

JORDAN VALLEY WATER CONSERVANCY DISTRICT

CONTRACT DOCUMENTS FOR:

JVWCD JANITORIAL SERVICES

(For Fiscal Year 2025-2026)

OWNER

Jordan Valley Water Conservancy District
8215 South 1300 West
West Jordan, Utah 84088-9422
(801)565-4300

Project Manager

Keenan Robertson
keenanr@jvwcd.org
Office: (801)256-4417 Cell: (385)424-7725

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Notice Inviting Bids

DESCRIPTION OF WORK: The Jordan Valley Water Conservancy District (Owner) desires to receive bids for janitorial service work in six buildings at the Owner's Headquarters complex. These buildings are: Administration Office (Bldg. A'), Maintenance Building (Bldg. 'B'), Southwest Ground Water Treatment Plant (SWGWTP, Bldg. 'C'), Vehicle & Equipment Maintenance Building (Bldg. 'D'), the Education Center Building including the Garden Restroom facility. Also, to be included shall be two treatment plants and one pump station at other locations: the Jordan Valley Water Treatment Plant, in Herriman, the Jordan Narrows Pump Station, in Bluffdale, and the Southeast Regional Water Treatment Plant, in Sandy.

RECEIPT OF BIDS: Sealed Bids for JWWCD Janitorial Services will be received at the office of the Jordan Valley Water Conservancy District (Owner), located at 8215 South 1300 West, West Jordan, Utah 84088, Building A, until **3:00 pm, on Tuesday, March 25, 2025**. Bids may also be sent by email to the project managers email, keenanr@jvwcd.org, by the above listed time and date.

Note: Bids are being solicited in March 2025 for budgetary purposes. The work for these services under this contract will **not begin until July 1, 2025**.

OBTAINING BID DOCUMENTS: The bid documents for JWWCD Janitorial Services may be downloaded from the Owner's website www.jvwcd.org under the Engineering Projects link.

SITE OF WORK: The work will take place at four separate locations:

- JWWCD Headquarters Complex at 8215 South 1300 West, West Jordan, Utah 84088.
- Jordan Valley Water Treatment Plant (JVWTP) at 15305 South 3200 West, Herriman, Utah 84065.
- Jordan Narrows Pump Station (JNPS) at 1001 West Jordan Narrows Road, Bluffdale, Utah 84065.
- Southeast Regional Water Treatment Plant (SERWTP) at 11574 South Wyndcastle Drive (2580 East), Sandy, Utah 84092.

PRE-BID SITE VISIT: A non-mandatory, pre-bid meeting and site visits will start at the Owner's office at 9:00am on Wednesday, March 12, 2025, at which time all buildings covered under this notice will be visited and the tasks under the Description of Work and Detailed Schedule of Cleaning will be discussed. This will require travel to the four listed sites. It is recommended that all interested service providers attend this pre-bid meeting and site visits. This will provide details of the different floor plans and needs for each of the sites requiring services. It will also be the time to ask questions and clarify the contents of the contract documents.

Notice Inviting Bids

COMPLETION OF WORK: Work shall be for the duration of the contract as described in the Award of Contract, Description of Work, and on the Cleaning Calendar as noted herein.

OPENING OF BIDS: The bids will be opened publicly and read at the time and place stipulated in the Receipt of Bids.

AWARD OF CONTRACT: An Award of Contract, if awarded, will be made within 90 calendar days of the opening of bids. This contract will begin **July 1, 2025**, and will be in effect for the duration of the Owner's fiscal year (July 1, 2025, through June 30, 2026).

JANITORIAL BID ADMINISTRATION: All questions related to this Notice Inviting Bids shall be directed to the Owner's representative, Keenan Robertson, at (801-256-4417). No interpretations of this notice will be made by telephone. Clarifications to this notice shall be published on the District's web site www.jvwcd.org under Janitorial Services Contract. Bidders are required to register contact information on the Owner's web site under the Janitorial Services Contract link.

Instructions to Bidders

FORM OF BID: The bid shall be made on the Bid Schedule found in the Notice. The bid shall be enclosed in a sealed envelope bearing the name of the bidder and name of the project.

