

Request for Proposal
Custodial Services – Norman Parks and Recreation
RFP # 1920-12

The City of Norman Parks and Recreation Department is seeking written proposals for Janitorial/Custodial services at Little Axe Community Center, Senior Center, Whittier Recreation Center, Irving Recreation Center, Park Rental Facilities along with services for Opening and Closing of Park and Recreation Rental Facilities and Water Testing at the Little Axe Community Center in conjunction with the Norman Parks and Recreation Department staff.

FACILITIES

Recreation and Community Centers

Little Axe Community Center – 1000 168th Ave NE., Norman, OK 73026

Senior Center – 329 S. Peters., Norman, OK 73069

Whittier Recreation Center – 2000 W. Brooks, Norman, OK 73069

Irving Recreation Center – 125 Vicksburg Ave., Norman, OK 73071

Rental Facilities

Andrews Park – 201 W Daws St., Norman, OK 73069

Rotary Park – 1501 W Boys St., Norman, OK 73069

Reaves Park – 2501 Jenkins Ave., Norman, OK 73072

CONTRACTOR FACILITY TOUR

On Tuesday, August 6 at 10:00 am meet at the Whittier Recreation Center located at 2000 W. Brooks tour the facility then continue to the other facilities. We will go over scope of services and other related duties related to this RFP. The tour of facilities should take 2-3 hours.

The contractor can also set up appointments to look at facilities through Jason Olsen; contact information is 405-366-5479 or jason.olsen@normanok.gov.

SCOPES OF SERVICES

JANITORIAL SERVICES

Janitorial Services at Little Axe, Senior Center and Whittier & Irving Recreation Centers the contractor will provide five (5) of janitorial service the days will be Monday-Friday unless arrangements are made by Parks and Recreation Administration. The cost of service should include; all labor and some equipment. City will provide all toilet paper, paper towels, most cleaning solutions and chemicals.

Janitorial Services will not be required at any of the Recreation and Community Centers on official City holidays. Holidays are as follows:

New Year's Day
Martin Luther King Jr Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving and the Friday that immediately follows
Christmas Eve and Christmas Day.

SCHEDULE OF WORK TO BE PERFORMED:

Daily Tasks

1. Non Carpeted Floors - Sweep with an anti-dust treated mop. Wet mop all floors.
2. Carpet and Mats - vacuum traffic areas. These areas are main entries at all doors, lobbies, main corridors in buildings and open areas.
3. Drinking Fountains- clean, disinfect and polish.
4. Glass and Windows - building entrances and lobby; Spot clean all interior and exterior glass surfaces to a height of 8"; removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis.
5. Trash Cans - empty and reline: Empty and reline plastic liners when dirty, ripped, or damaged with appropriate size and strength. Replace plastic liners on a weekly basis regardless of condition.
6. Recycle Bins - empty on an as-needed basis. Empty into recycling bins only. Do not mix garbage with recyclables.
7. Restrooms - clean, disinfect, restock supplies - Clean and disinfect all sinks, urinals, toilets, partitions, countertops, and plumbing. Damp mop floors with disinfectant; clean and polish chrome and stainless fixtures; clean, disinfect and deodorize interior and exterior of sanitary napkin depositories; replace disposal bags and plastic trash liners. Clean mirrors- to be streak free; install disinfectant in floor drains and deodorizers in urinals. Fill all dispensers (soap, toilet paper, seat covers, paper towels, sanitary supplies).
8. Kitchens - sinks, counters and appliances- clean and disinfect. Include all countertops if in area and generally up all floor areas.
9. Classroom/Meeting Rooms - countertops, sinks, fixtures- damp wipe.

10. Gymnasium – Sweep floors with dust mop sport mop spills and sticky spots. Pick up trash in bleachers area along with spot mopping and wiping and disaffecting spots any stick spots. Empty trash cans and replace liners on daily basis. Use auto scrubbing machine at least twice a week to clean and disaffect flooring. **(Whittier and Irving ONLY)**

Weekly Tasks (to be performed at least once per week):

