



Request for Proposal for Cleaning Services

March 21, 2022

Introduction

Mechoopda Indian Tribe of Chico Rancheria (“Tribe”) is soliciting proposals for a one (1) year contract for cleaning services for our new Tribal Administration building. Located in the Meriam Park complex of Chico, the two-story office building encompasses approximately 17,000 square feet. The cleaning duties are to be carried out twice per week. The schedule will be determined by mutual agreement between the vendor and the Tribe.

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 5:00 P.M. on April 8, 2022. Proposals may be mailed or faxed to our office (see information on bottom of page) or emailed to malabanza@mechoopda-nsn.gov.

General Instructions

1. A completed proposal must contain the following:
 - Proposal form and signature page – the vendor’s proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without a proposal form and signature page may be deemed non-responsive.
 - References – Proposal shall include a list of three (3) references including name, address, phone number, and contact person. It is preferred that references are within the state of California. The Tribe reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.
 - Insurance – A liability insurance policy of at least \$1,000,000 must be current at all times. Proof of insurance shall accompany the proposal form and be available upon request from the town anytime thereafter.
2. Term and Renewal
 - The term of the Contract shall be for one (1) year unless terminated earlier. The Contract may be terminated by either party with a 60-day written notice. The Contract may be terminated by either party with or without cause in less than 60

days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract. The one-year term of the Contract shall be automatically renewed as long as all parties mutually agree upon all terms.

3. Payment

- Payment will be made to the contractor every month. If additional or special services are to be provided, those services shall be billed via a separate invoice and described by the service provided and the date it was provided. Any additional or special services shall be approved in advance before those duties are provided.

4. Specifications

- The specifications outline the requirements for cleaning services for one building. A list of the anticipated dues is outlined to assist you in your quote. A walkthrough should be scheduled, by appointment only, to view the building beforehand.

5. Equipment and Cleaning Chemicals

- The Tribe will supply all cleaning equipment, chemicals, trash bags, paper towels, hand soaps, and toilet paper. Restocking of cleaning equipment and cleaning chemicals will be coordinated with the Office Coordinator.

6. Damage

- The vendor shall report to the Tribe on a weekly basis any damaged facilities and/or broken items that need to be replaced so as not to be held accountable.

Responsibilities of the Contractor

- Twice per week
 - Bathrooms – five (5)
 - Clean and sanitize toilets, counters, sinks, and floors
 - Stock all toiletries provided by MIT
 - Empty trash cans
 - Shower
 - Clean and sanitize counter, sink, and floor
 - Kitchens – two (2)
 - Sanitize area sink, counters, and outside of appliances
 - Mop floors
 - Empty trash cans
 - Break Room
 - Wipe down break room tables
 - Mop floor
 - Reception/Lobby area
 - Wipe down reception area and lobby, dust light fixtures
 - Office rooms
 - Wipe down/clean rooms
 - Empty trash cans
 - Vacuum carpet
 - Entire building
 - Dust throughout office
 - Vacuum all carpet
 - Mop floors
- Annually (date to be determined by mutual agreement between vendor and MIT)
 - Auto scrub and wax Tribal Council Meeting room, kitchens, break room, and five bathrooms
 - Shampoo rug throughout building
 - Work would need to take place on weekend when staff is not present

Proposal Form and Signature Page

The undersigned hereby submits the following proposal for the weekly cost of cleaning services for the Mechoopda Indian Tribe of Chico Rancheria office building:

\$ _____ per week

Name and title (please print): _____

Signature: _____

Vendor address: _____

Contact (please print): _____

Phone: _____

Fax: _____

Email: _____

Client References

Please list three (3) client references. It is preferred that those references are clients within the state of California. MIT reserves the right to contact references other than, and/or in addition to, those listed below:

Name: _____

Address: _____

Phone number: _____

Name: _____

Address: _____

Phone number: _____

Name: _____

Address: _____

Phone number: _____