DELIVERY OF BID: The bid shall be delivered by the time and to the place identified in the Notice Inviting Bids/Receipt of Bids. It is the bidder's sole responsibility to see that its bid is received timely.

WITHDRAWAL OF BIDS: Bids shall be unconditionally accepted without alteration or correction, except that a bidder may, by means of written request signed by the bidder or its authorized representative, withdraw its bid. The written request must be delivered to the place identified in the Notice Inviting Bids/Receipt of Bids prior to the scheduled closing time for the receipt of bids.

MODIFICATIONS AND ALTERNATIVE BIDS: Unauthorized conditions, limitations, or provisions attached to a bid may render it non-responsive and may cause the bid to be rejected. The completed bid forms shall be without interlineations, alterations, or erasures. Alternative bids will not be considered unless called for. Oral, telegraphic, or telephonic bids or modifications will not be considered.

DISCREPANCIES IN BIDS: In the event there is more than one bid item in a bidding schedule, the bidder shall furnish a price for all bid items in the schedule; failure to do so may render the bid non-responsive and may cause the bid to be rejected. In the event, there are unit price bid items in a bidding schedule and the "amount" indicated for a unit price bid item does not equal the product of the unit price and quantity, the unit price shall govern and the "amount" will be corrected accordingly, and the Contractor shall be bound by the correction. In the event, there is more than one bid item in a bidding schedule and the total indicated for the schedule does not agree with the sum of the prices bid on the individual items, the prices bid on the individual items shall govern and the total for the schedule will be corrected accordingly, and the Contractor shall be bound by the correction.

INDEMNITY AND INSURANCE: The Contractor shall indemnify, defend, and save the Owner harmless from any and all claims under the Workers' Compensation Act, and from any and all claims, demands, suits, causes of action, or liability for bodily injury, death, or damages to property, real or personal, which may arise from or otherwise be attributable to negligent, reckless or intentionally wrongful acts or omissions by the Contractor (including its employees, officers, agents, and contractors) in the performance or the Contractor's Janitorial Services under the Contract. The Contractor's general commercial liability insurance shall also include the Owner and its officers, trustees, employees, and agents as additional insureds.

STANDARDS OF PERFORMANCE: The Contractor shall abide by the ISSA Standards and be certified under Cleaning Industry Management Standards.

Instructions to Bidders

ASSIGNMENT: Neither the Owner nor the Contractor shall delegate and/or assign its respective duties and/or rights without the prior written consent of the other.

QUANTITIES OF WORK: The quantities of work and supplies stated in the Bid Schedule, Description of Work, and Detailed Schedule of Cleaning/Cleaning Calendar are supplied to give an overall scope of work. The Owner reserves the right, after award of the contract, to increase or decrease the frequencies of any item listed in the Detailed Schedule of Cleaning, and as such, receive a deduction for any work that was deleted or reduced in frequency, or negotiate additional cost for any work that is increased in frequency with the selected Service Provider. These changes, if any, will constitute a contract amendment that will be agreed to by the Owner and the Service Provider.

Neither any Bidder nor the awarded Service Provider shall at any time, after the submittal of a bid, make or have any claim for damages or anticipated profits or loss of profit or otherwise, because of any difference between the quantities of work done and material furnished and those stated in the unit price items of the Bid.

COMPETENCY OF BIDDERS: In selecting the lowest responsible Bidder, consideration will be given to the general competency of the Bidder for the performance of the work covered by the Bid. To this end, each bid shall be supported by a statement of the bidder's recent experience on the form titled "Information Required of Bidder. No bid will be accepted from a Contractor who does not hold an active business license and be in good standing for the type of work bid upon at the time of opening bids.

DISQUALIFICATION OF BIDDERS: More than one bid from an individual, firm partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any bidder is interested in more than one bid for the work will cause the rejection of all bids in which that bidder participates. If there is reason for believing that collusion exists among the bidders, all bids will be rejected.

AWARD OF CONTRACT: Award of the Contract, if it be awarded, will be based primarily on the lowest overall cost to the Owner, and will be made to a responsive and responsible bidder whose bid complies with all the requirements identified. Any such award will be made by written notice within 90 calendar days after opening of the bids, unless a different waiting period is expressly allowed in the Noticed Inviting Bids. Unless otherwise indicated, an award will not be made for less than all the bid items in an individual bidding schedule.

