

City of Racine
Official Notice #17-2025
Invitation for Bid (IFB) Contract #2025748
Janitorial Services for City Hall, Safety Building, City Hall Annex &
Dpw Equipment Maintenance Garage 2026



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|----------------------|--|
| 10/27/2025 | Published in Newspaper Published Online |
| 10/28/2025 | Published in Newspaper |
| 11/03/2025 by 2:00pm | Questions due via email |
| 11/10 or 11/11/2025 | Pre-bid Walk Through, Email to schedule |
| 11/17/2025 10:00am | DUE DATE Bid proposals received after this time will not be considered |
| Method of submittal | City of Racine Purchasing - DemandStar ONLY https://network.demandstar.com/agencies/wisconsin/city-of-racine-purchasing/procurement-opportunities/01dc3f5c-ed8d-466f-9fa8-3f31a8e08705/ |
| Contact information: | City of Racine Purchasing 730 Washington Ave. Room 102 Racine, WI 53403 Office: 262.636.9143 Email: jon.dragotta@cityofracine.org Website: http://www.cityofracine.org/purchasing |

The undersigned hereby proposes to furnish all labor, tools, equipment and all materials, except as definitely specified to be furnished by others, ready for use, all in accordance with these specifications, all as attached hereto and all of which the undersigned has examined, the following work for the compensation indicated.

Firm: Cleanco Racine, Inc

Name: Susan Christoffersen

Address: 2711 Lathrop Ave

City, State, Zip: Racine, WI 53405

Phone: 262-637-6376

Email: Susan@cleancoracine.com

1. General Information

The City of Racine is accepting formal bids for **Janitorial Services for City Hall, Safety Building, City Hall Annex & DPW Equipment Maintenance Garage in RACINE, Wisconsin. Via DemandStar Only**

The City of Racine is the sole judge of the suitability of all bidders and reserves the right to reject any and all parts of the proposal that is not in the best interest of the City of Racine. The City of Racine, in its sole discretion and without cause, may terminate this Request, Purchase Order or Contract, in whole or in part, at any time without incurring liability to the bidder for lost profits, or any other costs of damages.

Bidders are reminded to carefully examine the bid and specifications upon receipt. If necessary, bidders should make a written request by the due date to the Purchasing Agent for interpretation or corrections of any ambiguity, inconsistency or error discovered. Bidders are cautioned not to change any of the terms or conditions in the bid and/or specifications without the written approval of the Purchasing Agent. Any unauthorized changes will be constitute a counteroffer and will subject the bid to rejection.

All bidders shall verify if any addenda for this project have been issued. Addenda, if any, will be posted on DemandStar. A bidder who fails to address addenda in its proposal may be deemed non-responsive.

This contract is for a one (1) year term from January 1, 2026 through December 31, 2026 with option to be renewed for four (4) additional one-year periods providing both parties agree to the extension under the condition that the price may be renegotiated and all other terms, conditions, and specifications remain the same. Notification to the City of the desire to extend, including any price change request, shall be given by the Contractor at least ninety (90) days before the contract expiration date. Additional work may be assigned if negotiated and agreed upon.

All financial and contractual commitments by the City are subject to the availability of funds as approved in the budget and by the Common Council.

DBE/MBE/VBE/WBE are encouraged to bid.

2. General Questions

Have you performed any work for the City of Racine in the past? YES NO

Are you able to perform work for the State of Wisconsin? YES NO

Are you part of any of these program(s)

| | | |
|--|-----|-----------------------------|
| Disadvantage Business Enterprise (DBE) | YES | <input type="checkbox"/> NO |
| Minority Business Enterprise (MBE) | YES | <input type="checkbox"/> NO |
| Women's Business Enterprise (WBE) | YES | <input type="checkbox"/> NO |
| Veteran Business Enterprise (VBE) | YES | <input type="checkbox"/> NO |

Cooperative Purchasing

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E/WAPP members of local government entities in the Wisconsin area? YES NO

3. Racine Works Program (RWP)

The "Racine Works Program (RWP)" is a preferential hiring program used by the City of Racine to help residents of the City gain access to employment opportunities on City construction or City funded projects. The Racine Works Program is designed to promote employment of City residents as part of a contractor's workforce on some City construction projects.

The City of Racine RWP procurement policy promotes the utilization of local workers and maximization of the economic impact of annual operating and capital project spending.

Bidders and contractors shall satisfy the City of Racine Ordinance Section 46-41 if applicable.

4. References

As a part of properly completing the bid, provide the names, addresses, phone numbers and contact persons for a minimum of two companies or municipalities for which the bidder has satisfactorily performed related work within the past five (5) years.

Company Name: Twin Disc, Inc.

Address: 4600 21st Street Racine, WI

Contact Person: Guy Clementi

Phone Number: 262-930-5445

E-mail: clementi.guy@twindisc.com

Company Name: Premier Aluminum, LLC

Address: 3633 S. Memorial Drive Racine, WI

Contact Person: Russ Detiege

Phone Number: 262-554-2100, ext 149

E-mail: russ.detiege@premieraluminum.com

Company Name: Knapp Manufacturing

Address: 5102 Douglas Ave Racine, WI

Contact Person: Jim Muszynski

Phone Number: 262-488-0616

E-mail: jmuszynski@knapp-mfg.com

5. Proposal

The undersigned hereby proposes to furnish JANITORIAL SERVICES AT CITY HALL, SAFETY BUILDING, CITY HALL ANNEX AND DPW EQUIPMENT MAINTENANCE GARAGE (to include all labor, materials and equipment except as specified to be furnished by others, ready for use, all in accordance with advertisement, plans, specifications and contract, all attached hereto, and all of which have been examined).

