

BARTON COUNTY BID PROCESS

Cleaning Services at the Barton County Court Services Building 1806 – 12th, Great Bend, Kansas

1. Contractor agrees to clean the offices located at 1806 – 12th, Great Bend, Kansas, for the amount of \$_____ per month for one calendar year. Payments to be made in the first accounts payable period of each month.
2. Should this agreement be cancelled for any reason, Contractor shall be paid only for services rendered prior to the cancellation of the agreement.
3. Services are provided in daily, weekly, monthly, annual and as needed tasks.
4. Barton County, through this agreement, does not specify to Contractor the manner in which work is to be performed.
5. All cleaning machines necessary to perform the above listed services are to be provided by Barton County. The costs of all supplies for the cleaning of the building are the responsibility of Barton County. Cleaning supplies shall be stored in the building. Contractor shall notify Operations of any supplies that are needed on a regular basis. Contractor shall additionally notify Operations of any maintenance that should be attended to as is noticed in the course of duties.
6. Contractor shall be bonded in the amount of \$10,000.00. If Contractor hires employees to perform services, the Operations Office shall be notified prior to employees performing work. Proof of such bond shall be provided to the Barton County Operations prior to employees performing work. Failure to follow this provision may result in immediate termination of the contract by Barton County.
7. Contractor will, through his / her insurance company, provide Barton County with Proof of Liability Insurance at an amount of coverage no less than \$500,000.00.
8. The parties agree that Contractor is an independent contractor, as that term is understood in Kansas Workers' Compensation law. The Contractor understands and agrees that Barton County is not providing workers' compensation insurance coverage to the Contractor.
9. Contractor is not required to provide Proof of Workers Compensation Insurance as long as principals are the sole employees of a private business. If Contractor hires employees other than themselves, the Operations shall be notified prior to employees performing work. Contractor shall provide Barton County with Proof of Workers Compensation Insurance prior to employees performing work. Failure to follow this provision may result in immediate termination of the contract by Barton County.
10. In all cases where bonding and \ or insurance is required, successful bidder may be allowed seven (7) days from date of notification to obtain the required bond \ insurance and submit proof of bonding, liability insurance and \ or workers compensation (if necessary) in the appropriate amounts.
11. The successful vendor will be required to sign a form provided by the County's insurance carrier that the vendor is an independent contractor and not an employee of Barton County.

12. Contractor shall not use any County business equipment, such as the telephones or copiers, for any business not related to the performance of their duties. Violation of this condition may result in the termination of this agreement and may result in legal charges.
13. Contractor shall not allow any person, not employed by Contractor, to enter into the Barton County building, 1806 – 12th, Great Bend, Kansas, during the performance of duties for any reason. Violation of this condition may result in the termination of this agreement and may result in legal charges.
14. Contractor, and each and every sub-contractor as employed by Contractor, shall agree to and sign a Non-Disclosure Agreement, attached as Exhibit (A). Said non-disclosure provides the Contractor, and each sub-contractor thereof, with notice of the types of confidential information that Contractor, and each sub-contractor thereof, may have access to as a result of the performance of duties and may not release as a condition of this agreement. Neither Contractor nor any sub-contractor may perform duties relative to this agreement without first signing said Non-Disclosure Agreement. Violation of this condition may result in the termination of this agreement and may result in legal charges.
15. Performing work for the County while impaired by or under the influence of illegal drugs or alcohol is prohibited. The legal use of prescribed drugs is permitted on the job only if it does not impair the Contractor or Sub-Contractor's ability to perform duties effectively and in a safe manner that does not endanger other individuals in the workplace. While on Barton County premises, no Contractor or Sub-Contractor may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs.
16. This contract is non-assignable.
17. This Agreement shall be in effect from the January 1, 2018, through December 31, 2018, unless terminated by either party by giving thirty (30) days prior notice to the expiration date.

As an Independent Contractor, I understand that it is my responsibility to read and review the Bid Form and Cleaning Specifications. I have read the forms, and should the bid be awarded to me or my company, I will have the duty to comply with the details outlined herein.

It is anticipated that the Barton County Commission will review and take action on the Cleaning Proposals in mid-December, 2017.

Contractor Signature

Date

Contact Information _____

Email _____

Please include name, business name, full address and telephone number. Thank you.