EXECUTION OF CONTRACT: The Bidder to whom the award is made shall execute a written contract with the Owner on the form of agreement provided, and that bidder shall obtain all insurance, certificates, and bonds required by the specifications within 10 calendar days after receipt of the Notice of Award from the Owner. Failure or refusal to enter into a contract or to conform to any of the stipulated requirements shall be just cause

Instructions to Bidders

for annulment of the award. If the successful bidder refuses or fails to execute the contract, the Owner may award the contract to the second lowest responsible bidder or reject all bids and re-advertise the work for rebidding. If the second lowest responsible bidder refuses or fails to execute the contract, the Owner may award the contract to the third lowest responsible bidder.

The contract for the services is valid for one year from the date of the contract. The contract is renewable at the Owner's sole discretion, without amendment regarding the scope of work (detailed in the Description of Work and Detailed Schedule of Cleaning), for up to four additional years. Contractor can continue performing the work agreed upon in the original contract only after written authorization from the District.

The pricing for each renewal period may be adjusted by the Owner for inflation using the United States Bureau of Labor and Statistics Consumer Price Index (CPI).

Notwithstanding any other term or provision of the contract to the contrary, the Owner may discontinue Contractor's services and terminate the contract at any time upon written notice if the Owner is dissatisfied with Contractor's performance of its services.

ADDITIONAL SERVICES: The Owner and the Contractor agree that services not expressly set forth herein are not included within the Service Provider's Fee and are considered to be additional services.

PAYMENT: Payment for the services performed under this contract shall be invoiced monthly to the Owner on the Contractor's official invoice/letterhead and shall be delivered to the Owner after the end of the first calendar month following the Effective Date of the Contract.

Bid Agreement

BID TO: Jordan Valley Water Conservancy District

The undersigned Bidder hereby proposes to furnish all labor, services, materials, equipment, tools, cleaning supplies, transportation, utilities, and all other items and facilities necessary to perform all work required under the Bidding Schedule of the Owner's Contract Documents titled "JVWCD Janitorial Services" and all addenda issued by the Owner prior to opening of the bids.

The undersigned bidder acknowledges receipt of the following addenda:

<u>No.</u>	<u>Date Received</u>	<u>No.</u>	<u>Date Received</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Bidder agrees that, within 10 calendar days after receipt of Award of the Contract from Owner, that it will execute the Notice of Award in the required form, of which the Notice Inviting Bids, Instructions to Bidders, Bid, Information Required of Bidder, Description of Work, Detailed Schedule of Cleaning, and all addenda issued by Owner prior to the opening of bids, are a part, and will secure the required insurance and bonds and furnish the required insurance certificates; and that upon failure to do so within that time, the bid guarantee furnished by the Bidder shall be forfeited to Owner as liquidated damages for such failure; provided, that if Bidder shall execute the Contract, secure the required insurance and bonds, and furnish the required insurance certificates within said time, his check, if furnished, shall be returned to him within five days thereafter, and the bid bond, if furnished, shall become void. It is further understood that this bid may not be withdrawn for a period of 180 days after the date set for bid openings, unless otherwise required by law.

Dated: _____

Bidder: _____

By: _____
(Signature)

Title: _____

Bidder further agrees to complete all work required under the contract within the time stipulated in the Contract Documents, and to accept as full payment the price(s) named in the Bidding Schedule(s).

Bid Schedule (2025-2026)

Buildings for Daily Cleaning	Units	Unit Price	x No. of Events	= Total Price
1- Administration Building	Weekly	\$	52	\$
2- Maintenance Office Building	Weekly	\$	52	\$
3- Vehicle Maintenance Building	Weekly	\$	52	\$
4- SWGW Treatment Plant	Weekly	\$	52	\$
5- Education Center	Weekly	\$	52	\$
6- Garden Restroom (Seasonal)	Weekly	\$	32	\$
7- JV Water Treatment Plant	Weekly	\$	52	\$
8- SER Water Treatment Plant	Weekly	\$	52	\$
9- Jordan Narrows Pump Stat'n	Bi-Weekly	\$	26	\$

Yearly Total \$ _____

Service Provider: _____

Authorized Representative:

Signature

Print

Date: _____

Bidder (Company name): _____

By: _____ Dated: _____
(Signature)

Name: _____ Title: _____
(Print)

Information Required of Bidder

The Bidder shall furnish the following information. Failure to comply with this requirement may render the Bid non-responsive and subject to rejection. Additional sheets may be attached as required.

