



# **Request for Proposals**

**For**

## **Custodial Services at Billings City Hall and Billings Operations Center**

210 North 27<sup>th</sup> Street P.O. Box 1178, Billings, MT 59101



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## **Section 1: General Information**

**Request For Proposals (RFP) – Custodial Services at Billings City Hall and Billings Operations Center**

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE. **THIS IS NOT AN ORDER.**

PROPOSALS MUST BE <u>RECEIVED</u> NO LATER THAN: <b>Friday January 24, 2025, at 5:00 pm (MST)</b>	RFP INITIATIVE: Custodial Services at Billings City Hall and Billings Operations Center
<ul style="list-style-type: none"><li>• All suppliers must respond in detail to each element of this RFP in order to be considered for contract award.</li><li>• All proposals must be emailed to contact person at the address below.<ul style="list-style-type: none"><li>• Pricing must be emailed under separate cover with “Custodial Services at Billings City Hall and Billings Operations Center RFP Confidential Pricing” as the subject line.</li></ul></li><li>• Proposals not received prior to the date and time specified in the advertisement (5:00 pm, Friday January 24, 2025) will not be considered.</li></ul>	
SEND ALL CORRESPONDENCE TO THE CONTACT BELOW:	
<p><b>John Caterino, Facilities Manager</b> Email: <a href="mailto:caterinoj@billingsmt.gov">caterinoj@billingsmt.gov</a> PHONE: (406) 855-8454</p>	



## **Section 2: Objectives**

### Introduction and Objectives

This RFP is issued by the City of Billings (City) for the purpose of obtaining information and pricing regarding custodial services. It is the intent of the City to review and assess the RFP responses to determine which proposal best meets the needs of the City.

Suppliers are expected to provide their best and most competitive proposal.

**Attachment E, the Intent to Respond form, must be completed and emailed at least five (5) business days prior to the advertised RFP due date.**

## **Section 3: Information for Suppliers**

### Disclaimer

This RFP does not form or constitute a contractual document. The City shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The City also will not be responsible for any expenses which may be incurred in the preparation of this RFP. This RFP is not to be construed as a contract or commitment of any kind.

### Instructions to Proposers

#### EXAMINATION OF DOCUMENTS

Before submitting the proposals, the proposer shall:

- (a) Carefully examine the Standards and Specifications as well as all other attached documents;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

#### PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected.



### WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal by written request at any time prior to the due date set for receiving proposals.

### PRICES HONORED

By responding to this RFP, Proposer acknowledges that no contractual relationship with the Proposer exists until execution of the resulting contract following City Administration or City Council approval. Because contract approval can be delayed due to scheduling or unforeseen circumstances, the Proposer must honor their pricing and any other terms set forth in the proposal for at least ninety (90) days after the RFP due date.

The prices established from this RFP may be extended to other political subdivisions within the State of Montana solely at the vendor's discretion.

### CERTIFICATION

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

Any manufacturer's trade names, if used in specifications, are for the express purpose of establishing a standard of quality and coordination of design, not for the purpose of limiting competition.

### INSURANCE REQUIREMENTS

The proposer certifies that it/they can comply with the City insurance requirements of:

- 1. Workers' compensation and employer's liability coverage as required by Montana law.**
- 2. Commercial general liability, including contractual and personal injury coverage's - \$750,000 per claim and \$1,500,000 per occurrence.**
- 3. Automobile liability - \$1,500,000 per accident.**

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the City prior to cancellation.

The City shall be listed as an additional insured on all policies except Worker's Compensation Policies.

In addition, all policies except Worker's Compensation shall contain a waiver of subrogation against the City.

Proposer shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Proposer shall maintain workers' compensation insurance coverage for all members and employees of Proposer's business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

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(please note – proof of insurance is not required to be submitted with proposal, but must be provided prior to contract execution)

The successful proposer will be required to purchase a City business license and complete the new vendor forms in order to be eligible for payment.

### DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP become public records under Article II, Section 9 of the Montana Constitution and §§ 2-6-102 and may be distributed by written request pursuant to Montana's Constitutional Right to Know or Public Records Acts.

Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors prior to award of Contract by Council. However, one copy of each proposal submitted shall be retained for the official files of the Department and will become public record after award of the Contract. Fee or Price schedules submitted, but not reviewed by the City, do not become a public record and shall only be retained for official files.

Records and materials that are constitutionally protected from disclosure are not subject to the provisions of this section.

### QUESTIONS

Questions regarding the Request for Proposals contents must be sent to the contact person listed in Section 1 no later than 5 business days prior to due date for proposals. The City will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be posted on the City's website and forwarded to all Suppliers who have submitted an "Intent to Respond" form (Attachment E).

Supplier must submit their questions via email using the "Master Q & A" form found in **Attachment D**, and provide, at a minimum, the following:

- Supplier's name, requester, and appropriate contact information.
- The question, clearly stated.
- Specific reference to the applicable Request for Proposals section(s).

### RFP Response Submission

Upon the submission of the RFP response, the supplier acknowledges that all information is accurate and complete.