6. Public Records

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. Information qualifying as a "trade secret" defined in State of Wisconsin Statutes may be held confidential. Proposers shall seal separately and clearly identify all information they deem to be "trade secrets," as defined in the State of Wisconsin Statutes. Do not duplicate or co-mingle information, deemed confidential and sealed, elsewhere in your response.

S. 19.36(5)

The City cannot ensure that information will not be subject to release if a request is made under applicable public records laws. The City cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. The City will not provide advance notice to proposers prior to release of any requested record. To the extent permitted by such laws, it is the intention of the City to withhold the contents of proposals from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the City's opinion. At that time, all proposals will be available for review in accordance with such laws.

Email: publicrecords@cityofracine.org

7. Indemnification and Insurance Requirements:

Indemnification

To the fullest extent allowable by law, Contractor hereby indemnifies and shall defend and hold harmless the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers and each of them from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature whether arising before, during, or after completion of the work hereunder and in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of Contractor or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement regardless if liability without fault is sought to be imposed on the City of Racine,

Contractor's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the sole fault, sole negligence, or willful misconduct of the City of Racine, or its elected and appointed officials, officers, employees or authorized representatives or volunteers. This indemnity provision shall survive the termination or expiration of this Agreement.

In any and all claims against the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers by an employee of Contractor, any subcontractor, or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or any subcontractor under Worker's Compensation Acts, Disability Benefit Acts, or other employee benefit acts.

No provision of this Indemnification clause shall give rise to any duties not otherwise provided for by this Agreement or by operation of law. No provision of this Indemnity clause shall be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity that would otherwise exist as to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers under this or any other contract. This clause is to be read in conjunction with all other indemnity provisions contained in this Agreement. Any conflict or ambiguity arising between any indemnity provisions in this Agreement shall be construed in favor of indemnified parties except when such interpretation would violate the laws of the state in which the job site is located. Contractor shall reimburse the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.

Insurance Requirements

The Contractor shall not commence work under a contract until he has obtained all insurance required under this paragraph and has filed certificates thereof with the Owner, nor shall the Contractor allow a Subcontractor to commence work until all similar insurance required has been so obtained and filed with the Contractor. Unless otherwise specified in this Agreement, the Contractor shall, at its sole expense, maintain in effect at all times during the performance of the Work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

Worker's Compensation and Employers Liability Insurance - The Contractor shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of their employees in accordance with the law in the State of Wisconsin. The Contractor shall provide statutory coverage for work related injuries and employer's liability insurance with limits of \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Commercial General Liability and Automobile Liability Insurance - The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

Coverage - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

- a) Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG0001)
- b) Insurance Services Office (ISO) Business Auto Coverage (Form CA0001), covering Symbol 1 (any vehicle)

Limits -The Contractor shall maintain limits no less than the following:

- a) General Liability - One million dollars (\$1,000,000) per occurrence (\$2,000,000 general aggregate if applicable) for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the City of Racine) or the general aggregate including product-completed operations aggregate limit shall be twice the required occurrence limit.
- b) Automobile Liability- One million dollars (\$1,000,000) for bodily injury and property damage per occurrence limit covering all vehicles to be used in relationship to the Agreement.
- c) Umbrella Liability- One Million dollars (\$1,000,000) for bodily injury, personal injury and property damage per occurrence in excess of coverage carried for Employers' Liability, Commercial General Liability and Automobile Liability as described above.

Required Provisions - The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

- a) The City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status as respects liability arising out of activities performed by or on behalf of the Contractor; on products and completed operations of the Contractor; for premises occupied or used by the Contractor; and on any vehicles owned, leased, hired or borrowed by the Contractor.
- b) The coverage shall contain no special limitations on the scope of protection afforded to the City of Racine, its elected and appointed officials, officers, employees or

authorized representatives or volunteers.

- c) For any claims related to this project, the Contractor's insurance shall be primary insurance as respects the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by the City of Racine, its elected and appointed officials, officers, employees, or authorized representatives or volunteers shall not contribute to it.
- d) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers.
- e) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- f) Each insurance policy required by this agreement shall state, or be endorsed to state, that coverage shall not be canceled by the insurance carrier or the Contractor, except after sixty (60) days (or 10 days for non-payment of premium) prior written notice by U.S. mail has been given to the City of Racine.
- g) Such liability insurance shall indemnify the City of Racine, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon, or assumed under contract by, the Contractor for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
- h) The general liability policy shall cover bodily injury and property damage liability, owned and nonowned equipment, blanket contractual liability, completed operations liability with a minimum of a 24 month policy extension, explosion, collapse, underground excavation, and removal of lateral support, and shall not contain an exclusion for what is commonly referred to by the insurers as the "XCU" hazards. The automobile liability policy shall cover all owned, non-owned, and hired vehicles. All of the insurance shall be provided on policy forms and through companies satisfactory to the City of Racine, and shall have a minimum A.M. Best's rating of A-VII.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by the City of Racine. At the option of the City of Racine, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

Evidences of Insurance - Prior to execution of the agreement, the Contractor shall file with the City of Racine a certificate of insurance (Acord Form 25-S or equivalent) signed by the

insurer's representative evidencing the coverage required by this agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions 1-8.