1. Bidder's name and address: _____

2. Bidder's telephone number: _____

3. Business/Contractor's Utah License Number: _____

Primary Classification: _____

Note: It is the responsibility of the Contractor to obtain the license classification necessary for the required work prior to submitting a bid.

4. Number of years as a Contractor in work of this type:

5. Name and title of officers of Bidder's company:

6. Bidder shall abide by the ISSA (International Sanitary Supply Association) standards and be Cleaning Industry Management Standard (CIMS) Certified.
Include membership identification _____

7. The experience resume of the person who will be designated superintendent for the work.
Name of superintendent: _____

Description of Work

All work shall be performed in accordance with the following guidelines and the Cleaning Schedule. The bidder shall furnish all cleaning supplies and all tools necessary to perform the tasks listed below. Bidder shall provide, for Owner's approval, a list of products to be used for the duration of the contract. Changes on the listed supplies shall be permitted only after Owner's approval. Supplies should be of a non-acidic nature and environmentally safe. Acidic products may be used only on porcelain surfaces. The Owner shall be responsible to furnish all paper products, can liners and soap.

- All dusting shall be performed with the use of feather, lambs-wool, poly-wool, or microfiber dusters. Kitchen appliances that are to be dusted off will be done with a clean dry, soft towel or cloth so that no scuffing, marring, or streaking of the appliance surface occurs.
- Disinfection of doorknobs, doorframes, doors, sinks, faucets, cabinets and handles, showers, refrigerator doors and handles, and bathroom stalls and handles shall be performed with a non-acidic disinfectant suitable for the type of surface on which it is being applied, and it shall be applied by a clean cloth or applicator. Each knob, frame sink, faucet, shower, cabinet, door, and handle shall be disinfected and wiped thoroughly with that cloth or applicator. Fixtures at sinks and showers shall be polished with a dry, soft cloth after being disinfected.
- Cleaning and disinfection of toilet bowls and urinals shall have separate applicators than those that are used for any other cleaning and disinfection application. A quality toilet bowl cleaner shall be used for cleaning and disinfecting these fixtures. Toilet seats shall be cleaned and disinfected with a separate applicator than used on the toilet bowls and urinals. A disinfectant suitable for toilet seat applications shall be used.
- All carpeted floors will be vacuumed thoroughly as scheduled herein.
- All hard surface floors (tile, ceramic, painted, linoleum, vinyl, concrete, or similar surface) that are required to be dust mopped or swept as scheduled herein shall be done using a quality cotton (or cotton blend) dust mop head, microfiber dust mop, or manufactured dusting cloth designed for floor dusting/cleaning applications.
- Phones shall be cleaned and sanitized using a disinfecting non-acidic cleaner applied to a clean, soft cloth or applicator and used on the handset, cradle, and base of the phone.
- Baseboards shall be cleaned – removing smudges, scuffs, and dirt.

Description of Work

- Spots in carpeted and hard surface floor areas shall be removed with an appropriate spot remover designated for the type of floor on which the spot is to be removed, and the remover shall leave no residue, discoloration, or damage of any kind to the flooring surface.
- Tables and counters that are wiped off and disinfected shall first be wiped off with a clean, soft, damp towel or cloth to remove any spills or matter (wet or dry), after which, the tables and counters shall be disinfected with a non-acidic disinfectant that is suitable for the type of surface to which it is being applied, leaving no residue, streaks, discoloration, or damage of any kind to the table or counter surface.
- Damp mopping of hard surface floors shall be done using a looped-end cotton or cotton-blend or microfiber mop head. No standing water shall remain once mopping in an area is completed. Safety signs will be required in those areas being mopped to notify and help prevent accidents of personnel working in those areas and the signs shall remain until those areas are completely dry.
- Trash removed from offices, kitchens, restrooms, conference rooms, etc. shall be taken to the large trash dumpsters located near each of the buildings being cleaned. Recycle materials shall be collected and taken to the large recycling bins located near each building where recyclables are collected.
- New trash liners placed in trash cans shall be tied on one side so that the liner fits snug around the top of the trash cans.
- Use an Owner-approved glass cleaner to clean mirrors and other glass surfaces. Leaving streaks and residues of any kind on glass surfaces is unacceptable.
- Stainless-steel drinking fountains shall be cleaned with a stainless-steel cleaner that removes all hard water deposits and leaves no residue or streaks. Fixtures shall be disinfected after which those fixtures shall be polished with a dry, soft cloth. Use the same procedure for Porcelain drinking fountains.
- Refill toilet paper, paper towels, hand soap, and any other dispenser with Owner supplied products.