**All proposals must be emailed to contact person listed in Section 1.**

- **Pricing must be emailed under separate cover with "Custodial Services at Billings City Hall and Billings Operations Center RFP Confidential Pricing" as the subject line.**

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## Proposal Narrative

All proposal information shall be checked sufficiently to ensure completeness and accuracy of detail. Facilities Division goals and objectives include securing custodial services from an established, experienced, and qualified vendor with good customer service at a reasonable cost. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains items A through D below, and that it be presented in the following order:

- A. Cover - Show the RFP title being proposed and the name of your firm.
- B. Letter of Transmittal (1 page)
  - 1. Identify the RFP project for which the proposal has been prepared, the name of your firm, address, telephone number(s), e-mail, name of contact person, and date.
  - 2. Briefly state your firm's understanding of the services to be provided and make a positive commitment to provide the services as specified.
  - 3. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
  - 4. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.
- C. Table of Contents (1 page) - Clearly identify the materials by section and page number.
- D. Recent Custodial Experience (6 pages maximum)
  - 1. Clearly demonstrate ability to meet requirements of operating custodial services outlines herein.
  - 2. Detail experience in the same or similar areas of expertise and adaptability to providing the required services.
  - 3. Provide at least three references for which your firm has provided the same or similar services. Include a point of contact, current telephone number, and a brief description of the services provided.
- E. Personnel and Staffing:
  - 1. Provide detailed information on staffing plan and model.
  - 2. Provide detailed qualifications and experience for management staff.
  - 3. Provide visual reference for employee identification and uniforms, if applicable.
- F. Cleaning Scope and Task List:
  - 1. If applicable, Supplier to include Attachment I annotation/edits as necessary.

Attach only information pertinent to the project being proposed and that will provide reviewers clear and concise insights into the firm's capabilities.

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## **Section 4: RFP Evaluation and Selection Processes**

### **Initial Evaluation**

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP
- Compliance with proposal submittal date

### **Phase II Evaluation**

The evaluation of supplier's proposals may include, but is not limited to, the following criteria:

- Experience of Supplier with goods/services required by the City
- Capacity to assume new business at additional locations
- Perceived ability to meet the City requirements
- Total Cost Competitiveness
- Availability (timetable) for providing goods and/or services
- Breadth of services available
- Company's stability
- Quality Control Process
- Process Improvements
- Training
- Compliance with the City Terms and Conditions
- Price

The City reserves the right to conduct interviews with all or some of the Proposers at any point during the evaluation process. However, the City may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating firms using the above-stated criteria.

The City also reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

## **Section 5: Scope of Work**

Below is a general outline of the anticipated scope of work. However, the final scope of work will be negotiated with the successful proposer.

### **Summary**

To ensure consistency in quote pricing and to compare scope of work quotes uniformly, proposers are encouraged to base pricing off **ISSA 612 Cleaning Times and Tasks** booklet compiled by Ben Walker, ISBN: 0-9717810-3-6.

Special provisions:

- Requirements for working in Police, Evidence, Courts, City Attorney, and IT areas include fingerprint-based felony background check and CJIN certification.
- Owner to supply consumable products and laundry, vendor to supply equipment and operating chemicals.
- Detailed scope of work broken down by area, task, and frequency is provided in Attachment I

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Attachments:

- Attachment H
  - o Floor areas and fixture count.
  - o Consisting of 7 pages.
- Attachment I
  - o Scope task and frequency matrix. The scope of work and tasks included in this attachment are a general task list of anticipated scope and should be used to determine proposed pricing, however, recommendations are encouraged from supplier. Any recommendations should be noted on this attachment and submitted with proposal.
  - o Consisting of 16 pages.

Additional Information

- Building: City Hall
- Address: 316 N 26<sup>th</sup> St
- Hours of Operation: M-F 8:00am to 5:00pm, less City Council Meetings, City Holidays
- Proposer to provide 4 hours of day porting, Monday through Friday
  - o This task includes replacing trashcan liners in all restrooms, replacing trashcan liners in all lobbies, spot clean as necessary
- Building: Billings Operations Center – Police Barn
- Address: 4810 Midland Rd
- Hours of Operation: M-F 8:00am to 6:00pm, less City Holidays
- Building: Billings Operations Center – Evidence
- Address: 4845 Midland Rd
- Hours of Operation: M-F 8:00am to 4:00pm, less City Holidays
- Building: Billings Operations Center – Admin/Fleet
- Address: 4848 Midland Rd
- Hours of Operation: M-F 10:00am to 10:00pm, less City Holidays
- Proposer to provide 3 hours of day porting, Monday through Friday
  - o This task to include replacing trashcan liners in all restrooms, replacing trashcan liners in all lobbies, spot clean as necessary
- Building: Billings Operations Center – Garage
- Address: 4850 Midland Rd
- Hours of Operation: M-F 10:00am to 10:00pm, less City Holidays

Pricing submission:

- Suppliers can submit pricing on either or both locations
- Pricing is broken down as follows:
  - o City Hall – 316 N 26<sup>th</sup> St
  - o Billings Operations Center – 4810, 4845, 4848, 4850 Midland Rd

Per Bid Walk: If there is interest from Suppliers, an on-site pre-bid walk can be accommodated on January 15 and 16 for either location: City Hall or Billings Operations Center, time to be determined. The purpose of this walk will be to give Suppliers the opportunity to visually inspect the locations for scope and logistics, examine current existing conditions, building access, and means & methods determination. If interested, email contact in Section 1 by 5pm on January 13, 2025.

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## **ATTACHMENT A**

### **VALIDATION QUESTIONS FOR SUPPLIER**

#### **GENERAL INFORMATION**

- 1) Company Name  
Address:  
Contact Name:  
Contact Phone:  
Contact Email:  
Website/URL:
- 2) How many facilities/locations do you have in the U.S? Please list.
- 3) How many years has your company been doing business under this name?
- 4) Total Full-Time Employees.
- 5) Do you have Small Business Administration Status? If yes, can you provide documentation?
- 6) What are your standard payment terms?
- 7) References - Please include a page with all contact information for at least the following three references:
  - a) New Company (started doing business with them in the past 12 months)
  - b) Retained Company (have been doing business with them for 3 + years)
  - c) Former Company (contract terminated in the past 2 years)
- 8) Can you provide a statement and meet the City minimum insurance requirements of \$750,000 per claim and \$1,500,000 per occurrence, and the City being named as an additional insured? (please note – proof of insurance is not required to be submitted with proposal, but must be provided prior to contract execution)

#### **FUNCTIONALITY**

- 1) A certificate of insurance must be provided prior to signing the contract, commencing on the day contract begins. Are you willing to comply with these requirements?
- 2) You must instruct your insurance broker/carrier to notify the City should your coverage change. Are you willing to do this?
- 3) The successful proposer will be required to purchase a City business license and complete the new vendor forms in order to be eligible for payment. Are you willing to do this?