Responsibility for Work - Until the completion and final acceptance by the City of Racine of all the work under and implied by this agreement, the work shall be under the Contractor's responsibility care and control. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erections, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

Sub-Contractors - In the event that the Contractor employs other contractors (subcontractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

END

BASE BID:

Item 1. Provide routine janitorial services at City Hall, Safety Building and City Hall Annex as described as "Routine Janitorial Services" in accordance with these plans and specifications for the annual price quoted below:(**Guaranteed 5 Years of Pricing**)

TOTAL AMOUNT FOR ITEM 1.

\$ 167,137.28

Item 2. Provide routine janitorial services for the entire building at DPW EQUIPMENT MAINTENANCE GARAGE as described and in accordance with these plans and specifications for the annual price quoted below:(**Guaranteed 5 Years of Pricing**)

TOTAL AMOUNT FOR ITEM 2.

\$ 22,400.04

Item 3. Provide periodic janitorial services for City Hall, Safety Building and City Hall Annex as described below in accordance with these plans & specifications for the annual price quoted below:(**Guaranteed 5 Years of Pricing**)

| TASK | SEMI-ANNUAL | ANNUAL | PRICE/YEAR |
|--|-------------|--------|------------|
| General, Private Offices, Lobby, Lounge, etc. | | | |
| Vacuum diffuser outlets in ceiling | X | | 1750.00 |
| Dry clean area adjacent to diffuser outlet | X | | 1750.00 |
| Dust Venetian blinds | X | | 1500.00 |
| Hand-dust wood paneling | X | | 250.00 |
| Wash all wastebaskets | | X | 500.00 |
| Washrooms | | | |
| Dry clean area adjacent to diffuser outlet. | X | | 500.00 |
| Vacuum diffuser outlets in ceilings or walls | X | | 500.00 |
| Storage Areas | | | |
| Broom sweep and Mop | | X | 100.00 |
| | | | |

TOTAL AMOUNT FOR ITEM 3.

\$ 6850.00

Low bid will be based upon TOTAL AMOUNT FOR THIS PROPOSAL

Item 4. Provide janitorial services for the City Hall Clinic Area, as described and in accordance with these plans and specifications for the annual price quoted below:
(Guaranteed 5 Years of Pricing) Cleaning of the Clinic Area

The Clinic area has three (3) exam rooms that require additional daily cleaning services. The additional work shall include:

- All exam tables shall be cleaned and sanitized with appropriate EPA registered chemicals
- All floors shall be mopped with clean mop chemicals on a daily basis
- All sinks, chairs and countertops shall be cleaned and sanitized on a daily basis

TOTAL AMOUNT FOR ITEM 4: \$ 4,000.24

This contract will be awarded to the lowest responsive, responsible bidder based upon the total base bid amount. The City reserves the right to accept or reject any or all bids or to waive any technicality that it deems to be in the best interest of the City. The City reserves the right to accept any or all parts of a bid that it deems to be in the best interest of the City. All financial and contractual commitments by the City are subject to the availability of funds as approved by the Common Council.

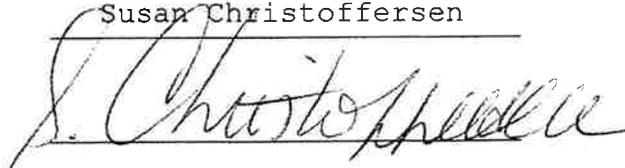
Firm: Cleanco Racine, Inc.

Address: 2711 Lathrop Ave

City, state, zip: Racine, WI 53405

By: Susan Christoffersen

Printed name: Susan Christoffersen

Signature: 

Specifications
For Janitorial Service
Building Complex Division

1. GENERAL REQUIREMENTS

A. Scope

These specifications cover the janitorial maintenance of the City Hall Annex, that portion of the Safety Building occupied by the Police Department, City Hall and the DPW Equipment Maintenance Garage. The Contractor shall furnish all supervision, labor, materials, tools and equipment required to keep the above-mentioned areas neat, clean, and sanitary as described in the following specifications and work schedule, and to the satisfaction of the Commissioner of Public Works. Addresses for these facilities are as follows:

| | |
|----------------------------------|-------------------------|
| City Hall | 730 Washington Avenue |
| City Hall Annex | 800 Center Street |
| Safety Building | 730 Center Street |
| DPW Equipment Maintenance Garage | 830 S. Marquette Street |

There will be alternate bids included for the following items:

1. City Hall – Additional cleaning services for the Health Clinic area
2. City Hall, Safety Building and City Hall Annex – Revising daily office cleanings to alternate day cleaning as outlined in Section 4.
3. Periodic janitorial flooring services.

The contract will be awarded to the lowest responsible bidder based upon the BASE BID amount and the City will consider proceeding with the Alternate Bid Items.

Definitions:

Routine Janitorial Services: These items are shown in the contract as daily, semiweekly, weekly, biweekly and monthly.

Periodic Janitorial Services: These items are to be done on a periodic basis as outlined in Section H The Contractor shall submit unit prices for the performance of these tasks which shall be separate from the time spent on the routine maintenance.

B. Supervision

The contractor shall assign a supervisor to act as a liaison between the contractor and the City's Facility Manager or designee. The supervisor shall oversee the operations of the crew chiefs and work crews assigned to the three buildings. The cost for providing a supervisor shall be considered incidental to this contract and no additional compensation will be paid to the contractor for supervisor time necessary in carrying out these services.

Each work crew shall have a crew chief responsible for supervising the crew during its cleaning operation. The crew chief together with the supervisor will supervise the work of others,

ensure that the jobs are completed to the satisfaction of the City and enforce the work rules, safety rules and security measures outlined in this contract.

Crew Chief Responsibilities

The crew chief shall be on duty during the entire time that the work crews are in the building. In addition to the crew chief ensuring that the work is completed according to the contract, he or she may also be an active member of the work crew.

