontractors.

- A. During the term of this contract, the contractor shall provide the following types of insurance in limits no less than:
 - 1. Commercial General Liability Insurance: The Contractor shall maintain occurrence based commercial general liability insurance or equivalent form with a limit of not less than \$1,000,000.00 each occurrence. Such insurance shall add the City of Deadwood and its officials and employees as additional insureds.
 - 2. Workers' Compensation: Workers' Compensation coverage with statutory limits.

- B. The contractor shall furnish to the City of Deadwood satisfactory proof of coverage of the above requirements by a reliable company or companies prior to the implementation of the contract. Said certificates shall contain a clause to the effect that,

for the duration of the contract, the insurance policy may not be cancelled or changed without thirty (30) days advance written notice to the City.

The Contractor shall indemnify and hold harmless the City of Deadwood and its officials and employees from and against all claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of or resulting from the (i) the conduct or performance of this Contract or of any business therein, (ii) any act, omission, or negligence of the Contractor or the partners, officers, agents, employees or sub-contractors of the Contractor (iii) any accident, injury or damage whatsoever occurring as a result of Contractor’s performance of this contract. Contractor hereby expressly indemnifies City of Deadwood for the consequences of any negligent act or omission of the Government entity, its officials and employees, unless such act or omission constitutes gross negligence or intentional misconduct of the City.

The Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the Contractor’s responsibility to indemnify, keep and save harmless and defend the City, its officials, agents and employees as herein provided.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. The City reserves the right to contact the references set forth below and references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

Confidentiality Statement

The Contractor agrees to treat as confidential all information which may be derived from or be obtained in the course of this contract, or which may come into the possession of the contractor or an employee as a result or in connection with this contract. The Contractor will be provide all the necessary precautions to ensure all that all such information is treated as confidential by the contractor and the contractor’s employees. All employees of the Contractor will be required to agree to and sign a confidentiality statement when they come to any facilities owned by the City of Deadwood where they may see or have access to confidential, personal and/or business information.

Confidential information includes all information related to the business of the City of Deadwood and its employees.

I understand that I am bound by the duty of confidentiality and agree to adhere to the conditions within the Contract.

Name of Organization: _____

Print Name: _____

Signature: _____

Date: _____