#### **QUALITY AND SERVICE**

- 1) Do you have a quality assurance program? If yes, please attach a copy.
- 2) Are your employees required to take a mandatory drug test?

#### **LEGAL ISSUES**

- 1) Are there any pending lawsuits against your company? If yes, please explain.

#### **REPORTING**

- 1) Can your company provide performance reports?

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- 2) If yes to the previous question, please attach samples of all reports that are currently available.

## ATTACHMENT B

### PRICE MATRIX

(To be sent separately pursuant to instructions in Section 1)

<u>Project Name</u>	<u>Price</u>
Location: 316 N 26 <sup>th</sup> St – City Hall  Annual lump sum for services Scope of Work as outlined in Section 5* for 3 yrs, with options to extend into years 4 and 5	<b>Year 1:</b> <b>Year 2:</b> <b>Year 3:</b> <b>Year 4:</b> <b>Year 5:</b>
Location: 4810, 4845, 4848, and 4850 Midland Rd – Billings Operations Center  Annual lump sum for services Scope of Work as outlined in Section 5*, with options to extend into years 4 and 5	<b>Year 1:</b> <b>Year 2:</b> <b>Year 3:</b> <b>Year 4:</b> <b>Year 5:</b>
Other Additional Costs (If applicable) – please describe	

\* Lump Sum shall include all time and travel costs to provide required services. Hourly rate and travel cost schedules are requested in the event of additional scope.

I/We acknowledge \_\_\_\_\_ addendum.

#

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Contact Position

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

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## ATTACHMENT C

### CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

#### CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

\_\_\_\_\_  
Legal Name of Firm/Corporation

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

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## ATTACHMENT D

### MASTER Q & A FORM

#### PROJECT: Custodial Services at Billings City Hall and Billings Operations Center

<b>Master Q&amp;A</b>	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
<b>Q&amp;A Process</b>	<ol style="list-style-type: none"><li>1. Prepare questions or concerns on the template provided.</li><li>2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable).</li><li>3. Submit the completed form via email to <a href="mailto:caterinoj@billingsmt.gov">caterinoj@billingsmt.gov</a>. Attach associated documents as necessary.</li></ol> <p>Please contact John Caterino with any questions regarding this process.</p>

Questions from: \_\_\_\_\_ Company: \_\_\_\_\_

Email Address: \_\_\_\_\_

#	Date	Reference Section	Question or Comment	City Response
1				
2				
3				
4				



**ATTACHMENT E**

**INTENT TO RESPOND FORM**

**RFP: Custodial Services at Billings City Hall and Billings Operations Center**  
**Dated** \_\_\_\_\_

Email the following Intent to Respond form within four (4) days of the RFP due date even if your company chooses NOT to participate in the RFP.

**To:** **City of Billings**  
**Attn:** John Caterino  
**Email:** [caterinoj@billingsmt.gov](mailto:caterinoj@billingsmt.gov)

<b>From:</b>	_____	Contact Name
	_____	Company Name
	_____	Company Address
	_____	
	_____	Phone Number
	_____	Fax Number
	_____	Email Address

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We intend to respond to this RFP by the specified due date:

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Company Name Date

\_\_\_\_\_  
Contact Name (please print) Title

\_\_\_\_\_  
Signature of Contact Person

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

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## ATTACHMENT F

### PROPOSER CONTACT INFORMATION

#### ***A. Company Contacts***

Primary Contact Person (Name):	
Title/Function:	
Address	
Business Hours Phone:	
Fax:	
Internet E-mail Address:	
Name of Person Responding to Request:	
Title/Function:	
Address:	
Phone:	
Fax:	
Internet E-mail Address:	

#### ***B. General Company and Financial Information***

Company Name:	
Headquarters Address:	
City, State, ZIP	
Headquarters Phone:	
Headquarters Fax:	
Company Owned By:	
Percent % Ownership:	
Years In Business	
Name of CIO	
Name of CEO/President:	



**ATTACHMENT G**

**SAMPLE CONTRACT**

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## **ATTACHMENT G – SAMPLE CONTRACT**

### **SERVICES AGREEMENT**

**THIS AGREEMENT** is made and entered into \_\_\_\_\_, by and between the **CITY OF BILLINGS, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, P.O. Box 1178, Billings, Montana 59103, hereinafter referred to as “**CITY**,” and \_\_\_\_\_, of \_\_\_\_\_ hereinafter referred to as “**CONTRACTOR**.”

In consideration of the mutual covenants and agreements herein contained, the receipt and sufficiency whereof being hereby acknowledged, the parties hereto agree as follows:

1. **PURPOSE:** **CITY** agrees to hire **CONTRACTOR** as an independent contractor to perform the services of \_\_\_\_\_ described in the Scope of Work attached hereto as Exhibit “A” and by this reference made a part hereof.
2. **EFFECTIVE DATE:** This **AGREEMENT** is effective upon the date of its execution and will terminate on \_\_\_\_\_, 20\_\_\_\_. The parties may extend this **AGREEMENT**, by mutual concurrence, for \_\_\_\_\_, in writing prior to its termination.
3. **SCOPE OF WORK:** The **CONTRACTOR** shall perform the services outlined in Exhibit “A”. In performing these services, the **CONTRACTOR** shall at all times comply with all federal, state and local statutes, rules and ordinances applicable. These services and all duties incidental or necessary therefor, shall be performed diligently and completely and in accordance with professional standards of conduct and performance.
4. **INCORPORATION BY REFERENCE:** All exhibits and addenda attached hereto, as well as any bid or proposal referenced, are hereby incorporated into this **AGREEMENT** and made a part hereof. If there is any conflict between such exhibits or addenda and the terms of this **AGREEMENT**, the terms of this **AGREEMENT** shall control.
5. **PAYMENT:** **CITY** agrees to pay **CONTRACTOR** \_\_\_\_\_ (\$\_\_\_\_\_) for the work described in the Scope of Work in Exhibit “A”. Any alteration or deviation from the described work that involves extra costs will be executed only upon written request by the **CITY** to **CONTRACTOR** and will become an extra charge over and above the contract amount. The parties must agree upon any extra charges in writing.