Supervisory Qualifications

Supervisor and crew chief shall have knowledge in building custodial work including wall, floor, and glass surface maintenance and shall be thoroughly acquainted with these specifications.

A. Work Crew

The Contractor shall have sufficient personnel available for scheduling trained, competent and reliable personnel to satisfactorily perform all the work as outlined in the times specified.

Work Crew for Daily Routine

The contractor shall supply the base hours per week, at minimum, for the completion of the daily routine items as covered by the specifications for the City Hall, Police Department portion of the Safety Building and the City Hall Annex.

Specialist for Periodic Tasks

A sufficient number of persons shall be assigned to perform periodic tasks called for in the work schedule. These persons shall have knowledge of the proper materials and methods to be used and have the ability to use the equipment necessary for such jobs. This work shall be scheduled with the **City's Facilities Manager** and shall be performed after office hours.

B. Holidays

On the holidays that City Hall, City Hall Annex and DPW Equipment Maintenance Garage are closed, no contract services are required. The present holiday count consists of twelve (12) such holidays and these days shall be designated by the City of Racine. The holiday count may increase or decrease annually.

The Contractor shall provide for the emptying of wastebaskets and cleaning of restrooms at the Safety Building on all holidays, except for Christmas Day.

E. Unscheduled Closings

In the event that no work can be performed because of strikes, civil disturbances or an unscheduled closing resulting from an emergency and the custodial crews are unable to get into the building to perform their duties, the time shall be deducted from the contract, and the City of Racine shall be allowed a credit on the contract price.

C. Materials – City Supplied

Expendable supplies such as toilet tissue, paper towels, soap for dispensers and sanitary napkins needed for the restrooms shall be furnished by the City of Racine. Filling of dispensers shall be the responsibility of the City of Racine except the filling of dispensers shall be the responsibility of the Contractor at the DPW Equipment Maintenance Garage.

Materials – Contractor Supplied

General

The Contractor shall furnish all materials for its services. The City of Racine has a preference toward environmentally responsible products and recognizes Green Seal - 42 and Green Seal – 37 standards. While environmentally friendly products are preferred the City of Racine believes it is most important to operate clean and safe facilities. For this reason, Green Seal approved products are preferred, but not required.

In the areas that require different cleaning services outside the Green Seal GS-37 standards, the cleaning product shall be Environmental Protection Agency (EPA) Registered; Underwriters Laboratory (UL) approved and will be outlined as (Non GS-37) items.

The Contractor shall not use or keep on the premises any materials that the Facility Manager considers harmful or otherwise objectionable for use. All materials shall be stored in their original container with original label clearly visible. The City representative shall have the right to inspect cartons and stockrooms to satisfy him or herself that only approved materials are being used.

Material Safety

The contractor shall provide product information to the Facility Manager and samples if requested, for all applicable cleaning products. The contractor shall furnish Material Safety Data Sheets (MSDS) and an employee safety manual covering a Hazard Communication Program, a Hazard Assessment Plan and an Exposure Control Plan. A copy of these materials are to be kept in each building covered in this specification. The City shall approve any changes in products utilized and the Contractor shall supply new MSDS sheets if approved.

Liquid Floor Finish (GS-37 preferred but not required)

Liquid Floor Finish shall be a buffable water emulsion or Synthetic Co-Polymer Plastic (not a wax), product for heavy traffic conditions. It shall dry or buff to a high gloss shine and be slip-resistant. It may be buffed to improve appearance. Complete removal of this finish must be accomplished by detergent scrubbing. It shall be non-yellowing and rubber heel mark resistant. It must not provide abnormal powdering during buffing, under heavy traffic conditions or abnormal weather conditions. It must be safe to use on all synthetic floors, such as rubber, asphalt, vinyl, linoleum, ceramic tile, wood, terrazzo and marble.

Wax Stripper (GS-37 preferred but not required)

Wax stripper and floor film remover must be capable of completely dissolving, softening, suspending, dispersing, emulsifying and removing all soap build-up, floor finish film and coating of mineral-base, water-emulsion, self-polishing and synthetic polymer type finishes. Product must not contain any abrasive, bleach, alcohol, ammonia or other ingredients which would produce any harsh, harmful or noxious odors or fumes either in use or in storage. The product must not cause deleterious action on any flooring (rubber, asphalt, vinyl, linoleum, ceramic tile, wood, terrazzo and marble floors) when mixed properly. When mixed properly, the product must soften wax and floor finish film coatings previously stated to the point of being capable of removing the coatings or films with the scratching of a fingernail after not more than ten (10) minutes of soaking time. It is permissible to utilize a high-speed, low-foaming detergent stripper designed for automatic floor scrubbers which meet the above specifications subject to approval by the Facility Manager.

Cleaners (Non GS-37)

Toilet bowl and urinal cleaners must clean, deodorize, sanitize, disinfect, and be fully inhibited to protect pipes and metal against corrosion and be safe to contact with human skin. Toilet bowl cleaner shall not be used on non-metallic and non-porcelain portions of the fixture such as plastic flush valves which should be cleaned using a non-abrasive germicidal cleaner.

Unless otherwise noted, floor and surface cleaners shall be a germicidal or disinfectant solution. All floor finishes and dust treatments shall be approved by Underwriters Laboratory (UL) for safety and slip-resistant quality. No materials will be used which will cause damage to the surface it is intended to clean.

Carpet Cleaner (GS-37 preferred but not required)

Carpet cleaners must be a liquid extraction cleaner concentrate for carpets containing detergents, optical brighteners and corrosion inhibitors. Product used shall not leave a residue on carpets or require rinsing after extraction.

