

**Bidder Response Sheet – 2019-2021 Cleaning Services**

Bids due no later than 4:00 pm Wednesday, December 5, 2018

Monthly compensation for cleaning services at City Hall: \$\_\_\_\_\_

**Bidder's Certificate**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into a Cleaning Services Agreement with the City in the form included in this bid packet, to perform all work as specified or indicated for the price indicated on this Bid.

The Bid will remain valid and is subject to acceptance for 45 days after the bid opening, or for such longer period of time that Bidder may agree to in writing upon request of the City.

The Bidder has familiarized himself with the services to be provided, the location where the work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the work. The bid attached hereto represents the total cost to the City of Cassville, inclusive of all applicable taxes and fees for the services to be performed.

Completed by: \_\_\_\_\_

Company Name, Address and Phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**City of Cassville  
Cleaning Agreement**

This agreement made and entered into by and between the City of Cassville, hereinafter referred to as City, and \_\_\_\_\_, hereinafter referred to as Contractor.

Whereas, the City desires to enter into an agreement for the cleaning of City Hall and the Contractor desires to clean said City property.

Now, therefore the parties mutually agree as follows:

This agreement shall have an initial term of one year from the date of execution with provisions for two subsequent one year extensions. The Contractors compensation for the initial term of this Agreement is \$ \_\_\_\_\_ to be paid in 12 equal monthly installments.

The Contractor does hereby agree to the following cleaning duties:

1. **VACUUM:** Courtroom, all offices, conference/training room & rugs
2. **TILE FLOORS:** Sweep or vacuum floors first. Mop lobby, halls, kitchen area, restrooms and police department area (all floors).
3. **RESTROOMS:** Scour sinks, toilets, wipe off counters, clean mirrors, fill paper towels, toilet paper and soap.
4. **WINDOWS:** Doors and windows must be cleaned inside and out, lobby windows, and interior glass doors.
5. **TRASH:** Empty all inside trashcans, replace liners, empty paper shredder. Take all trash to dumpster.
6. **KITCHEN:** Rinse coffee pot, clean coffee maker, wipe down counters, clean sink and clean out microwaves and stove top. Launder dirty rags and kitchen towels.
7. **DUST:** Dust weekly all counters, desks, bookcases, tables, file cabinets, window ledges. Ceiling fans must be dusted periodically.
8. **WATER PLANTS:** Use watering can to water all plants.
9. **CARPETS:** Once per year clean all carpets in offices, courtroom and training room.
10. **ADDITIONAL DUTIES:** Keep the cleaning closet neat and orderly. Throw away empty containers, keep the sink clean and keep the door way free of debris. Keep the City Clerk informed of any supplies that need to be purchased.

The Contractor will not sub-contract any portion of the work without the express written permission of the city. The Contractor will not assign, sell or transfer any interest in this Agreement without the express written permission of the City.

The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with this contract, or the work performed hereunder.

This agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not the City's employee for all purposes.

This agreement and every question arising hereunder shall be construed or determined according to the laws of the State of Missouri. Should any part of this agreement be adjudicated, venue shall be proper only in the Circuit court of Barry county, Missouri.

This agreement may be revised by mutual consent of both the city and the Contractor in writing.

This agreement may be cancelled by either party with ninety (90) day's prior written notice to the other party. All notices required or permitted herein under and required to be in writing may be given by FAX or by first class mail addressed to City and Contractor at the addresses shown below:

Contractor	City of Cassville
Street Address	300 Main St.
City, State, Zip	Cassville, MO 65625
Fax Number	417-847-5001

This agreement may be cancelled by the city and at the sole discretion of the City, if the principal of the Contractor changes, either through sale, resignation, termination or any other such reason. If terminated, compensation will be prorated to the termination date based on the number of days left in the month.

Contractor shall secure and maintain at his own expense, throughout the duration of this Contract and any subsequent extensions, Liability Insurance with a minimum of \$300,000 in coverage and either a \$25,000 Janitorial Bond or adequate insurance coverage for employee theft as well as proof of worker's compensation coverage.

Payment is contingent upon the annual appropriation of the funds during the life of the agreement. Should the City Council fail to appropriate these funds, the Contractor will be notified prior to the start of the fiscal/calendar year.

CONTRACTOR

CITY OF CASSVILLE

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Bill Shiveley, Mayor