Except as otherwise specified herein, the **CONTRACTOR** shall invoice the **CITY** monthly (or on such other basis as the Parties may mutually determine) for all services rendered pursuant to this **AGREEMENT**. Such invoices shall specify the



services provided to the **CITY** during the preceding month and identify the applicable fees, and shall be accompanied by reasonable documentation or other reasonable explanations supporting such charges.

Except as otherwise specified herein, the **CITY** shall pay, net of applicable withholding tax, if any, the **CONTRACTOR** for said invoice within thirty (30) days after receipt.

The prices established in this **AGREEMENT** may be extended to other political subdivisions within the State of Montana solely at the **CONTRACTOR'S** discretion.

6. **INDEPENDENT CONTRACTOR STATUS:** The parties agree that **CONTRACTOR** is an independent contractor for purposes of this **AGREEMENT** and is not to be considered an employee of the **CITY** for any purpose. **CONTRACTOR** is not subject to the terms and provisions of the **CITY's** personnel policies handbook and may not be considered a **CITY** employee for workers' compensation or any other purpose. **CONTRACTOR** is not authorized to represent the **CITY** or otherwise bind the **CITY** in any dealings between **CONTRACTOR** and any third parties.

7. **INDEMNITY:**

The **CONTRACTOR** SHALL:

- A. Indemnify and hold **CITY**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional or negligent act on the part of **CONTRACTOR** or its agents or employees.
- B. Not indemnify and hold the **CITY** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful or negligent acts, error or omission of the **CITY** occurring during the course of or as a result of the performance of the **AGREEMENT**.
- C. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CITY** and the **CONTRACTOR**, the **CONTRACTOR** shall indemnify and hold the **CITY** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including reasonable attorneys' fees and costs, to the extent caused by the **CONTRACTOR'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CONTRACTOR'S** performance pursuant to this **AGREEMENT**.



The **CITY** SHALL:

- D. Indemnify and hold **CONTRACTOR**, its officers, agents and employees harmless from any and all losses, damage and liability to the extent caused by any intentional or negligent act on the part of **CITY** or its agents or employees.
- E. Not indemnify and hold the **CONTRACTOR** harmless from claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses or reasonable attorneys' fees and costs to the extent caused by the wrongful or negligent acts, error or omission of the **CONTRACTOR** occurring during the course of or as a result of the performance of the **AGREEMENT**.
- F. Where claims, lawsuits or liability, including reasonable attorneys' fees and costs arise from any wrongful or negligent act of both the **CONTRACTOR** and the **CITY**, the **CITY** shall indemnify and hold the **CONTRACTOR** harmless from only that portion of claims, causes of action, lawsuits, damages, judgments, liabilities, and litigation costs and expenses including attorneys' fees and costs, to the extent caused by the **CITY'S** or any subcontractor's wrongful or negligent acts occurring as a result from the **CITY'S** performance pursuant to this **AGREEMENT**.

#### **8. INSURANCE:**

- A. The **CONTRACTOR** shall maintain in good standing the insurance described in this Section. Before rendering any services under this **AGREEMENT**, the **CONTRACTOR** shall furnish the **CITY** with proof of insurance in accordance with this Section.

The **CONTRACTOR** shall provide the following insurance:

- 1. Workers' compensation and employer's liability coverage as required by Montana law.
- 2. Commercial general liability, including contractual liability assumed under an insured agreement and personal injury coverage's -- \$750,000 per claim and \$1,500,000 per occurrence.
- 3. Automobile liability -- \$1,500,000 per accident.

Each policy of insurance required by this Section shall provide for no less than 30 days' advance written notice to the **CITY** prior to cancellation.

The **CITY** shall be listed as an additional insured on all policies except Worker's Compensation Policies.

**CONTRACTOR** shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA.



**CONTRACTOR** shall maintain workers' compensation insurance coverage for all members and employees of **CONTRACTOR's** business, except for those members who are exempted as independent contractors under the provisions of §39-71-401, MCA.

**CONTRACTOR** shall furnish **CITY** with copies showing one of the following: **(1)** proof of registration as a registered contractor under Title 39, Chapter 9, MCA; **(2)** a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or **(3)** proof of exemption from workers' compensation granted by law for independent contractors.

9. **WARRANTY:** **CONTRACTOR** warrants that all services and work will be performed in a good workman-like manner. **CONTRACTOR** acknowledges that it will be liable for any breach of this warranty for the lesser period of one (1) year from the time services are completed or any warranty described in the Scope of Work in Exhibit "A".
10. **COMPLIANCE WITH LAWS:** **CONTRACTOR** agrees to comply with all federal, state, and local laws, ordinances, rules, and regulations. **CONTRACTOR** agrees to purchase a **CITY** business license.
11. **PREVAILING WAGE RATES:** Unless superseded by federal law, Montana law requires that contractors and subcontractors give preference to the employment of Montana residents for any public works contract in excess of \$25,000 for construction or nonconstruction services in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Unless superseded by federal law, each contractor shall ensure that at least 50% of the contractor's workers performing labor on a construction project are bona fide Montana residents. The Commissioner of the Montana Department of Labor and Industry has established the resident requirements in accordance with sections 18-2-403 and 18-2-409, MCA. Any and all questions concerning prevailing wage and Montana resident issues should be directed to the Montana Department of Labor and Industry.