Detailed Schedule of Cleaning/Cleaning Calendar

A) All Offices

- 1 - Dust all furniture, desktops, chairs, credenzas, tables, cabinets, windowsills, tops of partitions, picture frames, moldings, vents, etc. / remove cobwebs (2x/week)
*(clean specific office equipment per Owner instructions: computer screens, keyboards, etc.)
(papers and folders should not be moved unless specifically requested)*
- 2 - Disinfect doorknobs (each visit)
- 3 - Vacuum or dust-mop floors as applicable (2x/week)
- 4 - Empty trash containers and remove trash to designated area (each visit)
- 5 - Replace trash can liners (as needed/each visit)
- 6 - Clean & sanitize telephones (weekly)
- 7 - Clean baseboards, carpet edges and corners (monthly)
- 8 - Remove spots from carpeted areas (as needed)
- 9 - Clean & damp mop chair mats (2x/week)

B) All Kitchens

- 1 - Dust off appliances (weekly)
- 2 - Wipe off & disinfect tables (each visit)
- 3 - Clean & disinfect counters, sinks, and faucets (each visit)
- 4 - Clean & disinfect exterior door of refrigerator, cabinets & handles (each visit)
- 5 - Disinfect doorknobs (each visit)
- 6 - Empty trash containers and remove trash to designated area (each visit)
- 7 - Sweep floor (each visit)
- 8 - Damp mop floors (weekly)
- 9 - Replace trash can liners, paper towels, and soap dispensers (as needed/each visit)

C) All Bathrooms / Locker Rooms

- 1 - Clean & disinfect counters, sinks and faucets (each visit)
- 2 - Clean & disinfect showers (weekly)
- 3 - Clean & disinfect toilet bowls, toilet seats, and urinals (each visit)
- 4 - Clean & disinfect stall doors and handles (each visit)
- 5 - Disinfect doorknobs (each visit)
- 6 - Empty trash containers and remove trash to designated area, including emptying women's sanitary disposal bins. (each visit)
- 7 - Sweep, mop & disinfect floors (each visit)
- 8 - Re-stock hand towels, toilet paper, soap, & can liners (as needed/each visit)
- 9 - Clean all mirrors, glass, & chrome (each visit)

Detailed Schedule of Cleaning/Cleaning Calendar

D) Common Areas & Conference Rooms

- 1 - Clean main entry door glass and surrounding window glass removing fingerprints and smudges (each visit)
- 2 - Dust all furniture, hard surfaces, picture frames, moldings, vents, & windowsills, remove cobwebs (2x/week)
- 3 - Disinfect doorknobs (each visit)
- 4 - Disinfect handrails (each visit)
- 4 - Vacuum or dust mop floors as applicable (each visit)
- 5 - Damp mop hard surface floors (2x/week)
- 6 - Vacuum inside floor mats at outside doors (each visit)
- 7 - Vacuum upholstered chairs and furniture (monthly)
- 8 - Clean baseboards, carpet edges and corners (monthly)
- 9 - Empty trash containers and remove trash to designated area (each visit)
- 10- Replace trash can liners (as needed/each visit)
- 11- Clean, polish, and sanitize all drinking fountains (each visit)
- 12- Remove spots from carpeted areas (as needed)
- 13- Empty recycling containers and remove materials to designated area (weekly)

E) SERWTP (additional instructions)