Stainless Steel Cleaner (Non GS-37)

All stainless-steel materials must be sanitized and conditioned with an approved cleaning product which finishes the area with a non-wet appearance and doesn't attract particulate. Precautions must be taken around hands free sensors such as faucets, toilets, urinals, hand dryers and paper dispensers. Any damage caused to the sensor units caused by improper cleaning techniques shall be the responsibility of the contractor.

C. Tools and Equipment

Contractors shall furnish and use only tools and equipment in good working condition and bearing Underwriters Laboratory seal. Where results indicate that tools or equipment are improper to the job or are being used improperly, the City's Facility Manager has the right to dictate the manner in which these items are used or to ban their use in the Building Complex.

All mops, brooms, sweeping tools, etc. shall be equipped with non-marking rubber, vinyl or plastic tips on the ends of the handles to prevent marking or scarring of walls and other surfaces which they may come in contact with.

D. Storage Areas for Contractor

The City's Facility Manager shall indicate to the Contractor which areas or rooms may be used for storage of materials and equipment. The Contractor is to keep such storage places neat, clean, and sanitary. Such places are subject to inspection by the City's Facility Manager without notice.

E. Areas to be Serviced by Contractor

General

Areas covered by the contract are the City Hall Annex, the Safety Building occupied by the Police Department, and the City Hall as shown in Appendix "B".

Rest Rooms (Non GS-37)

There are twelve (12) restrooms in the City Hall Annex. Some of the sinks listed are located in offices in the building. Fixtures to be serviced include:

| | |
|------------------------|----|
| Toilet Bowls and Seats | 22 |
| Urinal stalls | 10 |
| Lavatory sinks | 23 |
| Mirrors | 19 |

There are fourteen (14) restrooms in the Safety Building. Fixtures to be serviced include:

| | |
|----------------|----|
| Toilet bowls | 21 |
| Urinal stalls | 14 |
| Lavatory sinks | 31 |
| Mirrors | 29 |
| Showers | 6 |

There are nine (9) restrooms in the City Hall. Fixtures to be serviced include:

| | |
|-----------------------------|----|
| Toilet bowls and seats | 21 |
| Urinal stalls | 9 |
| Lavatory sinks | 18 |
| Mirrors | 8 |
| Feminine Hygiene containers | 12 |
| Baby changing stations | 6 |

There are two (2) restrooms in the DPW Equipment Maintenance Garage. Some of the sinks and mirrors listed are in the garage area. Fixtures to be serviced include:

| | |
|------------------------|---|
| Toilet Bowls and Seats | 3 |
|------------------------|---|

| | |
|------------------|---|
| Urinal stalls | 1 |
| Lavatory Sinks | 2 |
| Mirrors | 5 |
| Eye Wash Station | 1 |
| Garage Sink | 1 |

All restrooms are to be cleaned once per day. The Feminine Hygiene containers shall be emptied and cleaned daily and the storage bags(supplied by the City of Racine) shall be provided and changed as needed.

F. Work Schedule

General

The contractor shall keep office areas, restrooms and corridors in the City Hall Annex, City Hall, Safety Building and the DPW Equipment Maintenance Garage, attractive in appearance and sanitary. The Contractor shall employ materials, equipment and methods that give the best results with minimum danger to furnishings, property and personnel.

Time Frames for Performance of Work

1. City Hall Annex

Routine janitorial maintenance shall be scheduled between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Certain areas may be cleaned between 5:00 p.m. and 11:00 p.m., Monday through Friday. These areas must receive prior approval by the Department of Public Works. The Department of Public Works has final decision on which areas may be cleaned during these alternate hours.

2. Safety Building

All janitorial maintenance shall be scheduled between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday and shall be performed in the presence of a representative of the Police Department. Arrangements have been made for the men's locker room in the lower level to be available between the hours of 11:30 a.m. and 12:00 p.m. for cleaning purposes.

The Contractor shall provide four (4) man-hours on both Saturday and Sunday for the purposes of cleaning the rest rooms, emptying wastebaskets and the dust mopping or sweeping of the floors.

3. City Hall

Routine janitorial maintenance shall be performed between the hours of 5:00 p.m. and 11:00 p.m., Monday through Friday.

4. DPW Equipment Maintenance Garage

Routine janitorial maintenance shall be performed between the hours of 3:00 p.m. and 11:00 p.m., Monday through Friday.

G. Extent of Service

All the following services shall be considered Routine Janitorial Services except those items specifically indicated to be Periodic Janitorial Services. These services shall be provided as indicated below unless the Facility Manager requests minor deviations to the routine.

| TASK | DAILY | WEEKLY | MONTHLY | COMMENTS |
|---|-------|--------|---------|-----------------------------------|
| General, Private Offices, Lobby, Lounge, etc. | | | | |
| Broom sweep 4,600 sq. ft. of 23,000 sq. ft. area of Equipment Garage | X | | | Equipment Maintenance Garage only |
| Empty wastebaskets and wipe spillage from trash can tops. | X | | | |
| Empty outside trash receptacles and clean spillage from tops | X | | | |
| Transport trash to designated areas as required. | X | | | |
| Sift and clean snuffers, outside of the building | X | | | |
| Clean and sanitize drinking fountains | X | | | |
| Spot clean reception lobby glass including front door | X | | | |
| Stairways - Sweep/vacuum, mop and dust | X | | | |
| Clean interior and exterior glass in all outside doors | X | | | |
| Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings | | X | | |
| Spot clean interior glass in partitions and doors | | X | | |
| Remove dust and cobwebs from ceiling areas | | X | | |
| Low dust all horizontal surfaces to hand height (70") including sills, ledges, moldings, shelves, picture frames ducts, radiators, etc. | | X | | |
| Clean entire interior glass in partitions and doors | | X | | |
| Clean and polish bright metal to hand height | | X | | |
| High dust above hand height (70") all horizontal surfaces, including shelves, moldings, ledges, door and window trim | | | X | |