In addition, unless superseded by federal law, all employees working on a public works contract shall be paid prevailing wage rates in accordance with sections 18-2-401 through 18-2-432, MCA, and all administrative rules adopted pursuant thereto. Montana law requires that all public works contracts, as defined in section 18-2-401, MCA, in which the total cost of the contract is in excess of \$25,000, contain a provision stating for each job classification the standard prevailing wage rate, including fringe benefits, travel, per diem, and zone pay that the contractors, subcontractors, and employers shall pay during the public works contract.

Section 18-2-406, MCA, requires that all contractors, subcontractors, and employers who are performing work or providing services under a public works

contract post in a prominent and accessible site on the project staging area or work area, no later than the first day of work and continuing for the entire duration of the contract, a legible statement of all wages and fringe benefits to be paid to the employees in compliance with section 18-2-423, MCA. Section 18-2-423, MCA, requires that employees receiving an hourly wage must be paid on a weekly basis.

Furthermore, Section 18-2-417, requires allowance for a 3% annual increase in wages for a multiyear contract. (1) Any public works contract that by the terms of the original contract calls for more than 30 months to fully perform must include a provision to adjust, as provided in subsection (2), the standard prevailing rate of wages to be paid to the workers performing the contract. (2) The standard prevailing rate of wages paid to workers under a contract subject to this section must be adjusted 12 months after the date of the award of the public works contract. The amount of the adjustment must be a 3% increase. The adjustment must be made and applied every 12 months for the term of the contract. (3) Any increase in the standard rate of prevailing wages for workers under this section is the sole responsibility of the contractor and any subcontractors and not the contracting agency.

Each contractor, subcontractor, and employer must maintain payroll records in a manner readily capable of being certified for submission under section 18-2-423, MCA, for not less than three years after the contractor's, subcontractor's, or employer's completion of work on the public works contract.

The nature of the work performed or services provided under this contract meets the statutory definition of a "public works contract" under section 18-2-401(11)(a), MCA, The booklet is attached and may also be found at <http://erd.dli.mt.gov/labor-standards/state-prevailing-wage-rates>.

## **12. NONDISCRIMINATION:**

- A. **CONTRACTOR** shall, in performance of work under this **AGREEMENT**, fully comply with all applicable federal, state, or local laws, rules, regulations, and executive orders including but not limited to, the Montana Human Rights Act, the Equal Pay Act of 1963, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. **CONTRACTOR** is the employer for the purpose of providing healthcare benefits and paying any applicable penalties, fees and taxes under the Patient Protection and Affordable Care Act [P.L. 111-148, 124 Stat. 119]. Any subletting or subcontracting by **CONTRACTOR** subjects subcontractors to the same provisions. In accordance with 49-3-207, MCA, and Executive Order No. 04-2016. **CONTRACTOR** agrees that the hiring of persons to perform this Contract will be made on the basis of merit and qualifications and there will be no discrimination based on race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious



affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing this **AGREEMENT**.

- B. The **CONTRACTOR** shall state, in all solicitations or advertisements for employees to work on jobs, that all qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex or marital status, or mental or physical impairment/disability.

The **CONTRACTOR** and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), which prohibit discrimination against qualified protected veterans and/or qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

The **CONTRACTOR** and any subcontractor shall abide by the requirements of 41 CFR 60-1.4, which states employees or applicants may not be discharged or in any other manner discriminated against because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the **CONTRACTOR'S** legal duty to furnish information.

- C. The **CONTRACTOR** shall comply with any and all reporting requirements that may apply to it that the **CITY** may establish by regulation.
- D. The **CONTRACTOR** shall comply with all applicable federal, state, and city laws concerning the prohibition of discrimination.
- E. The **CONTRACTOR** shall include the provisions of Subsections A through D of this Section in every subcontract or purchase order under this **AGREEMENT**, so as to be binding upon every such subcontractor or vendor of the **CONTRACTOR** under this **AGREEMENT**.
- F. The **CONTRACTOR** agrees to post, in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.



13. **CONTRACTOR PERSONNEL:** A list of personnel who will be onsite for project shall be provided by **CONTRACTOR** to **CITY** within 10 business days of contract execution, including:
  - A. First and last name;
  - B. Duration onsite; and,
  - C. Personnel responsibilities.
14. **SAFETY PROGRAM:** **CONTRACTOR** to provide **CITY** with safety program within 10 business days of contract execution.
15. **DEFAULT AND TERMINATION:** If either party fails to comply with any condition of this **AGREEMENT** at the time or in the manner provided for, the other party may, at its option, terminate this **AGREEMENT** and be released from all obligations if the default is not cured within ten (10) calendar days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this **AGREEMENT**.
16. **LIAISON:** The **CITY's** designated liaison for this **AGREEMENT** is \_\_\_\_\_ and the **CONTRACTOR's** designated liaison for this **AGREEMENT** is \_\_\_\_\_.
17. **GOVERNING LAW AND VENUE:** This **AGREEMENT** shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this **AGREEMENT** shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.
18. **SEVERABILITY:** Any provision or part of the **AGREEMENT** held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the **CITY** and the **CONTRACTOR**, who agree that the **AGREEMENT** shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
19. **SUCCESSORS AND ASSIGNS:** Neither the **CITY** nor the **CONTRACTOR** shall assign, transfer or encumber any rights, duties or interests accruing from this **AGREEMENT** without the written consent of the other.
20. **OWNERSHIP OF DOCUMENTS:** All documents, data, drawings, specifications, software applications and other products or materials produced by the **CONTRACTOR** in connection with the services rendered under this **AGREEMENT** shall be the property of the **CITY** whether the project for which



they are made is executed or not. All such documents, products and materials shall be forwarded to the **CITY** at its request and may be used by the **CITY** as it sees fit. The **CITY** agrees that if the documents, products, and materials prepared by the **CONTRACTOR** are used for purposes other than those intended by the **AGREEMENT**, the **CITY** does so at its sole risk and agrees to hold the **CONTRACTOR** harmless for such use. All or any portions of materials, products and documents produced under this **AGREEMENT** may be used by the **CONTRACTOR** upon confirmation from the **CITY** that they are subject to disclosure under the Public Disclosure Act. All services performed under this **AGREEMENT** will be conducted solely for the benefit of the **CITY** and will not be used for any other purpose without written consent of the **CITY**. Any information relating to the services will not be released without the written permission of the **CITY**. The **CONTRACTOR** shall preserve the confidentiality of all **CITY** documents and data accessed for use in **CONTRACTOR**'s work product.

