

Request for Bid (RFB)

Cleaning Services for Garkane Energy Kanab Office

Issue Date: February 20, 2025

Submission Deadline: March 23, 2025]

Contact: James Clegg, james.clegg@garkane.com, 435-261-3988

Overview

Garkane Energy Cooperative, Inc. is seeking bids from qualified cleaning service providers to perform regular and deep cleaning services for our Kanab office at 1802 S Hwy 89A, Kanab, Utah 84741. The office is approximately 10,000 square feet and requires cleaning two (2) times per week, with additional deep cleaning services twice yearly. Bathrooms And office space at a separate Kanab facility will be cleaned once a week. This Request for Bid (RFB) outlines the scope of work, requirements, and submission details.

Scope of Work

The selected vendor will provide the following cleaning services:

Regular Cleaning (2 Times Per Week): 1802 S Hwy 89A

Vacuuming: Vacuum all carpeted areas throughout the office.

Mopping: Mop all solid surface floors.

Bathrooms: Clean and sanitize all restrooms, including toilets, sinks, mirrors, and floors; restock supplies (e.g., toilet paper, paper towels, soap) as needed.

Garbage Removal: Empty all trash cans and replace liners; dispose of garbage in designated on-site receptacles.

Dusting: Dust all accessible surfaces, including desks, shelves, window ledges, and other furniture.

Spot Cleaning: Spot cleaning carpets to include any one area no larger than 3'x3' or a combined spot cleaning not to exceed 9 sq ft per incident.

Avant Yard Cleaning: Four offices and two bathrooms in the Avant yard will be cleaned weekly.

Deep Cleaning (2 Times Per Year):

Chairs: Clean and wipe down all office chairs (fabric and non-fabric surfaces).

Windowsills: Thoroughly clean all interior windowsills.

Edge Vacuuming: Vacuum all edges of rooms, including corners and baseboards, to remove accumulated dust and debris.

Walls: Clean all accessible walls with a damp cloth.

Additional Notes:

Cleaning must be performed on Wednesdays and weekends outside of regular business hours (e.g., evenings or weekends) to minimize disruption.

Garkane will supply all cleaning equipment, tools, supplies, and materials unless otherwise specified.

Garkane Energy will provide access to water, electricity, and waste disposal facilities on-site.

Bid Requirements

Interested vendors must submit the following:

Company Information:

Business name, address, contact details, and years in operation.

Proof of insurance (general liability and workers' compensation or appropriate waiver).

References from at least two (2) current or past clients of similar scope.

Pricing:

A detailed cost breakdown for regular cleaning services (per visit and monthly total).

A separate cost for deep cleaning services (per occurrence).

Any additional fees (e.g., supplies, travel, etc.), if applicable.

Service Plan:

Proposed cleaning schedule (days/times for regular cleaning and proposed months for deep cleaning).

Description of cleaning methods, equipment, and products to be used.

Certifications:

Any relevant certifications (e.g., green cleaning, safety training).

Submission Instructions

Bids must be submitted in writing via email to james.clegg@garkane.com or delivered in person to 1802 S Hwy 89A, Kanab, Utah, by March 23, 2025, 5:00 PM MST

Late submissions will not be considered.

Questions or site visits regarding this RFB may be directed to James Clegg at 435-261-3988 or james.clegg@garkane.com no later than March 20, 2025.

Evaluation Criteria

Bids will be evaluated based on:

Cost competitiveness (40%)

Experience and references (30%)

Proposed service plan and schedule (20%)

Compliance with RFB requirements (10%)

Terms and Conditions

The contract term will be for one (1) year, with an option to renew based on performance. Garkane Energy reserves the right to reject any or all bids or to negotiate with the selected vendor.

The selected vendor must comply with all local, state, and federal regulations.

Thank You

We appreciate your interest in providing cleaning services for Garkane Energy. We look forward to reviewing your bid. Sincerely,

James Clegg

Facilities

Garkane Energy Cooperative, Inc.