

Request for Proposal (RFP) for Cleaning Services

1. Introduction

The Board of Commissioners of Brown County, Indiana (hereby referred to as the “County”) is seeking proposals from qualified cleaning service providers to deliver comprehensive cleaning services for its facilities. This RFP outlines the requirements and expectations for the cleaning services needed to maintain a clean, safe, and welcoming environment for our community.

2. Project Overview

2.1. Project Goals and Objectives:

The primary goal is to ensure that all government facilities are cleaned and maintained to the highest standards, promoting health and safety for employees and visitors.

2.2. Scope of Work:

The Contractor shall provide janitorial and cleaning services as specified in Exhibit A – Cleaning Task by Location. Services shall be performed at the locations identified in Exhibit A, in accordance with the cleaning tasks and frequencies outlined therein.

Contractors may submit bids for all, one, or more specific locations listed in Exhibit A. Each bid must clearly indicate the location(s) being proposed, along with associated pricing for locations being quoted. The County reserves the right to award contracts on a per-location basis or to a single Contractor for multiple locations, at its sole discretion.

Exhibit A includes a comprehensive listing of:

- The specific locations and areas to be serviced,
- The cleaning tasks to be performed at each location (e.g., sweeping, mopping, restroom sanitation, trash removal, annual carpet cleaning, etc.),
- The frequency of each task (e.g., daily, weekly, monthly)

The Contractor agrees to carry out all services in a professional and timely manner, adhering to industry standards and any additional requirements

specified by the County. Any changes to the tasks, frequency, or locations shall be made in writing and incorporated into an updated Exhibit A upon mutual agreement by both parties.

3. Requirements

3.1. Technical Requirements:

- Compliance with all local, state, and federal regulations regarding cleaning services.
- Cleaning Standards: Adherence to industry standards such as:
 - ANSI/ISSA 9001: Quality management systems for cleaning services.
 - CIMS (Cleaning Industry Management Standard): A framework for effective cleaning management.
- Staff Training: All cleaning personnel must undergo training in:
 - Proper cleaning techniques and use of equipment.
 - Safety protocols, including handling of hazardous materials.
 - Customer service and communication skills.
- Background Checks: The County will perform background checks on all cleaning personnel to ensure the safety and security of our facilities and personnel. This requirement applies only to individuals who work onsite at our facilities. The background checks will include:
 - Verification of identity through a government-issued photo ID (e.g., driver's license).
 - Criminal history check for any felonies or misdemeanors.
- Equipment and Supplies:
 - Provision of all necessary cleaning equipment, including but not limited to:
 - Commercial-grade vacuum cleaners
 - Floor scrubbers and buffers
 - Regular maintenance and replacement of equipment to ensure optimal performance.
- Quality Control Measures: Implementation of a quality assurance program that includes:
 - Regular inspections and audits of cleaning performance.
 - A feedback mechanism for staff and facility users to report issues.

3.2. Functional Requirements:

- After-Hours Service: All cleaning services must be provided after regular business hours to minimize disruption. The vendor must be able to accommodate flexible scheduling to meet the needs of the facilities.
- The vendor shall supply all necessary cleaning equipment.
- All equipment provided by the vendor must be clean, well-maintained, and in good working condition.
- Cleaning agents must be appropriate for the intended use and compliant with applicable health and safety regulations.
- The County will provide the following consumable and supplies for the vendor, as needed:
 - Paper towels
 - Toilet paper
 - Hand soap
 - Trash liners
 - Hand sanitizer
 - Cleaning agents (detergent, bowl cleaner, polish, etc.)

The vendor shall be responsible for monitoring and refilling these consumables and supplies throughout the facilities, ensuring that all dispensers and receptacles, along with all cleaning supplies, are always adequately stocked.

Additionally, the vendor will be responsible for managing the inventory of these consumables and supplies, providing the County with a timely list of items that need to be ordered.

4. Proposal Submission Information:

4.1. Submission Process:

Proposals may be submitted by hard copy to the Commissioner's office during business hours or sent electronically to commissioners@browncounty-in.gov.

4.2. Format Requirements:

Proposals should be submitted in hard copy or PDF format and not exceed 25 pages. The proposal should include a cover letter, company profile, references, and detailed pricing by building with a total monthly price for

work proposed.

4.3. Contact Information

Point of Contact: For any questions regarding this RFP, please contact:

- Theresa Cobian
- Commissioner's Administrative Assistant
- 812-988-4901
- or
- Kevin Patrick
- Commissioner
- 812-929-5631

4.4. RFP Schedule:

- RFP Release Date: September 15th, 2025
- Deadline for Questions: September 22nd, 2025 by 12 pm
- Proposal Submission Deadline: September 24th, 2025 by 4 pm
- Evaluation Period: September 25th, 2025 through September 30th, 2025
- Quote Selection and Contract Award: October 1st, 2025

5. Contract Period:

The initial term of this contract shall be for two (2) years, commencing on October 6, 2025, and ending on October 6, 2027. Thereafter, the contract may be extended on a year-to-year basis upon mutual written agreement by both parties, with no increase in price during any such extension period. This contract shall remain in effect until terminated by either party, provided that written notice of termination is given at least sixty (60) days in advance.