DRAFT





**IN WITNESS WHEREOF**, the parties hereto have executed this instrument the day and year first above written.

**CITY OF BILLINGS, MONTANA**

\_\_\_\_\_  
**BUSINESS NAME (CONTRACTOR)**

\_\_\_\_\_  
**WILLIAM A. COLE,  
MAYOR**

\_\_\_\_\_  
**SIGNATURE**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**CITY ATTORNEY'S OFFICE**

\_\_\_\_\_  
**PRINT TITLE**

**ATTEST:**

\_\_\_\_\_  
**DENISE BOHLMAN, CITY CLERK**



**EXHIBIT A**

**SCOPE OF WORK**

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## Attachment H

### Floor areas and fixture count

**Building:** City Hall

**Address:** 316 N 26<sup>th</sup> St

**Hours of Operation:** M-F 8:00am to 5:00pm, less City Council Meetings, City Holidays

#### Floor Areas – Total

Floor	Area
1 <sup>st</sup> floor	26,159 square feet
2 <sup>nd</sup> floor	34,295 square feet
3 <sup>rd</sup> floor	34,295 square feet
4 <sup>th</sup> floor	34,295 square feet
5 <sup>th</sup> floor	34,295 square feet

#### Floor Areas – Total Built Out and Occupied

Floor	Area
1 <sup>st</sup> floor	19,402 square feet
2 <sup>nd</sup> floor	29,326 square feet
3 <sup>rd</sup> floor	18,930 square feet
4 <sup>th</sup> floor	23,057 square feet
5 <sup>th</sup> floor	30,162 square feet

#### Floor Areas – Common Areas (shared TR and lobbies)

Floor	Area
1 <sup>st</sup> floor	6,074 square feet
2 <sup>nd</sup> floor	3,538 square feet
3 <sup>rd</sup> floor	3,000 square feet
4 <sup>th</sup> floor	2,254 square feet
5 <sup>th</sup> floor	3,773 square feet



### Toilet Rooms – Fixtures

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
Lower Basement	3	3	0	0	2
1 <sup>st</sup> floor	5	7	2	2	0
2 <sup>nd</sup> floor	9	9	2	2	0
3 <sup>rd</sup> floor	8	11	3	2	0
4 <sup>th</sup> floor	10	13	3	2	0
5 <sup>th</sup> floor	8	10	3	2	0

### Toilet Rooms – Dispensers

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans
Lower Basement	3	3	3	0	0
1 <sup>st</sup> floor	7	7	7	7	4
2 <sup>nd</sup> floor	14	10	14	10	4
3 <sup>rd</sup> floor	2		4		
4 <sup>th</sup> floor	9	13	9	11	7
5 <sup>th</sup> floor	12	10	10	10	7

### Breakrooms – Fixtures and Dispensers

Floor	Soap	Paper Towels	Sinks
Lower Basement	0	0	0
1 <sup>st</sup> floor	2	2	2
2 <sup>nd</sup> floor	2	2	2
3 <sup>rd</sup> floor	0	0	0
4 <sup>th</sup> floor	3	3	3
5 <sup>th</sup> floor	4	4	4

### Waste Cans

1 <sup>st</sup> floor	
Size	Quantity
7 gallon	1
16 gallon	10
23 gallon	4
35 gallon	4

2 <sup>nd</sup> floor	
Size	Quantity
7 gallon	7
16 gallon	6
23 gallon	0
30 gallon	10
35 gallon	17



3 <sup>rd</sup> floor	
Size	Quantity
7 gallon	0
16 gallon	4
23 gallon	0
35 gallon	0

4 <sup>th</sup> floor	
Size	Quantity
7 gallon	3
16 gallon	5
23 gallon	0
30 gallon	4
35 gallon	13

5 <sup>th</sup> floor	
Size	Quantity
7 gallon	7
16 gallon	15
23 gallon	6
30 gallon	10
35 gallon	3



**Building:** Billings Operations Center PD1

**Address:** 4810 Midland Rd

**Hours of Operation:** M-F 8:00am to 5:00pm, less City Holidays

**Floor Areas – Total**

Floor	Area
1 <sup>st</sup> floor	13,137 square feet

**Floor Areas – Common Areas (shared TR and lobbies)**

Floor	Area
1 <sup>st</sup> floor	9,626 square feet

**Toilet Rooms – Fixtures**

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
1 <sup>st</sup> floor	5	5	3	2	5

**Toilet Rooms – Dispensers**

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans	Napkin Dispenser
1 <sup>st</sup> floor	13	5	2	5	2	1

**Breakrooms – Fixtures and Dispensers**

Floor	Soap	Toilet Paper	Paper Towels	Sinks
1 <sup>st</sup> floor	2		1	1

**Waste Cans**

1 <sup>st</sup> floor	
Size	Quantity
7 gallon	4
16 gallon	4
23 gallon	2
35 gallon	0



