

Request for Bid - Cleaning Services

You are invited to bid on cleaning services contract offered by the Diocese of Bismarck according to all specifications and requirements found below.

To be considered for this service contract, mail or email a completed bid response by July 13, 2018 to:

Rebecca Ternes
Director of Priests Services
Emmaus Place
1020 N 26th St
Bismarck ND 58501
701-204-7225
rternes@bismarckdiocese.com

Emmaus Place

Emmaus Place is a residence owned by the Catholic Diocese of Bismarck. Emmaus Place contains a chapel, eight separate apartment units, eight garage spaces, three entryways, an office and common living, cooking, dining, wellness and recreational spaces. Each apartment has a living room, kitchenette, bedroom and bathroom.

Each apartment unit is approximately 700 SF and internal common areas total approximately 4,000 SF.

The house is generally staffed during the hours of eight am to six pm, Monday through Friday except for holidays and holy days.

Description of Services

One day per week, perform comprehensive cleaning within Emmaus Place to include:

- Weekly cleaning of windows and doors in entryways.
- Weekly dusting of each apartment, the office, main entryway, and upper living area and chapel.
- Weekly cleaning of public bathroom, office bathroom and apartment bathrooms.
- Weekly vacuuming of each apartment, the office, main entryway, upper living area, chapel, dining room and kitchen.
- Weekly mopping/scrubbing of main entryway, public bathroom, office bathroom and office floor.
- Bi-weekly dusting and vacuuming of other entryways, lower level recreational room, chapel furniture, vestment room and wellness room with bathroom.
- Assisting Emmaus Place staff with occasional cleaning and projects such as turning mattresses, seasonal cleaning and extraordinary clean up.
- Bathroom cleaning must include thorough scrubbing of all counters, fixtures, cabinets and floor surfaces and mirrors.
- Apartment kitchen cleaning must include thorough scrubbing of all counters, fixtures, cabinets and floor surfaces. This may also include washing small amounts of dishes left in the sink of the unit.
- Bi-weekly vacuuming, dusting, kitchen and bathroom cleaning of unoccupied apartments unless occupied during the previous week. Then, in addition to dusting and vacuuming, thorough cleaning as described of bathroom and kitchen.

- Services do NOT include laundering, carpet cleaning, garage or outside spaces.

Cleaning Supplies and Equipment

Contractor will be responsible for supplying all cleaning products and supplies except for a vacuum cleaner and cleaning rags. Cleaning supplies must be acceptable to residents and safe for use in a residential setting.

Upon mutual agreement other equipment or supplies may be provided.

Pricing

Pricing should be bid as an hourly price. Total weekly hours may not exceed four (4) hours.

Should extraordinary services be requested of this contractor, additional payment will be agreed upon by both parties prior to those services being completed.

Contract Terms

Services must begin the week of July 22, 2018.

Contractors may not assign or transfer any duties to another subcontractor without the consent of the Diocese of Bismarck.

The contractor agrees not to take, use or disclose any personal or medical information it has access to or becomes knowledgeable about during the term of this contract.

The Diocese of Bismarck through the Director of Priests Services/Emmaus Place Manager will be the main contact for this contract and may inspect all services.

Payment will be made monthly after submission of an invoice from the contractor for the previous month.

Either party may terminate this contract upon 30 days' written notice.

Insurance

Accompanying the bid, the contractor must submit proof of insurance in the form of a certificate from the insurance provider or agent that guarantees the following coverage:

- General liability insurance in the amount of not less than one million dollars (\$1,000,000)
- Worker's compensation insurance as required by law

Any bidders without the above coverage should note this in the submission and other contractual arrangements may be considered.

Questions

For a tour of the site or any questions, contact Rebecca Ternes at 701-204-7225.

The specifications contained are for bidding purposes only. The Diocese of Bismarck may, with consent from the contractor, modify these specifications.