

Date: June 21, 2022
From: Diane Stiles, Vice President
Subject: Bid Prices for Custodial Cleaning Services

To Whom It May Concern:

The enclosed materials are being submitted to your firm requesting bid prices for services. The bid proposal form and bid documents are also available for download at the following website address: <http://www.lakeareatech.edu/bids>. This is a request for prices only and is not an order or service agreement.

The bid opening is scheduled on Tuesday, July 5, 2022, at 2:00 PM in Room 420 in the Lake Area Tech Student Center and is open to the public. A pre-bid walk-through of the facilities included in the specifications may be scheduled by contacting Shane Ortmeier, Director of Support Services, at 605-882-5284 ext. 318.

Please return the bid proposal form and supporting documentation in a sealed envelope clearly marked "Custodial Cleaning Services Bid" prior to the bid opening date and time to:

Diane Stiles, Vice President
Lake Area Technical College
1201 Arrow Avenue
PO Box 730
Watertown, SD 57201

Thank you for your interest.



Diane Stiles



**WATERTOWN SCHOOL DISTRICT NO. 14-4
1201 ARROW AVENUE, P.O. BOX 730
WATERTOWN, SOUTH DAKOTA 57201**

BID PROPOSAL FORM – Custodial Cleaning Services

As per the General and Detailed Bid Specifications provided by the Watertown School District in reference to the purchase of Custodial Cleaning Services for Lake Area Technical College, our company offers the following bid, which will remain in effect for a minimum of 45 days from the bid opening date of Tuesday, July 5, 2022, at 2:00 p.m.

BASE BIDS:

Total Calculated Annual Fee \$ _____
**From Exhibit A-Outsourcing Annual Labor Fee Proposal, Signature Page*

Temporary Additional Staffing (Per Person/Hour) \$ _____
**See Attachment B-Additional Requirements*

DOCUMENTS INCLUDED:

- Completed and printed Signature Page (*Tab 1*) from Exhibit A
- References (*See Attachment B-Additional Requirements*)

(Refer to attached General and Detailed Specifications for more detail.)

Notes:

SUBMITTED BY

Company _____

Address _____

City/State/Zip _____

Contact Name _____ Title _____

Phone _____ Email _____

SIGNATURE _____

SUBMISSION DATE _____

GENERAL SPECIFICATIONS

June 21, 2022

1. Sealed bids for furnishing the following will be received by the School Board of Watertown School District No. 14-4 of Codington County, South Dakota, up until 2:00 p.m., Tuesday, July 5, 2022, at the Administrative Offices at the Lake Area Technical College, 1201 Arrow Ave., PO Box 730, Watertown, South Dakota, for Custodial Cleaning Services. Please contact Diane Stiles, Vice President, at (605) 882-5284, ext. 225, for any questions you may have regarding the bid documents or process. All bids will be opened and tabulated at said time, referred for study and acted upon by the School Board at its next scheduled meeting.

2. Bidding Form: The School Board requests that bidders use the Bid Proposal Form as prepared by the School District which is entitled "**BID PROPOSAL FORM – Custodial Cleaning Services.**" Bidders will be furnished with an electronic copy of said Bid Proposal Form upon request. The bid proposal form and bid documents are also available for download at the following website address: <http://www.lakeareatech.edu/bids>.

NOTE: Bidders must use the Microsoft Excel file title "Exhibit A-Outsourcing Annual Labor Fee" to calculate their annual custodial cleaning fee bid. The file is available for download at <http://www.lakeareatech.edu/bids>. Bidders should complete all gray boxes on these tabs of the Excel file: Signature Page (Tab 1), Cleaning Fee (Tab 2), and Other Responsibility-Breaks Fee (Tab 3). Formulas embedded in the Excel file will automatically tabulate the Total Calculated Annual Fee for Cleaning, Total Calculated Annual Fee for Other Responsibilities, and Total Calculated Annual Fee. The bidder shall transfer the Total Calculated Annual Fee from the Signature Page to the "BID PROPOSAL FORM – Custodial Cleaning Services" form. Additional information in Exhibit A (tabs) includes: Product and Equipment Guidelines, Required Equipment by Building by Area, Routine Tasks-Job Cards, Square Footage by Building Information, and Fixtures by Building by Area. When complete, please print the "Exhibit A-Outsourcing Annual Labor Fee" Signature Page and submit with the "BID PROPOSAL FORM – Custodial Cleaning Services."