**Building:** Billings Operations Center PD2

**Address:** 4845 Midland Rd

**Hours of Operation:** M-F 8:00am to 4:00pm, less City Holidays

**Floor Areas – Total**

Floor	Area
1 <sup>st</sup> floor	18,745 square feet

**Floor Areas – Common Areas (shared TR and lobbies)**

Floor	Area
1 <sup>st</sup> floor	5,000 square feet

**Toilet Rooms – Fixtures**

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
1 <sup>st</sup> floor	3	3	1	0	1

**Toilet Rooms – Dispensers**

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans
1 <sup>st</sup> floor	3	2	3	1	0

**Breakrooms – Fixtures and Dispensers**

Floor	Soap	Paper Towels	Sinks
1 <sup>st</sup> floor	1	1	1

**Evidence Processing Areas x2**

Floor	Soap	Paper Towels	Sinks
1 <sup>st</sup> floor	2	2	2

**Waste Cans**

1 <sup>st</sup> floor	
Size	Quantity
7 gallon	4
16 gallon	4
23 gallon	4
35 gallon	0



**Building:** Billings Operations Center Admin/Fleet

**Address:** 4848 Midland Rd

**Hours of Operation:** M-F 8:00am to 5:00pm, less City Holidays

**Floor Areas – Total**

Floor	Area
1 <sup>st</sup> floor	26,159 square feet

**Floor Areas – Common Areas (shared TR and lobbies)**

Floor	Area
1 <sup>st</sup> floor	15,000 square feet

**Toilet Rooms – Fixtures**

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
1 <sup>st</sup> floor	21	21	12	3	10

**Toilet Rooms – Dispensers**

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers	Napkin Cans	Napkin Dispenser
1 <sup>st</sup> floor	34	21	13	28	8	2

**Breakrooms/Kitchenettes**

Floor	Lavs	Soap	Paper Towels
1 <sup>st</sup> floor	7	14	7

**Waste Cans**

1 <sup>st</sup> floor	
Size	Quantity
7 gallon	2
16 gallon	10
23 gallon	0
35 gallon	10





**Building:** Billings Operations Center Garage

**Address:** 4850 Midland Rd

**Hours of Operation:** M-F 8:00am to 5:00pm, less City Holidays

**Floor Areas – Total**

Floor	Area
1 <sup>st</sup> floor	300 square feet

**Toilet Rooms – Fixtures**

Floor	Lavs	Water Closets	Urinals	Water Coolers	Showers
1 <sup>st</sup> floor	2	2	2	0	0

**Toilet Rooms – Dispensers**

Floor	Soap	Toilet Paper	Paper Towels	Seat Covers
1 <sup>st</sup> floor	4	2	2	3

**Waste Cans**

1 <sup>st</sup> floor	
Size	Quantity
7 gallon	0
16 gallon	2
23 gallon	0
35 gallon	0



## Attachment I

### Cleaning Scope

**Location: City Hall – 316 N 26<sup>th</sup> St**

Services to be provided Monday through Friday and include 4 hours of day porting M-F, per Section 5 of RFP.

Owner to supply consumables, vendor to supply equipment and operating chemicals.

Vacuuming scope to be 3 times a week with space vac wide area carpet M/W/F, and 2 times a week with upright T/TH.

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Restrooms and Locker Rooms				
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect urinals and toilets	5			
Clean/disinfect sinks, sink fixtures, and brightwork	5			
Clean mirrors	5			
Mop floors, dust and vacuum as needed	5			
Spot clean as necessary	5			
Spot clean/disinfect walls, urinal partitions, and toilet partitions	1			
Clean/disinfect shower stalls and walls		1		
Deep clean of grout and tile			1	
Machine scrub floors				2
Deep clean shower stalls				1



Area	Frequency			
Break Rooms	Weekly	Monthly	Quarterly	Yearly
Check and stock consumables	5			
Empty trash and replace can liners	5			
Spot clean LVP flooring	5			
Clean/disinfect sinks and countertops	5			
Clean/disinfect door hardware	5			
Clean windows	5			
Wipe down tables	5			
Wipe chairs		1		

Area	Frequency			
Offices, Workstations, Private Areas	Weekly	Monthly	Quarterly	Yearly
Vacuum carpet floors	5			
Spot clean as necessary	5			
Wipe door handles	1			
Clean windows	1			
Wipe partition tops and glass ledges	1			
Dust windowsills		2		
Dust surfaces between shoulder and knees, as necessary		1		
Dust surfaces above shoulder and below knees, as necessary		1		



Area	Frequency			
Entry Ways and Lobbies	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	5			
Mop terrazzo floors and vacuum carpet	5			
Clean glass entry doors inside/outside	5			
Vacuum carpet floor mats	5			
Spot clean as necessary	5			
Shampoo carpet				1

Area	Frequency			
Hallways/Common Areas	Weekly	Monthly	Quarterly	Yearly
Mop terrazzo and tile floors, and vacuum carpet	5			
Spot clean lobby furniture	5			
Spot clean walls from floor to shoulder	1			
Clean baseboards		1		

Area	Frequency			
Elevators	Weekly	Monthly	Quarterly	Yearly
Vacuum floors	5			
Wipe elevator controls	5			
Spot clean interior car and hall doors as necessary	5			



Area	Frequency			
Courtrooms	Weekly	Monthly	Quarterly	Yearly
Vacuum floors	5			
Wipe benches	5			
Wipe counter	5			
Clean/disinfect door hardware	5			

Area	Frequency			
Meeting Rooms	Weekly	Monthly	Quarterly	Yearly
Vacuum floors	5			
Wipe tables	5			
Clean glass	5			
Clean/disinfect door hardware	5			

Area	Frequency			
Customer Counters	Weekly	Monthly	Quarterly	Yearly
Wipe counter	5			
Clean glass	5			
Clean/disinfect door hardware	5			

Area	Frequency			
Stairwells	Weekly	Monthly	Quarterly	Yearly
Spot clean	5			



Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Council Chambers				
Vacuum carpet	1			
Clean glass	1			
Wipe chairs, as necessary	1			
Wipe counters	1			
Clean/disinfect door hardware	1			



## Location: Billings Operations Center – 4810 Midland Rd

Services to be provided Monday through Friday.

