

City of Excelsior Springs Request for Proposals

Cleaning Services

SCOPE OF WORK

The City of Excelsior Springs (herein referred to as “City”) is seeking to retain a contractor for general cleaning services of the Hall of Waters building at 201 E Broadway, Excelsior Springs MO. These services include furnishing all labor necessary for the scope of work. The City of Excelsior Springs will supply the equipment and supplies. The scope of work is cleaning of the building as described in these bid specifications. All work will be done at the discretion of City Manager. Proposals may be requested by email at sstroud@excelsiorsprings.gov, to Shannon Stroud, or by calling 816-630-0761. Proposals must be submitted by Monday, November 10, 2025 at 10:00 am. If you have any questions, please contact the Human Resources Department at 816-630-0761.

The terms of this contract will begin on January 2, 2026 and run through December 31, 2026, unless extended under provision of this RFP.

1. SCOPE OF WORK

Weekly duties

1. Deep clean Men’s and Women’s Bathrooms on main floor – includes but not limited to mopping floors, emptying trash, cleaning toilets, sinks, counter top, stall doors, partitions, latches, fixtures, and window sills.
2. Wipe down Cashier’s window and public counter.
3. Wipe down handles, key pads & glass on all doors in main lobby (Finance, City Manager’s office, Entry doors on east and north side of building).
4. Wipe down Stair railings inside of building.
5. Sweep and mop lobby and water bar area.
6. Bi-weekly, wipe down kitchen countertops and Sweep/Mop kitchen floor. Bi-weekly sweep, dust and empty trash in Finance.

Rotate duties

1. Week one - Sweep/Mop Mezzanine level – by ghost central and wipe off ledge. Wipe down community development counter and library table/chairs. Vacuum library room. Vacuum Community Development Reception office area.

2. Week two – Sweep/Mop/Vacuum/dust Museum Area. Deep clean both bathrooms in Community Development.
3. Week three – Sweep/Mop stairs from ground level to 2nd floor, and mop elevator floor.

2. DETAILS

1. The successful bidder is responsible for public liability, personal injury, workers' compensation, and any other business insurance specified in the contract documents. The bidder must provide proof of said insurance and name the City as an additional insured.
2. The successful bidder will be required to sign a hold harmless agreement as part of the contract documents.
3. All bids shall include price proposals.
4. All guarantees shall be stated in full and attached to the bid proposal form. Any exceptions to the specifications shall be stated in full and attached to the bid proposal form.
5. All bidders shall supply documents regarding information on their past performance. This shall include client references, disclosure of how long the company has existed and a description of the principals (president, owner) of the company.
6. The bidder will be responsible for inspecting the site of the proposed work to determine all conditions.
7. The contractor must provide all labor necessary for the fulfillment of the contract.
8. All equipment and supplies shall be used in a manner which is safe for all users and in accordance with all local, state and federal safety standards.
9. All work must be performed in a timely manner and to the satisfaction of the City.
10. All work must abide by City Code and Standards.
11. Subcontracting is prohibited unless authorized by the City in writing. In the case of any work that is sublet, the contractor shall require the subcontractor to supply similar insurance, unless such employees are covered by the insurance protection offered by the contractor.
12. The name and legal status of the bidder, corporation, partnership or an individual shall be stated in the proposal. A corporation bidder shall name the state in which its articles of incorporation are held and must give the title of the official having authority under the bylaws to sign contracts; a partnership bidder shall give the full name and addresses of all the partners.
13. Experience and qualifications – it is the intention of the City to award this contract to a bidder that would perform and complete all work in a satisfactory manner. Bids are, therefore, only solicited from responsible bidders known to be skilled and regularly engaged in work of a similar character and magnitude to that covered by the contract documents. In addition, the bidder shall meet with City representatives and give further information in relation to proposed tentative plans and schedule of operations in order to determine the bidder's qualifications, responsibility and ability to perform and complete the work in accordance with the requirements. Start and completion dates will be considered in the award of this contract.