| TASK | DAILY | WEEKLY | MONTHLY | COMMENTS |
|--|-------|--------|---------|-----------------------|
| Washrooms | | | | |
| Clean, sanitize and polish all vitreous fixtures including toilet bowls, urinals, hand basins and hygiene containers with a germicidal cleaner | X | | | |
| Clean and sanitize all flush rings, drain and overflow outlets. | X | | | |
| Clean and polish all chrome fittings. | X | | | |
| Clean and sanitize toilet seats with a disinfectant cleaner | X | | | |
| Clean and polish all glass and mirrors. | X | | | |
| Empty all containers and disposals, insert liners, as required | X | | | |
| Wash and sanitize exterior of all containers. | X | | | |
| Empty and sanitize interior of sanitary container | X | | | |
| Dust metal partitions | X | | | |
| Wash and sanitize metal partitions. | X | | | |
| Remove spots, stains, & splashes from wall area adjacent to hand basins. | X | | | |
| Remove fingerprints from doors, frames, light switches kick and push plates, handles, etc. | X | | | |
| Low-dust all horizontal surfaces to hand height, including sills, moldings, ledges, moldings | X | | | |
| Flush toilet bowls and urinals and deodorize / sanitize. | X | | | |
| Clean and disinfect showers with a quaternary disinfectant product. | X | | | |
| High dust above hand height all horizontal surfaces, including shelves, ledges, moldings | | X | | |
| Dust all furniture, including tables, chairs, etc. | | X | | |
| Flush floor drains with disinfectant / detergent | | X | | |
| Floors (including stairways & Elevators) | | | | |
| Dust mop or sweep | X | | | |
| Damp Mop with disinfectant as needed | | | | |
| Damp mop with disinfectant cleaner (November – April) | X | | | |
| Spray buff open areas, including all corridors | | | | |
| Carpet | | | X | |
| Inspect for spots and stains. Remove if possible. | | | | |
| Vacuum open areas. | X | | | |
| Vacuum entire carpet areas, including corners & edges. | X | | | |
| Spot cleaning of carpeted areas. | | X | | Weekly plus as needed |
| Elevators | | X | | Weekly plus as needed |
| Clean and polish stainless steel | | | | |

| | | | | |
|--|---|--|--|------------------------------|
| Clean floors | X | | | |
| Clean and vacuum elevator outdoor tracks | X | | | |
| | X | | | For proper elevator function |

H. Periodic Janitorial Services

Periodic Janitorial Services, these tasks shall be scheduled after office hours. This work shall be scheduled with the City's Facility Manager as requested, if requested.

| TASK | SEMIANNUAL | ANNUAL | COMMENTS |
|--|------------|--------|-------------------------------|
| General, Private Offices, Lobby, Lounge, etc. | | | |
| Vacuum diffuser outlets in ceiling | X | | Documented by date / location |
| Dry clean area adjacent to diffuser outlet | X | | Documented by date / location |
| Dust Venetian blinds | X | | |
| Hand-dust wood paneling | X | | |
| Wash all wastebaskets | | X | Annually and as needed |
| Washrooms | | | |
| Dry clean area adjacent to diffuser outlet. | X | | Documented by date / location |
| Vacuum diffuser outlets in ceilings or walls | X | | Documented by date / location |
| Storage Areas | | | |
| Broom sweep and Mop (Contractor to indicate month that this will be completed) | | X | Documented by date / location |
| | | | |

Clinic and Laboratory Areas (Non GS-37) Janitorial Services

Envy, Acid 15, Sterling Clean Quatt 44, Virex, or equals approved by the City, shall be used in the Clinic and Laboratory areas to clean all surfaces including walls, floors, exam tables, countertops and furniture. All products shall be Environmental Protection Agency (EPA) Registered and Underwriters Laboratory (UL) approved. All cleaners shall be Tuberculocidal, Pseudomonacidal, Staphylocidal, Salmonellacidal, Fungicidal, Germicidal and Viricidal at the recommended concentration.

In addition to the routine and periodic cleaning services as outlined above in sections J&K, the following functions shall be completed in the clinic area utilizing appropriate cleaners as described:

1. Clean and sanitize all exam tables Daily
2. Clean, sanitize and polish all sinks, countertops and tables. Daily

- | | |
|--|--------|
| 3. Spot clean and sanitize chairs (including toddler furniture). | Daily |
| 4. Empty and replace wastebasket liners, leaving an extra liner in the bottom of each wastebasket. | Daily |
| 5. All floors shall be mopped with clean mop chemicals. | Daily |
| 6. Wash all chairs (including toddler furniture). | Weekly |

I. Personnel

Checklist of Personnel

All employees must be a minimum of 18 years of age.
 The City reserves the right to have any employee removed from any building if a question is raised about possible security leaks or questionable behavior by any of the service staff.

