



# City of Odessa

228 S Second Street • PO Box 128 • Odessa, MO 64076  
Phone: 816-230-5577 • [info@cityofodessamo.com](mailto:info@cityofodessamo.com)  
[www.cityofodessamo.com](http://www.cityofodessamo.com)

## INVITATION TO BID / REQUEST FOR PROPOSALS

This Document Contains the Following:

PART I	Invitation to Bid
PART II:	Technical Specifications / Bidder's Proposal
PART III:	Bid Page

**Part I**  
**Request for Bids**  
**Bid No. 05-24**

*The City of Odessa, Missouri will accept bids from qualified contractors interested in providing the following:*

**Cleaning Services**  
**228 S. 2<sup>nd</sup> Street – Odessa, MO**  
**310 S.1<sup>st</sup> Street - Odessa, MO**  
**601 W. Main Street - Odessa, MO**

**BIDS MUST BE RECEIVED BY:**

**January 3, 2025 – 02:00 pm**

*There will be no public bid opening.*

**Please mark your bid “Bid 05-24” and return it to:**

City of Odessa  
228 S Second Street  
PO Box 128  
Odessa, MO 64076

**For more information, contact:**

**Karen Findora: 816.608.5649 or at [karen.findora@cityofodessamo.com](mailto:karen.findora@cityofodessamo.com)**



# City of Odessa

228 S Second Street • PO Box 128 • Odessa, MO 64076  
Phone: 816-230-5577 • [info@cityofodessamo.com](mailto:info@cityofodessamo.com)  
[www.cityofodessamo.com](http://www.cityofodessamo.com)

## Part II: SCOPE OF WORK

### Bid No. 05-24

#### INTRODUCTION:

The City of Odessa is soliciting proposals from qualified individuals for cleaning services for the City Hall (228 S. 2nd Street), Police Facility (310 S. 1st Street), and Dyer Park Community Building (601 W. Main Street) for a one (1) year period with the option to extend and/or negotiate two (2) - one (1) year contract extensions after the initial one (1) year agreement.

Vendors are required to submit written proposals that present the vendor's qualifications and understanding of the work to be performed. The vendor's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be submitted no later than 2:00 PM on January 3rd, 2025 to the Office of the City Clerk, City of Odessa, 228 S 2<sup>nd</sup> Street, Odessa, MO 64076. Proposals received after the appointed time set for receipt will not be opened or considered. A public opening will not be held. Proposal packets are available at the City of Odessa City Hall (228 S 2nd Street, Odessa, MO, 64076) or on the City's website at [www.cityofodessamo.com](http://www.cityofodessamo.com). All questions should be directed to Karen Findora, City Clerk.

#### BACKGROUND:

The City of Odessa is seeking proposals from qualified individuals for cleaning services for the City Hall (228 S. 2nd Street), Police Facility (310 S. 1st Street), and Dyer Park Community Building (601 W. Main Street).

#### SCOPE OF WORK:

The scope of work outlines the requirements for adequate personnel, trained in proper cleaning and janitorial services for the City of Odessa City Hall, Police Facility, and Dyer Park Community Building. The approximate square footage is outlined to assist you in your quote. A walkthrough can be scheduled by appointment to view the areas beforehand. Contact Karen Findora, City Clerk or Shawna Davis, City Administrator at (816) 230-5577.

#### ***City Hall – 228 S. 2<sup>nd</sup> Street***

*City Hall* - 1<sup>st</sup> Floor – 3,488 sq. ft. – includes entryway, lobby, main hallway, conference rooms, bathrooms, kitchen area, entire office area, and individual offices

#### ***Police Facility – 301 S 1<sup>st</sup> Street***

*Police* – 1,400 sq. ft. – includes entryway, lobby, conference rooms, bathrooms, kitchen area, and entire office area

***Dyer Park Community Bldg. – 601 W Main Street***

Community Bldg. – 5,500 sq. ft. – includes entryway, main event room, bathrooms/ADA bathrooms, conference room, kitchen area, and entire office area

**The contracted individual/company will provide services for the following areas:**

***Entrance(s), Lobby, Reception Area***

Bi-Weekly:

1. Empty all trash receptacles (inside and outside), replace liners, and remove trash to the dumpster (Client to furnish trash receptacle liners)
2. Squeegee both sides of glass doors and reception area glass partition removing prints and smudges, wipe frames
3. Thoroughly dust/disinfect all horizontal and vertical surfaces, including windowsills, ledges, moldings, pictures, office furniture and manner of furnishings
4. Dust and sanitize front office counter
5. Vacuum all carpet areas
6. Spot treat soiled carpet areas
7. Dust mop hard surface floors, taking care to get into corners, along edges and beneath furniture
8. Police outside area including sidewalks, etc. removing all litter and debris
9. Dust all horizontal and vertical services
10. Spot wipe/disinfect walls, baseboards, light switches, and doors removing fingerprints and smudges.
11. Complete all high dusting, including exhaust fans and air ventilators within reach.
12. Disinfect drinking fountain(s) removing watermarks and spaces on sides, fronts and surrounding walls.