1. Non Carpeted Floors – Treat and buff floors to a shine. Wipe any and all baseboards free of moisture and dirt. Protect all wall surfaces.
2. Carpet and Mats—Vacuum the entire carpeted area, including under chairs, tables, around furniture legs and other easily moved items. Return moved items to their original position. Pick up hard to remove items by hand if necessary. Carpet shall be free of visible dirt, litter, and soil.
3. Wall, Doors and Ceilings - Spot clean, remove any and all fingerprints, smudges, dirt or accumulations from these areas as seen and on a regular basis.
4. Doors and Entrances—clean and polish (interior and exterior), clean and polish interior and exterior surfaces to a height of 8”, removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas.
5. Dusting—removal of all accumulated dust, dirt, and debris from the surfaces, corners, crevices of all shelving, desks, bookcases, tables, partition tops, window ledges and baseboards.
6. Appliances – Wipe down kitchen appliances and cabinets-damp wipe cabinet fronts and pulls, towel dispensers, and exterior of appliances (refrigerator, freezer, microwave, oven, stove, and, ovens).
9. Staircases – Dust and wipe all staircase areas, including all railings and areas around and underneath stairs, vacuum carpet areas, spot clean carpet.
11. Janitorial Closets - clean, organize, and stock on a regular basis. Maintain all MSDS information in each Janitorial area.

Monthly Tasks (to be performed at least once per month):

1. Non Carpet - Machine scrub floors monthly. **(Whittier and Irving ONLY)**
2. Interior Glass and Windows—all areas, including skylights—Clean all interior glass surfaces, removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis. Cleaning of interior glass areas shall include window frames and ledges.

3. Exterior glass and windows—all areas, including skylights. Clean all exterior glass surfaces, removing any and all fingerprints, smudges, dirt, cobwebs, insects, grease, oils or accumulations from these areas as seen on a regular basis. Cleaning of exterior glass areas shall include window frames and ledges.

4. Spot clean high-traffic carpet areas/mats. These areas are main entries at all doors, elevator lobbies, and elevators and where food is available, main corridors in buildings and open landscaped areas. Evenings and/or weekends will be required.

5. Gymnasium – Wash and disinfect bleachers, seats, flooring and railing.

Yearly Tasks (to be performed at least once annually):

1. Non Carpeted Areas -- clean and wax floors. Traffic areas—Dust entire floor and all corners with treated mop, damp mop and remove any 11 spots or stains. Allow flooring to dry completely. Apply wax in traffic areas only

2. Carpet clean - Vacuum all areas to be cleaned (thoroughly) clean as needed with good-quality cleaner and/or solvent, hot-water steam and vacuum extraction.

6. Wastebaskets/Trash Cans - wash and disinfect. Clean and disinfect all wastebaskets and trash containers in all interior locations.

7. Refrigerators and Stove - Clean and disinfect, cleaning of hood range, oven and all surface areas.

8. Air Vents - clean air vents and replace filters.

RENTAL FACILITIES

Contractor is responsible for the opening and closing of rental facilities, along with the cleaning of building after the rental. Cleaning includes but is not limited to; sweeping, mopping, dusting, wiping down tables and chairs, removal of all trash to dumpster and trash can liner replacement, chair and table cleanings, cleaning of restrooms, cleaning kitchen including refrigerator and stove, chairs and tables back in the proper place.

Rentals are booked by residents and the Parks and Recreation office will notify contractor of rentals on a weekly basis. Some rentals will have as short notice of 24 hours.

LITTLE AXE WATER TESTING

Day to day testing will be the responsibility of the Contractor. The testing will include taking water samples and recording results on DEQ monthly report form and visually inspecting the system to insure there are no problems (i.e. water leaks, chlorine leaks and to also check chlorine levels in

yellow tank). If there are any problems informing the proper City personnel. The Contractor will only be testing daily water samples; and NOT adding chlorine or working or dealing with any problems related to the chlorination system.

The Work will consist of the following:

1. Testing the chlorine residual at 3 taps once each day 365 Days a Year.
2. Recording the chlorine residual data and the meter reading on a sheet of paper in the well house daily.
3. Collecting one bacteriological sample each calendar quarter for compliance and deliver it to the water treatment plant laboratory. This work includes completing paperwork.
 - a. 1 Jan – 31 March
 - b. 1 April – 30 June
 - c. 1 July – 30 September
 - d. 1 October – 31 December

SUBMITTALS

1. Experience in janitorial and custodial services
2. At least three professional references from
3. Insurance at Oklahoma Tort Claim Minimum and Federal Tax ID number.
4. Cost broken down by annual & monthly cost to clean each center, cost per opening/closing and cleaning for rentals and annual and monthly cost for water testing at the Little Axe Community Center.
5. Other information pertinent the proposal.

Please direct any questions to Jason Olsen, Recreation Superintendent at 405-366-5479 or jason.olsen@normanok.gov.

Deadline for proposals will be 5:00 p.m., **9 August 2019**. Send all proposals to:

City of Norman
Parks and Recreation Department
P.O. Box 370
Norman, OK 73070
405-366-5479