6. Awarded Contract Terms and Conditions:

6.1. Contractual Obligations:

The selected vendor will be required to sign a contract outlining the terms of service, including performance standards and penalties for non-compliance.

6.2. Confidentiality:

All proposals will be treated as confidential until the selection process is complete.

6.3. Invoicing:

Billing will be done monthly based on the agreed monthly cleaning price. The vendor shall submit an invoice to the customer each month. Invoices must be submitted in a timely manner to allow the customer to generate a claim for payment. Payment terms will be 100% net 45 days from the date the invoice is received by the customer. Invoices may be delivered in person to the Commissioner's Office or mailed to:

Brown County Commissioners
P.O. Box 151
Nashville, Indiana 47448

6.4. Insurance and Permits:

The Contractor acknowledges their responsibility to obtain all necessary insurance coverage and permits required for the Project. Proof of such coverage and permits must be submitted to the County prior to the commencement of any work.

As a condition of the contract award, the Contractor is required to provide a Certificate of Insurance (COI) with the following minimum coverage limits: \$1,000,000 per occurrence and \$2,000,000 in general aggregate.

The Contractor shall be solely liable for any penalties, fines, or fees incurred as a result of failing to secure the required insurance or permits before starting work on the Project.

6.5. Injuries:

Contractor waives any rights to recovery from the County for any injuries or losses that may be sustained while work on the Project is ongoing, except in the case of gross negligence on the part of the County.

6.6. Indemnification:

Contractor agrees to protect, defend, and indemnify (collectively "Indemnify" and "Indemnification") the County from and against all claims,

demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs, and expenses (of or by a third party OR whether or not involving a claim by a third party), including but not limited to reasonable attorneys' fees and costs (collectively, "Claims"), actually or allegedly, directly or indirectly, arising out of or related to the Project.

6.7. **Termination:**

This Agreement may be terminated by either Party with sixty (60) days' notice given to the other Party.

6.8. **Default:**

Any deviation from this Agreement shall be considered a default of the Agreement. Contractor retains the right to stop work as a result of default of the Agreement.

6.9. **Amendment:**

This Agreement may be amended and modified at any time upon written agreement by both Parties. Any changes to the scope of work must be approved by both Parties prior to performing the work.

6.10. **Applicable Law:**

This Agreement has been executed under and shall be governed by the laws of the State of Indiana and the ordinances of Brown County, Indiana.

6.11. **Entire Agreement:**

This Agreement contains a complete expression of the agreement between the Parties and there are no promises, representations, or inducements except such as are herein provided.

6.12. **Severability:**

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision, it would become valid and enforceable, then such provision shall be deemed to be

written, construed, and enforced as so limited.

6.13. Waiver of Contractual Right:

The failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

6.14. Dispute Resolution:

The Parties agree to attempt to resolve any dispute arising out of or relating to this Agreement through friendly negotiations. If the matter is not resolved by negotiation within 30 days, the Parties will resolve the dispute using the following Alternative Dispute Resolution (ADR) procedure. Any controversies or disputes arising out of or relating to this Agreement will be resolved by binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgment may be entered upon it by any court having proper jurisdiction.

6.15. Attorney's Fees:

If there is dispute relating to any provisions in this Agreement, the prevailing Party is entitled to, and the non-prevailing Party shall pay, the costs and expenses incurred by the prevailing Party in the dispute, including but not limited to all out-of-pocket costs of collection, court costs, and reasonable attorney fees and expenses.

6.16. Assignment:

Contractor agrees that it will not assign, sell, transfer, delegate, or otherwise dispose of any rights or obligations under this Agreement without the prior written consent of the County.

6.17. Notice:

All notices required or permitted under this Agreement, unless specified otherwise, shall be in writing. Notice shall be deemed delivered when either received by electronic mail, delivered in person, or when deposited in the United States mail, postage prepaid, addressed per the below.

If for Brown County:

Board of Commissioners of Brown County, Indiana
201 Locust Lane
P.O. Box 151 Locust Lane
Nashville, Indiana 47448-0151

If for the Contractor:

6.18. Force Majeure:

The Party affected by Force Majeure shall not assume any liability under this Agreement. However, subject to the Party affected by Force Majeure having taken its reasonable and practicable efforts to perform this Agreement, the Party claiming for exemption of the liabilities may only be exempted from performing such liability as within limitation of the part performance delayed or prevented by Force Majeure. Once causes for such exemption of liabilities are rectified and remedied, both parties agree to resume performance of this Agreement with their best efforts.