***General Offices, Conference/Training Room, Work Area***

Bi-Weekly:

1. Empty all trash receptacles, replace liners, and remove trash to the dumpster (Client to furnish trash receptacle liners)
2. Thoroughly dust/disinfect all horizontal and vertical surfaces, including desktops, file cabinets, conference tables, council dais, windowsills, ledges, moldings, chair bases, pictures, office furniture, and all manner of furnishings
3. Disinfect drinking fountain(s) removing watermarks and splashes on sides, fronts and surrounding walls
4. Vacuum all carpet areas
5. Dust mop all hard surface floors
6. Damp mop all hard surface floors, taking care to get into corners, along edges and beneath furniture
7. Spot treat soiled carpet areas
8. Thoroughly vacuum all carpeting, taking care to get into corners, along edges, and beneath furniture.
9. Spot wipe/disinfect walls, light switches and doors removing finger prints, smudges, spills
10. Complete all high dusting, including exhaust fans and air ventilators within reach

### **Restrooms (6)**

#### Bi-Weekly:

1. Empty all trash and sanitary napkin receptacles, replace liners, and disinfect receptacles. Remove trash to the dumpster (Client to furnish trash receptacles liners)
2. Stock towels, tissue, and hand soap. Disinfect soap dispensers (Client to furnish supplies)
3. Toilets and urinals to be cleaned, disinfected and sanitized inside and outside. Polish bright work.
4. Toilet seats to be disinfected on both sides.
5. Scour and sanitize all basins. Polish bright work.
6. Remove splash marks from walls around basins.
7. Disinfect horizontal surfaces, including partitions, top of mirrors and frames. Clean and polish mirrors.
8. Sweep and/or dust mop hard surface floor.
9. Report any restroom repairs needed to the City Clerk.

### **Kitchen Areas**

#### Bi-Weekly:

1. Empty all trash receptacles, replace liners, and remove trash to dumpster (Client to furnish trash receptacle liners)
2. Disinfect fronts, tops, and sides of trash receptacles
3. Stock and wipe/polish dispensers as needed (Client to furnish supplies)
4. Disinfect counters
5. Clean and sanitize sink (Client responsible for dishes)
6. Clean exterior surface of cabinets and appliances to present a neat appearance
7. Clean exterior and interior of microwaves removing food particles and stains
8. Dust mop hard surface floors, taking care to get into corners, along edges and beneath furniture

### **All Locations**

#### Monthly:

1. Disinfect all restroom partitions on both sides
2. Spot wipe/disinfect walls, light switches, doorknobs, and doors removing fingerprints, smudges
3. Complete all high dusting, including exhaust fans and air ventilators within reach
4. Dust base of all office chairs

#### Quarterly:

1. Machine strip all tile floors, taking care to get into corners, along edges, and beneath furniture. Rinse, reseal, and refinish all tile floors
2. Thoroughly scrub and rinse ceramic floors
3. Damp wipe all window/glass frames
4. Dust horizontal blinds
5. Clean all baseboards
6. Shampoo all carpets

**MISCELLANEOUS INFORMATION:**

- Minor plumbing i.e. stopped up toilets and sinks, etc. (Notify City immediately of unresolved plumbing issues.)
- Before leaving City Hall, check all exit doors to make sure they are locked.
- Coordinate ordering supplies with the City Clerk
- Facilitate and coordinate shampooing of carpets with City Clerk

**CONDITIONS:**

- The Contractor will incorporate best management practices for the work to be completed.
- The City of Odessa will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps and toilet paper. Restocking of cleaning equipment and chemicals will be coordinated with the Office of City Clerk.
- The City is exempt from payment of the Missouri Sales Tax in accordance with Section 39 (10), Article 3 of the Missouri constitution and is exempt from payment of Federal Excise Taxes in accordance with title 26, United States Code annotated.
- Due to the fact that the Contractor and their employees will have access to information sensitive areas the City must be provided with a list of all employees assigned to the locations. Background checks and fingerprinting will be performed prior to being authorized to work in City facilities. A form has been provided that must be submitted with the proposal. If a change in staff is to occur, the City shall be notified prior to the change when possible or as quickly as possible thereafter.

**CONTRACTOR RESPONSIBILITY**

The successful Contractor shall be responsible for all coordination; and supervision of personnel associated with the janitorial service at the City facilities. These activities include, but may not be limited to, the following:

- Obtain Business License from the City of Odessa.
- Provide a contact person who shall be responsible for the performance of the contract. The Contractor's contact person shall establish a routine for communications with the City to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by the City. The Contractor's contact person shall contact the City to review overall performance, receive special instructions regarding cleaning items, or discuss other pertinent items regarding the contract and the Contractor's performance.
- Furnish all supplies, materials, and equipment necessary for the proper performance of the janitorial service (except for those provided by City listed above). Supplies and materials include but are not limited to brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish, and any other compounds necessary to properly maintain the premises. The Contractor shall not use any material or supplies which the City determines would be unsuitable for the purpose, or offensive or harmful to any part of the facility, its contents, equipment, employees, or patrons.
- Inform Contractor's employees that City of Odessa equipment including office equipment, shall not be used by the Contractor or the Contractor's employees.
- Provide a Certificate of General Liability Insurance in the amount of \$1,000,000.