- 1 - Clean filter building entry door glass, control room entry door glass, filter entry door glass and surrounding window glass removing fingerprints and smudges (each visit)
- 2 - Clean glass to remove fingerprints and smudges from the main entry door to the Filter and Actiflow buildings (each visit)
- 3 - Dust mop ceramic and resilient floor areas (weekly)
- 4 - Dust mop ceramic floor in filter console area (weekly)
- 5 - Damp mop ceramic & resilient floor areas (excluding filter console area/every 2 wks)
- 6 - Damp mop ceramic floor in filter console area (monthly)
- 7 - Vacuum concrete stairs (monthly)
- 8 - Dust venetian blinds (monthly)

F) JVVWTP (additional instructions)

- 1 - Clean north main entrance doors glass (both exterior & interior doors) and the west entry doors to the filter gallery (both exterior & interior doors) removing fingerprints and smudges (each visit)
- 2 - Dust mop ceramic and resilient floor areas (exclude filter console area/each visit)
- 3 - Dust mop ceramic floor in filter console area (monthly)
- 4 - Damp mop ceramic and resilient floors including labs & control room (exclude filter console area/weekly)
- 5 - Damp mop ceramic floor in the filter console area (quarterly / every 3 months)
- 6 - Vacuum inside elevator and each floor mat going into elevator (flrs. 1-6/each visit)
- 7 - Vacuum out elevator tracks at each floor 1-6 (weekly)
- 8 - Remove debris from metal entrance thresholds (weekly)
- 9 - Vacuum concrete stairs, offsets, and landings (floors 1-6/monthly)
- 10- Dust venetian blinds (monthly)

Detailed Schedule of Cleaning/Cleaning Calendar

G SWGWTP (additional instructions)

- 1- Dust venetian blinds (monthly)

H Exercise Rooms and Exercise Areas (additional instructions)

- 1- Vacuum exercise rooms' floors (and rubber mats at open exercise areas) at each location (Headquarters Complex: Buildings A and B, and JVVTP) on Monday and Thursday of every week. This task shall be performed at the SERWTP on Monday and Wednesday of every week. Mopping of the floors on these areas shall happen on Mondays and Thursdays at the Headquarters Complex: buildings A and B and the JVVTP; after floors have been vacuumed, and Mondays and Wednesdays at the SERWTP after floors have been vacuumed. Mop, bucket and rags used on gyms rooms and gyms areas shall not be used anywhere else. Use only cleaning substances appropriate for the type of rubber floor found at these areas, as approved by Owner.
- 2- Mop head shall be of microfiber material to prevent mop fibers from being left on the matting surfaces

Note (All Facilities):

- Return all chairs, furniture, and waste containers to proper positions after cleaning is complete.
- Close and lock all designated doors after cleaning is complete.
- Turn off lights (except for those designated to remain on) when cleaning is complete

CLEANING CALENDAR

<u>(District Headquarters)</u>	Description of Work	Mon	Tue	Wed	Thu	Fri	Sat / Sun	
	Items							
Building A	A, B, C, D, H	x	x	x	x	x		
Building B	A, B, C, D, H	x	x	x	x	x		
Building C (SWGTP)	A, B, C, D, G	x			x			
Building D	A, B, C, D	x	x	x	x	x		
Education Center	A, B, C, D	x	x	x	x	x	x	
Garden Restrooms	C (exclude C.2)	x	x	x	x	x	x	
JVVTP	A, B, C, D, F, H	x	x	x	x	x		
SERWTP	A, B, C, D, E, H	x		x		x		
JNPS	A, C, D	X	*This site will be visited one day every other week					

NOTICE OF AWARD (sample)

To:

Re: Jordan Valley Water Conservancy District Janitorial Services
 (Fiscal Year 2025-2026)

You are hereby notified that the Owner accepts your bid for the above referenced contract in the amount of _____ (\$_____).

Please furnish the required Contractor's Certificates of Insurance and current business license within ten calendar days from the date of this Notice. An acknowledged copy of this Notice of Award, together with all future correspondence regarding this contract, shall be sent to the Owner's Representative, Keenan Robertson, at 8215 South 1300 West, West Jordan, Utah, 84088, or emailed to keenanr@jvwcd.org

Dated this ____ day of _____ 2025.

Alan Packard, PE
General Manager

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged by:

Company Name

This _____ day of _____, 2025.

Signature: _____

Print Name: _____

Title: _____