14. Prices stated in the proposal must be plainly written, illegibility of any word or figure in the proposal may be sufficient cause for the rejection of the proposal by the City.
15. The bidder awarded the contract will be required to execute the agreement within ten (10) days of award notice. In case of the bidder's refusal or failure to do so, the bid and contract award will be considered as abandoned. All bidders' rights and interest in the award will be declared forfeited to the City and the work may be awarded to another.
16. Any proposal to be withdrawn by the bidder must be done in writing prior to the time of the bid opening on the above listed date. Any bid award is subject to review and approval by the Excelsior Springs City Council. All bid results will be made available to the public after the RFP is awarded. In determining the lowest or highest responsible bidder, the City reserves the right to consider, in addition to price, the experience and/or past performance of the bidder and sufficiency of the financial resources.
17. CITY'S RIGHTS TO TERMINATE – The City reserves the right to terminate the contract at any time, for any reason, whether before, after or during the term of work. Upon written notice of termination, the contractor will be entitled to payment of all sums due the contractor for work completed at the date of such notice according to the contract documents.
18. OPTION TO RENEW – This contract may be extended for one additional year. This option, if exercised, is to be executed in the form of a letter of agreement, to be issued no later than 30 days prior to the expiration of the current contract period. This option to renew requires the mutual agreement of both parties. Refusal by either party to exercise this option to extend will cause this contract to expire on the original or mutually agreed upon date.
19. The contractor must state and affirm that Contractor is enrolled and is currently participating in E-Verify, a federal work authorization program or another equivalent electronic verification of work authorization program operated by the United States Department of Homeland Security under the Immigration Reform and Control Act of 1986. Further, that Contractor does not knowingly employ any person who is an unauthorized alien, and that Contractor has performed an electronic verification check as described above on all workers hired for this work.

3. INSURANCE REQUIREMENTS

DAMAGE LIABILITY AND INSURANCE REQUIREMENTS – The contractor shall save harmless and indemnify the owner and all its officers, agents and employees against all claims for damages to public or private property and for injuries to persons arising out of and during the progress and to the completion of the work.

- A. WORKERS COMPENSATION INSURANCE – The contractor, prior to the execution of the contract, shall file with the owner a certification that he carries workers compensation insurance at State of Missouri statutory limits.
- B. BODILY INJURY AND PROPERTY DAMAGE – The contractor shall, prior to execution of the contract, file with the owner copies of policies and adequate certificates, as evidence that he carries adequate insurance to protect the public and owner against public liability and property damage. Where specified by the owner at the time of taking bids, similar insurance shall be provided to protect the owner of the premises on or near which operations are to be performed. The City of Excelsior Springs shall be named on each policy as an additional insured. The required limits are as follows:

Comprehensive General Liability		
Bodily Injury – each occurrence		\$1,000,000.00
Bodily Injury – aggregate		1,000,000.00
Property damage – each occurrence		1,000,000.00
Property damage – aggregate		1,000,000.00
Or combined single limit		1,000,000.00.

- C. NOTICE – All insurance policies and certificates must include an endorsement providing ten (10) days’ prior written notice to the owner of cancellation or reduction of coverage. The contractor shall cease operations on the occurrence of any such cancellation or reduction, and shall not resume operations until new insurance is in force.

4. **BIDDING CONDITIONS**

In accordance with the invitation for bids for this project, the undersigned bidder hereby proposes to furnish all labor in accordance with the specifications and contract documents for the prices as indicated in this proposal.

In submitting this Proposal, the Bidder represents that:

- A. The bidder has examined and is familiar with the specifications and related documents.
- B. Number of years’ experience in this work: _____.
- C. References may be required.

LEGALITY: All bid offers for commodities, work, materials or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Missouri and the Federal Government and local laws, ordinances and regulations of the City of Excelsior Springs. No Bidder shall be in default of any tax or payment to the City of Excelsior Springs at the time of RFP submission, or during the course of any RFP award. Contractor will comply with the provisions of all State and Federal Fair Employment Practices and Labor Laws.

PROPOSAL

Proposal must be filled out in ink or Proposal will be VOID

***Bid per scope specified.**

Hall of Waters	Cleaning
Weekly	\$
Rotate	\$
Total per Scope	\$

Bidder's Name _____

Bidder's Address _____

City, State, Zip _____

Bidder's Telephone# _____

Bidder's Signature _____