**CLEANING SPECIFICATIONS FOR
Barton County Court Services Building
1806 – 12th – Great Bend, KS 67530**

See the Facilities Manager to access the building for a bid check. Presently, it takes six to eight hours a day to perform the required tasks. Successful bidder must pass background check.

Janitorial Duties for Lobby, Work Areas, All Offices, Restrooms

DAILY: Generally after 5:00 p.m., week days

Lobby

- Vacuum carpet
- Spot carpet
- Change light bulbs as needed
- Mop the entryway
- Use a disinfectant cleaner to wipe down countertops at the front registration and cashier windows
- Empty all trash cans, replace trash bag if needed.
- Pick up all miscellaneous trash in the lobby and straighten chairs
- Clean the glass on the doors
- Dust window sills

Reception Area

- Vacuum carpet
- Spot carpet
- Change light bulbs as needed
- Empty all trash cans, replace trash bag if needed.

Work Room (behind Reception Area)

- Vacuum carpet
- Spot carpet
- Change light bulbs as needed
- Empty all trash cans, replace trash bag if needed.

Restrooms (Two in Hallway)

- Change light bulbs as needed
- Scrub floor
- Clean and disinfect sink and stool; clean both sides of seat
- Wipe down the counter with disinfectant spray
- Fill the paper towel dispenser
- Change the soap dispenser if needed
- Clean the mirror
- Fill toilet paper
- Empty all trash cans, replace trash bag if needed.

Hallways

- Vacuum carpet
- Spot carpet
- Change light bulbs as needed

Conference Room

- Vacuum carpet
- Spot carpet
- Change light bulbs as needed
- Wipe down countertop and sink with disinfectant cleaner
(Janitors are not responsible for doing dishes)
- Empty all trash cans, replace trash bag if needed.

Individual Offices

- Vacuum carpet
- Spot carpet
- Change light bulbs as needed
- Empty trash cans, replace liner as needed

Meeting areas

- Clean as needed

WEEKLY:

- Clean Conference Room table top
- Clean chrome and vinyl on the chairs in the Lobby
- Wipe down wooden chairs
- Wipe down the wooden restroom doors, inside and outside
- Clean glass in the entryway
- Dust blinds on windows
- Clean door handles and light switches
- Dust the window sills in the Lobby
- Dust the window sills in Reception Area

MONTHLY:

- Check and clean walls throughout as necessary
- Check and clean cobwebs in corners

EVERY THREE MONTHS:

- Wipe down the walls in the restrooms, hallways and Lobby
- Clean all windows, inside and outside
- Wash trash cans
- Clean wooden cabinets in Work Area and Reception Area
- Dust and clean ceiling fans

ANNUALLY:

- Clean the baseboards in the whole office

AS NEEDED:

- Change light bulbs as needed
- Spot clean \ shampoo carpets
- Shampoo carpets*
- Stock cleaning supplies through Facilities Management Department
- Apply ice melt to entry ways to building

*Carpets are cleaned on weekends.

Staff Responsibilities:

Desks

- Clean desktops as needed; cleaning staff will not do
- Empty and throw away cups, glasses, etc.; cleaning staff will not do

Carpets

- Spot clean when accidents happen and leave note for cleaning staff

NON-DISCLOSURE AGREEMENT
between
BARTON COUNTY
and
CONTRACTOR OR SUB-CONTRACTOR

I, _____, being a Contractor for Barton County, Kansas, hereby acknowledge that the protection of confidential information is vital to the interests of Barton County.

Such confidential information includes, but is not limited to, court cases, criminal data, financial information, pending projects and proposals, employment information and health history.

I acknowledge that I am signing this non-disclosure agreement as a contractual condition of cleaning any Barton County building. If I disclose confidential information, knowingly or not, I am at risk of having the janitorial services agreement with Barton County cancelled immediately and legal action may occur, even if I do not actually benefit from the disclosed information.

I understand that the following information is confidential:

Clients seen in the building, personal history information, client \ family information, employee information, court cases, criminal data, financial information, pending projects and proposals, or any other information related to the business of Barton County, its clients or those agencies located in said building or respective clients as may be seen or overheard in the course of cleaning.

I understand and acknowledge that the above listing is not a complete and total listing of confidential County information. I further understand that these examples are given as a general reference as to the type of information that must not be released to the public.

Contractor

Date

County Signature

Date