Owner to supply consumables, vendor to supply equipment and operating chemicals.

Vacuuming scope to be 3 times a week with space vac wide area carpet M/W/F, and 2 times a week with upright T/TH.

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Restrooms and Locker Rooms				
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect shower stalls and walls	5			
Clean/disinfect sinks and fixtures	5			
Clean/disinfect toilets and urinals	5			
Clean mirrors	5			
Clean/polish brightwork	5			
Vacuum, mop, or dust floors	5			
Pour water down floor drains		1		
Dust/wipe down lockers		1		
Clean door kickplates		1		
Deep clean of grout and tile				2
Deep clean shower stalls				1



Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Briefing, Training, and Processing Rooms				
Empty trash and replace can liners	5			
Vacuum, and scrub floors	5			
Clean/disinfect sinks	5			
Wipe down tables	5			
Wipe underside of tables	1			
Wipe chairs		1		
Strip/wax floors				2

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Office – By Request Only				
Empty trash and replace can liners	5			
Vacuum, and scrub floors	5			





Area	Frequency			
Kitchen Areas	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	5			
Clean/disinfect sinks	5			
Wipe tables and countertops	5			

Area	Frequency			
Entry Ways	Weekly	Monthly	Quarterly	Yearly
Vacuum carpet	5			
Clean glass entry doors inside/outside	1			

Area	Frequency			
Hallways/Common Areas	Weekly	Monthly	Quarterly	Yearly
Vacuum, mop, or dust floors	5			
Clean baseboards			1	
Strip/wax floors				1



Location: Billings Operations Center – 4845 Midland Rd

Services to be provided on Tuesday and Thursday.

Owner to supply consumables, vendor to supply equipment and operating chemicals.

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Restrooms and Locker Rooms				
Check and stock consumables	2			
Empty trash and replace can liners	2			
Clean/disinfect sinks and fixtures	2			
Clean/disinfect toilets and urinals	2			
Clean mirrors	2			
Clean/polish brightwork	2			
Vacuum, mop, or dust floors	2			
Pour water down floor drains		1		
Clean door kickplates		1		
Clean baseboards			1	
Deep clean of grout and tile				1



Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Meeting Room				
Check and stock consumables	2			
Empty trash and replace can liners	2			
Vacuum floors	2			
Clean/disinfect sinks	2			
Clean/polish brightwork	2			
Clean/disinfect door hardware	2			
Wipe down tables	2			
Wipe chairs		1		

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Offices – By Request Only				
Empty trash and replace can liners	2			
Vacuum, mop, dust, and scrub floors	2			
Wipe door handles	1			
Clean windows	1			
Dust blinds		1		
Dust windowsills		1		



Area	Frequency			
Kitchen Area	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	2			
Clean/disinfect sinks	2			
Wipe tables and countertops	2			

Area	Frequency			
Entry Ways	Weekly	Monthly	Quarterly	Yearly
Clean glass entry doors inside/outside	2			
Vacuum carpet	2			

Area	Frequency			
Hallways/Common Areas	Weekly	Monthly	Quarterly	Yearly
Vacuum, mop, dust, and scrub floors	2			
Clean baseboards			1	



**Location: Billings Operations Center – 4848 Midland Rd**

Services to be provided Monday through Friday and include 3 hours of day porting M-F, per Section 5 of RFP.

Owner to supply consumables, vendor to supply equipment and operating chemicals.

Vacuuuming scope to be 3 times a week with space vac wide area carpet M/W/F, and 2 times a week with upright T/TH.

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Restrooms and Locker Rooms				
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect shower stalls and walls	5			
Clean/disinfect sinks and fixtures	5			
Clean/disinfect toilets and urinals	5			
Clean mirrors	5			
Clean/polish brightwork	5			
Vacuum, mop, or dust floors	5			
Pour water down floor drains		1		
Dust/wipe down lockers		1		
Clean door kickplates		1		
Deep clean of grout and tile				2
Deep clean shower stalls				1



Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Break Rooms				
Check and stock consumables	5			
Empty trash and replace can liners	5			
Vacuum, mop, or dust floors	5			
Clean/disinfect sinks	5			
Clean/polish brightwork	5			
Clean/disinfect door hardware	5			
Wipe down tables	5			
Wipe chairs		1		
Strip/wax floors				1

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Offices				
Vacuum, mop, or dust floors	5			
Wipe door handles	1			



Area	Frequency			
Kitchen Areas	Weekly	Monthly	Quarterly	Yearly
Empty trash and replace can liners	5			
Clean/disinfect sinks	5			
Wipe tables and countertops	5			

Area	Frequency			
Entry Ways	Weekly	Monthly	Quarterly	Yearly
Clean glass entry doors inside/outside	5			
Vacuum carpet	5			

Area	Frequency			
Hallways/Common Areas	Weekly	Monthly	Quarterly	Yearly
Vacuum, mop, dust, and scrub floors	5			
Clean baseboards			1	
Strip/wax floors				1



Location: Billings Operations Center – 4850 Midland Rd

Services to be provided Monday through Friday.

Owner to supply consumables, vendor to supply equipment and operating chemicals.

Area	Frequency			
	Weekly	Monthly	Quarterly	Yearly
Restrooms and Locker Rooms				
Check and stock consumables	5			
Empty trash and replace can liners	5			
Clean/disinfect sinks and fixtures	5			
Clean/disinfect toilets and urinals	5			
Clean mirrors	5			
Clean/polish brightwork	5			
Mop floors	5			
Pour water down floor drains		1		