6.19. Understanding:

The Parties acknowledge and agree that they have read and understand the terms, conditions, and provisions of this Agreement.

6.20. Benefit:

This Agreement shall be signed on behalf of the County by at least two County Commissioner's, and on behalf of the Contractor and shall be effective as of the Effective Date.

EXHIBIT A – CLEANING TASK BY LOCATION

Location <small>See Exhibit B for address</small>	Annex Office	Courthouse	EMA	Health Dept.	Coronor	Parks & Recreation	Prosecutor Office	Purdue Extension	Solid Waste Highway	Sycamore Valley	Veteran Office
Cleaning Tasks	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency	Frequency
Empty trash and replace liners in all offices, desks, and outdoor trash at entrance	3/W	D	2/W	3/W	W	2/W	2/W	W	3/W	2/W	2/W
Empty recycling bins once per week and taken them to the recycling center	B/W	B/W	B/W	B/W	B/W	B/W	B/W	B/W	B/W	B/W	
Vacuum all carpeted areas, walk off mats, entrances	3/W	D	2/W	3/W	W	2/W	2/W	W	3/W	2/W	2/W
Dust/vacuum and mop all flooring	3/W	D	2/W	3/W	W	2/W	2/W	W	3/W	2/W	2/W
Clean and remove spots from glass on all interior and exterior doors	3/W	D	2/W	3/W	W	2/W	2/W	W	3/W	2/W	2/W
Clean and sanitize front counter tops in all offices	3/W	D		3/W			2/W	W	3/W		2/W
Clean smudges on protective glass		D		3/W		2/W	2/W		3/W		
Remove spider webs	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN
Clean wood handle railing	3/W	D									
Spot cleaning of carpet	AN	AN	AN	AN		AN	AN	AN	AN	AN	AN
Clean Meeting Room tables	W	D	2/W	W		AN	W	W	3/W		2/W
Break room – clean sink, microwave, check and refill paper towel, sanitize the tables	3/W					2/W		W	3/W		2/W
Clean and sanitize courtroom attorney and jury room tables		D									
Remove trash from the courtroom (water bottles, tissue paper, etc.)		D									
Blinds in Courtroom, Hearing and Jury rooms need to be dusted		M									
Vacuum cloth chairs in courtroom		M									
Inspect hall walls and remove marks		AN									
Bathroom(s) - Cleaning Tasks	6	5	2	3	1	2	2	1	2	2	1
Sanitize and clean toilets and urinals inside and out daily	3/W	D	2/W	3/W	W	2/W	2/W	W	3/W	2/W	2/W
Clean floor behind toilets removing hair and lint using microfiber cloth (this microfiber cloth is not used for anything else)	3/W	D	2/W	3/W	W	2/W	2/W	W	3/W	2/W	2/W
Clean, sanitize and remove hard water marks on porcelain and chrome faucets (this microfiber cloth is not used for anything else)	AN	D	2/W	AN	AN	AN	AN	W	3/W	AN	AN
Clean mirrors	3/W	D	2/W	3/W	W	2/W	2/W	W	3/W	2/W	2/W
Dust/clean paper towel dispensers	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN
Check levels of soap dispensers and add	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN
Check levels of paper towel dispensers and add	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN
Check levels of toilet paper towel dispensers and add	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN	AN
Check feminine product trash and replace liner	3/W	D	2/W	3/W			2/W		3/W	2/W	
Empty trash	3/W	D	2/W	3/W	W	2/W	2/W	W		2/W	2/W

Frequency of Cleaning Legend:

2/W - Two times per week

3/W - Three times per week

A - Annually,

AN - As needed

B/W - Every other week

D - Daily

M - Monthly

Q - Quarterly

SA - Semi-annually

W - Weekly

EXHIBIT B – CLEANING LOCATION ADDRESS

Cleaning Location	Address
Annex Office	201 Locust Lane Nashville, IN 47448
Coroner Office	55 State Road 46 East Nashville, IN 47448
Courthouse	20 E Main Street Nashville, IN 47448
EMA	55 State Road 46 East Nashville, IN 47448
Health Dept	200 Hawthorne Drive Nashville, IN 47448
Highway/Solid Waste	711 Greasy Creek Road Nashville, IN 47448
Prosecutor Office	31 Buck Stogsdill Way Nashville, IN 47448
Purdue Extension Office	802 Memorial Drive Nashville, IN 47448
Sycamore Valley	746 Memorial Drive Nashville, IN 47448
VSO/Parks & Recreation	902 Deer Run Lane Nashville, IN 47448