**SECURITY:**

Contractor will be provided access to the various facilities as well as keys to any equipment or dispensers as necessary. All costs accrued by the City in reinstating facility security occasioned by loss of facility keys due to the Contractor's and/or its employees' negligence will be billed to the Contractor.

The Contractor shall ensure that only their properly identified employees listed with the City are permitted on the premises during the performance of duties. The Contractor will be held strictly accountable for damages or breaches of security caused by its employees.

**QUALIFICATIONS:**

Each responding Contractor must provide the following:

- Complete Bid Page.
- Complete Independent Contractor Statement.
- Complete Reference Form.
- Contractors will be required to comply with all federal, state, and municipal laws and regulations, environmental and best management practices, and those related to discrimination, safety, drug-free workplace, human rights, and equal opportunity employment.

**TERMS:**

- Only complete proposals will be accepted. A proposal is considered "complete" when the bid page is completed and received by the City of Odessa before 02:00 pm., Friday, January 3rd, 2025. Postmarks and facsimiles will not be accepted.
- The City of Odessa reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. Proposals may be rejected as improper if they show omissions, alterations, erasure, additions not called for, or irregularities of any kind. The City of Odessa reserves the right to waive technicalities, reject any or all proposals, or re-advertise for proposals.
- The Contractor shall indemnify and hold harmless the City of Odessa, its respected officials, officers, employees and volunteers.
- Both parties have the right to terminate the agreement without assigning any reason by giving the other party, before such termination, thirty (30) days prior notice.
- Insurance: The selected vendor will be required to obtain a yearly business license from the City of Odessa and provide insurance coverage for activities at the proposed locations. In general, insurance recommendations will include General Liability, Comprehensive Business Automobile Liability, and Worker's Compensation insurance (if applicable). Once the Vendor has been selected, City staff will work with vendor on the appropriate insurance requirements.

**EVALUATION:**

All proposals will be evaluated on a combination of cost and ability to complete in a timely manner.

**PROPOSAL:**

- All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the Bid Page furnished by the City of Odessa or they will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the Contractor.

- The invitation for proposals does not commit the City of Odessa to pay any costs incurred by any Proposer the submission of a proposal.
- All proposals shall be submitted in one sealed envelope with two (2) copies to the following address: City of Odessa Attn: Bid No. 05-24, 228 S 2<sup>nd</sup> Street (PO Box 128) Odessa, MO

**QUESTIONS ABOUT THIS RFP:**

Questions regarding this RFP shall be addressed by contacting Karen Findora, City Clerk, at 816-608-5649 or [karen.findora@cityofodessamo.com](mailto:karen.findora@cityofodessamo.com).



# City of Odessa

228 S Second Street • PO Box 128 • Odessa, MO 64076  
 Phone: 816-230-5577 • info@cityofodessamo.com  
 www.cityofodessamo.com

## PART III: BID PAGE

### Bid No. 05-24

**Cleaning Services**

**228 S. 2<sup>nd</sup> Street – Odessa, MO**

**310 S.1<sup>st</sup> Street - Odessa, MO**

**601 W. Main Street - Odessa, MO**

Bidder must complete the following section in its entirety, sign and date where indicated.

A. TOTAL PRICE: Price to be FOB City of Odessa. Prepay and allow the freight to delivery location as specified herein.

<b>Bid – Per Month</b> <b>City Hall</b> <b>228 S. 2<sup>nd</sup> St. Odessa, MO</b>	\$
<b>Bid - Per Month</b> <b>Police Department</b> <b>310 S. 1<sup>st</sup> St. Odessa, MO</b>	\$
<b>Bid - Per Month</b> <b>Community Building</b> <b>601 W. Main St. Odessa, MO</b>	\$
<b>Total Monthly Amount</b>	\$

B. ACCEPTANCE OF BID BY CITY:

The City shall have \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by bidder) from the date of opening, to accept bidder's offer.

C. START TIME \_\_\_\_\_ CALENDAR DAYS

D. TERMS / DISCOUNTS: Net \_\_\_\_\_ DISCOUNTS OFFERED: \_\_\_\_\_% \_\_\_\_\_ DAYS  
 (after receipt of invoice) (for prompt payment)



E. CONTACT INFORMATION:

Vendor/Contractor Name:	
Vendor/Contractor Address:	
Contact Name/Title:	
Phone Number:	
E-Mail:	

F. SIGNATURE(S):

Signature (Authorized Representative)

Signature:	
Printed Name:	
Date:	

### Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City of Odessa for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Contract.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this contract. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under this Contract, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers Compensation Act of the State of Missouri on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents and employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including without limitation tenure rights, medical and hospital care, sick and vacation leave, Workers Compensation, Unemployment Insurance, disability, and severance pay.

Company/Individual Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

Signature & Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Client References

Please list three (3) client references. It is preferred that those references are clients within the State of Missouri. The City reserves the right to contact references other than, and/or in addition to, those being furnished below:

1. Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

3. Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_