J. Insurance and Indemnification

See attached Insurance & Indemnification requirements

K. Work Rules for Personnel

The Crew Supervisor or Leader shall enforce the following work rules:

- (1) Parking: Contractor's personnel may use the parking lot on Center Street.
- (2) Eating: Contractor's personnel are permitted to eat in the Contractor's room on the ground floor of the City Hall Annex only.
- (3) Safety: All applicable safety equipment, rules and procedures shall be used and/or followed.
- (4) Intoxicants and Disorderly Conduct: Personnel are not permitted to bring intoxicating beverages into the buildings or consume them in the building. Drunkenness, practical jokes, or forms of loud or disorderly conduct shall be means have children at work with them.
- (5) Use of Telephone: No calls shall be made from a city telephone for any purpose except an emergency.
- (6) Off-Limits Areas: Contractor's personnel shall not be permitted in any areas except the areas covered by the contract.
- (7) Curiosity: Contractor's personnel shall not investigate the contents of desks, drawers cabinets, and closets. They shall not read or disturb notes or materials on desktops or cabinets. Candy, facial tissues or other personal effects on desks shall not be used by Contractor's personnel. Contractor personnel shall not use computers, phones or adding machines on desktops.

(8) Notification of Out of Ordinary Situations or Conditions: Personnel shall report abnormal conditions, such as defects in the lighting, plumbing, etc., to the City's Facility Manager.

(9) No Smoking: Smoking is not allowed at any time in any city building.

Identification of Personnel

The contractor shall supply each employee with a picture I.D. badge which must be worn at all times while working in the buildings. The badge shall contain a recent photo and the name of the employee. Employees serving the Safety Building and the State Department of Corrections office in the City Hall Annex will need to pass DOJ background checks, including finger printing, conducted by the City of Racine Police Department and or Probation and parole.

Quality of Service

General

This section outlines the inspection and evaluation procedures for the janitorial service quality in the City Hall Annex, City Hall, Safety Building and DPW Equipment Maintenance Garage. It is intended to serve as a guide for maintaining a sound, attractive and safe environment in these buildings and to determine that the Contractor is performing the janitorial service function in strict accordance with the terms and conditions of these specifications.

Inspection Checklist

The Contractor, when required by the Facility Manager, shall submit a weekly inspection report which details those tasks which have been completed in each building area.

For the purpose of inspection, the following criteria shall be used to judge the quality of janitorial service

Floors - Smooth Finish

Dust - Dust shall not accumulate on fingertips when rubbed over floor surface, nor does the surface appear dusty when viewed toward the light.

Streaks - No residue from scouring powder or soap resulting from improper cleaning or rinsing. No scuff marks due to improper cleaning.

No Dirty Areas - In paths of traffic, under desk wells at base of furniture or equipment and along baseboards, no dirt has accumulated.

Dressing - Floor adequately dressed, meaning not worn thin in spots or overall.

Free of Wax Buildup - No layering of wax is present.

Buffing - Surface in traffic lanes not dull. Overall surface not generally dull.

Slip Resistant - No slip hazards.

Floors - Carpets and Rugs

Dusty - Surfaces shall not show signs of dust or other debris.

Dirt - No imbedded dirt indicating insufficient sweeping or vacuuming.

Stained - No spotty stains or general dullness or discoloration.

Restrooms

General - All parts of washrooms, including wash basins, toilets, urinals, walls, partitions, floors and doors shall be hygienically clean at all times.

Mirrors - Glass, frames not dusty, dirty, smeared.

Toilets - Seats shall not be dull or discolored and shall be of clean appearance. Hinges are not dirty or tarnished. Bowls not stained.

Urinals - Not dirty or stained, no odor resulting from deposits in traps.

Lavatories - Not streaked or dirty. No ring around inside of basin. No rust stains.

Stall Partitions - Not dirty, no stains or spattering from cleaning solutions.

Walls, Partitions, Doors and Ceilings

Walls, Partitions - No dust, no finger marks, no dirt in specific areas or overall. Not stained from unclean mops or wax buildup.

Doors - No dust, finger marks or dirt. Door glass not smeared or dirty.

Ceilings - Not dirty overall or around heating and air-conditioning outlets.

Furniture and Files

Not dusty, high or low, on tops and side surfaces, underneath objects such as clocks, etc.

No residue buildup.

Windows and Window Treatment

Glass - Cleaning of the glass will be performed by others.

Frames and Sills - Not dusty, dirty, no scratches.

Venetian blinds - Not dusty or dirty.

Window Screens - Not dusty or dirty.

Stairwells and Elevators

Stairwells and Railings - Not dusty or dirty.

Elevators - Tracks free from all dirt. Cab is not dusty or dirty, metal work free of stains and finger marks. Metal work within 6" of the floor shall be kept clean in addition to other metal work in the elevator.

Supplies, Tools and Service Quarters

Cleaning supplies - Stored in a neat and orderly manner, no unauthorized hazardous materials.

Cleaning Tools - Properly stored, in good clean condition, cords not defective.

Service Quarters - Floors, walls, shelving, sinks are not dusty, dirty, stained, nor have musty odors.

1. Complaints

The Contractor will receive complaints to report deficiencies or concerns with cleaning services from the City via email. The Contractor shall make a written response via email to the complaint to the Department of Public Works within two business days, and take corrective action as necessary.

2. Penalties for Unsatisfactory Performance

When the job performance is not acceptable in a particular area or areas, the Contractor shall be notified in writing of the area(s) of unacceptable work. This notification may be in the form of a letter, fax or email message. The Contractor shall be allowed a forty-eight (48) hour period to make the necessary correction(s). If corrections are not made within this time frame, the city reserves the right to make corrections without further notification to the contractor, by either hiring a private contractor or using in-house personnel. In either event the costs for correcting such deficiencies will be deducted from the monthly billings.