Please complete the "BID PROPOSAL FORM – Custodial Cleaning Services" and return one (1) copy to Diane Stiles, Vice President, 1201 Arrow Avenue, PO Box 730, Watertown, South Dakota 57201. **Bidder shall clearly mark on the envelope that a "Custodial Cleaning Services Bid" is enclosed.**

4. Awarding of Contracts: The board reserves the right to contract with the lowest responsible bidder whose unit bid price per item is lowest. Bidders are requested to extend the unit bid price per item to the total price per item for the quantity specified in the space provided on the Bid Proposal Form. The bidder must clearly demonstrate the capacity to provide services for this size and type of facility.

5. Time of Delivery: Services shall be rendered as assigned from August 1, 2022, to June 30, 2023. Winning bid must coordinate service schedules with LATC.

6. Guarantee: The successful bidder shall guarantee the quality of workmanship. If cleaning standards are unmet upon inspection, the bidder is responsible for the hours necessary to meet the cleaning standards at their own expense.

7. Applicable Taxes: Bid amounts must include all applicable taxes. Typically, the District is exempt from State, County or Municipal sales tax. Exemption Certificates will be furnished by the Lake Area Technical College upon request.

8. State Sales Tax Requirement: Public corporations in South Dakota, such as the Watertown School District, may not purchase goods or services from any retailer who fails or refuses to collect and remit sales tax.

9. The School Board reserves the right to reject any and all bids and to waive informalities.

(continued)

10. By virtue of statutory authority, preference will be given to contractors, labor, materials, products, and supplies found or produced within the State of South Dakota in a manner provided by law.

Watertown School District No. 14-4
Of Codington County, South Dakota

Lake Area Technical College



By _____
Diane Stiles, Vice President

DETAILED SPECIFICATIONS

Custodial Cleaning Services
Lake Area Technical College

In addition to the "GENERAL SPECIFICATIONS" provided, the following, more detailed requirements are set forth for supplying the proposed Custodial Cleaning Services for Lake Area Technical College. Please contact Diane Stiles, Vice-President, at (605) 882-5284, ext. 225, for any questions you may have regarding the bid documents or process. A pre-bid walk-through of the facilities included in these specifications may be scheduled by contacting Shane Ortmeier, Director of Support Services, at 605-882-5284 ext. 318.

QUANTITY:

LATC intends to purchase Custodial Cleaning Services satisfying the specifications included in Attachment A, Attachment B, and Exhibit A for Lake Area Technical College. Cleaning supplies and equipment are provided by LATC.

BASE BID:

The base bid(s) shall include Custodial Cleaning Services with verification of capacity as outlined in Attachment A, Attachment B, and Exhibit A. Attachments are required for a bid to be considered.

EQUAL QUALITY AND FUNCTIONALITY CLAUSE:

Bidder must furnish complete data to show that their services are equal to that specified in quality, performance, and functionality. The School Board reserves the right to determine whether the services are of equal quality, performance, and functionality to the items as specified and the right to determine and select the items they feel are most suitable to the needs of the District.

Watertown School District No. 14-4
Of Codington County, South Dakota

Lake Area Technical College

By 

Diane Stiles, Vice President

ATTACHMENTS:

- A. Attachment A-Custodial Cleaning Services
- B. Attachment B-Additional Requirements
- C. Exhibit A-Outsourcing Annual Labor Fee Proposal

Attachment B: Additional Requirements

ADDITIONAL REQUIREMENTS

Personnel Training

- All cleaning personnel must be fully trained for the safe and proper use of all cleaning equipment.
- All cleaning personnel must be fully trained for the safe and proper use of all cleaning chemicals.
- All cleaning personnel must be fully trained to perform the routine cleaning tasks.

Custodial Closet Maintenance

- Maintain a clean and organized custodial closet.
- Use all equipment properly and report any damage or non-working equipment.
- Deliver all cleaning rags, cloths, and mop heads to proper area for washing.

Equipment & Supplies

All equipment and supplies will be provided by LATC. The contractor shall monitor supplies and equipment provided by LATC and notify the designated College contact when equipment is in need of repairs or supply inventory requires replenishment. LATC's management team will confirm any misuse or neglect on all equipment and bill the awarded contractor for the repairs to include parts, labor, and travel.

Supervision & Work Inspection

- On site supervision must be provided on a daily basis.
- A cleaning performance audit will be completed weekly to ensure all tasks are satisfactorily completed.
- Any deficiencies must be corrected.

Insurance

The contractor shall at all times keep in force business, liability and workers compensation insurance covering all employees working on the LATC campus.

References

Bidders shall provide a minimum of three (3) references of similar work for similar facility size. References shall include facility name, primary client contact name, phone number and email address.

Temporary Additional Staffing

In order to fill absences or open positions, LATC may request from the awarded contractor additional temporary staffing, if available. Bidders shall include the hourly rate per person, per hour on the "BID PROPOSAL FORM – Custodial Cleaning Services."