3. Cancellation

Should the work being performed under this contract be deemed unsatisfactory by the City of Racine, the city shall give the contractor written notice to cure such unsatisfactory work. If such work continues in an unsatisfactory manner, then the city may terminate the contract on twenty (20) days written notice. Payments shall be made to the contractor for work done up to the date of termination, subject to deduction in accordance with paragraph 2.4.

NOTES:

Waste Disposal

Trash and solid waste shall be placed in the designated trash carts by the Contractor on a daily basis at times and locations as designated by the Facility Manager.

Recycling

The City of Racine participates in state mandated recycling in compliance with local ordinances. Cardboard is deposited near the recycling containers on all floors of all buildings. It is the responsibility of the contractor to collect all cardboard, break it down completely and to fold or cut the cardboard so it easily disposes of into the city provided recycling carts. All recycled materials are the property of the City of Racine. Anyone caught collecting items for personnel gain shall be terminated.

O. Bidder's Proposal

The Contractor shall state on the Bidder's Proposal form the annual cost for providing the base hours per week for Routine Janitorial Services. These man-hours are a minimum number of hours required on a weekly basis for the completion of the Routine Janitorial Services as defined in the specifications. This is a performance specification; therefore, the Contractor shall be required to provide the necessary man-hours to provide the quality of service as defined by these specifications at no additional cost to the City of Racine.

The Contractor shall state on the Bidder's Proposal form the cost for providing the services outlined for Periodic Janitorial Services. These Periodic Janitorial Services include scheduled services which are based on performing the tasks for an entire building, as well as a per unit cost for performing tasks in specific areas as requested by the Facility Manager on an as-needed basis due to special circumstances.

Pre-Bid Walk Through

Pre-bid Walk through will be on dates listed on Page one. Contractors must contact purchasing for access to the properties.

References

The Contractor shall provide a list of at least three references of comparable sized facilities that they currently maintain. The list should contain facility name, contact person, contact telephone number, length of contract and size of facility. Failure to provide comparable references on the form provided with the Bidder's Proposal may result in the rejection of the bid.

Start of Work

The Contractor shall be in a position to start work on this contract on January 1, 2026. This Contract shall be awarded based on the price bid on the Routine Janitorial Bid for Entire Building of the Bidder's Proposal.

Duration of Contract

The contract shall be for the term of one (1) year. By mutual agreement of the Contractor and the City of Racine, the contract may be renewed for four (4) successive one (1) year periods. The Contractor must provide written notice to the Purchasing Agent of its intent to renew the contract 120 days prior to the expiration date of the contract and shall provide revised fees for consideration that may not exceed the Consumer Price Index or minimum wage difference, if applicable, for the year.

Payment for Work

Payment for routine services shall be made monthly on request for payment submitted to the Public Works at the end of the service month. The Monthly Payment shall be at a rate of 1/12 the annual bid price. If an adjustment is required per **Page 25 #2**, the amount paid will be the Monthly Payment minus the daily rate for each day work is not performed. The daily rate shall be the annual bid price divided by 262 days. The periodic work shall be invoiced as it is completed.

Wage Standards

During the term of the contract, all janitorial personnel shall be paid at least the Prevailing State of Wisconsin Minimum Wage Rate per hour and all crew chiefs shall be paid at least \$1.50 more than the Prevailing State of Wisconsin Minimum Wage Rate per hour.

All State and Federal regulations regarding wage rates and overtime must be complied with.

Minimum Wage

If the State or federal minimum wage rate exceeds the minimum set by the City of Racine the higher of the rates will apply. The contract price will be adjusted to cover the difference in cost between the City of Racine wage rates and the State or Federal wage rates.

ALTERNATE BID ITEMS

The following is an alternate bid item that will be considered, but may or may not be included in the contract.

ALTERNATE BID - Reduction in timing for routine cleaning

Perform the following tasks every other day rather than daily:

General, Private Offices, Lobby, Lounge, etc.:

- Empty wastebaskets and wipe spillage from trash can tops.
- Empty outside trash receptacles and clean spillage from tops
- Sift and clean snuffers, outside of the building

- Spot clean reception lobby glass including front door
- Stairways - Sweep/vacuum, mop and dust
- Clean interior and exterior glass in all outside doors

Floors (excluding stairways)

- Dust mop or sweep
- Damp mop with disinfectant cleaner (Nov.-Apr)

Carpet

- Inspect for spots and stains. Remove if possible.

The intent is to only modify these cleaning services in the City of Racine office areas and should exclude rental spaces at the City Hall Annex and the Clinic Area at City Hall.

Contractor is to provide a dollar amount that outlines what the BASE BID would be reduced by to accommodate this reduction in service.

BIDDER'S CERTIFICATION

I hereby certify that all statements herein are made in behalf of:

Cleanco Racine, Inc.

Name of Corporation, Partnership or Person submitting bid

a corporation organized and existing under the laws of the State of: Wisconsin

a partnership consisting of: _____

an individual trading as: _____

of the City of _____ State of _____

that I have examined and carefully prepared this proposal from the

plans and specifications and have checked the same in detail before

submitting this proposal; that I have full authority to make such statements

and submit this proposal in its (their) behalf, and that said statements are true and correct

SIGNATURE: _____

[Handwritten Signature]

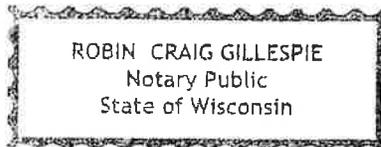
TITLE: President

Sworn and subscribed to before me

this 15th day of November 20 25.

Robin Craig Gillespie exp date 09/11/2027
(Notary or other officer authorized to administer oaths)

SEAL:



My commission expires 09/11/2027