

## **Invitation to Bid: Janitorial Services City of Edgewater, Colorado**

Notice is hereby given that the City of Edgewater (“City”) is accepting proposals from qualified bidders (“Bidders”) for a Janitorial Service Contract (“Contract”) at various city owned properties from June 1, 2026 – June 1, 2027. After one year, the City reserves the right to extend the contract to an additional two years without another bidding process.

The City will receive sealed bids for the Janitorial Service Contract until Friday, April 3, 2026, at 12:00 pm.

The specifications for the Janitorial Service Contract are listed in Attachment A and Attachment B, the City’s website at [www.edgewaterco.gov/doing-business/bidding-rfps](http://www.edgewaterco.gov/doing-business/bidding-rfps) or in person at the Edgewater Civic Center, 1800 Harlan Street (please ask for the Facility Coordinator or Parks and Recreation Director).

### **Reservation of Rights**

This request for proposals is a solicitation and not an offer to contract. The City reserves the right to reject all proposals. The City retains the right to abandon or terminate the bidding process at its discretion at any time. The City reserves the right to issue clarifications and other directives concerning this request for proposals; to request clarification or further information with respect to any proposal, and to determine the final terms of any contract. Acceptance of any proposal will be based upon factors including, but not limited to completeness of bid documents, thoroughness of information provided, years of experience, service standards, and reference checks.

### **Solicitation Process**

Proposals will be opened on Monday, April 6, at 1:00pm and reviewed based on the factors listed above.

Preference is hereby given to materials, supplies, and provisions produced, manufactured, or grown in Colorado, quality being equal to articles offered by competitors outside of the State. Colorado labor shall be employed to perform the work for which bids are requested herein to the extent of not less than eighty percent (80%) of each type or class of labor in the several classifications of skilled and common labor employed on such work, pursuant to C.R.S. § 8-17-101.

### **Key Dates**

March 11	Invitation to bid is released
March 25	Mandatory site walk, 10:00 am
March 27	Deadline for questions, 9:00 am
April 3	Proposals due, 12:00 pm
April 6	Bids opened, 1:00 pm
April 13-14	Bidder interviews (as needed)
April 17	Bid award
June 1	Contract start date

### **Conditions of Award**

It is the intent of the City to award the Contract to the most technically qualified, and responsive bidder provided the bid has been submitted in accordance with the

requirements of the bidding documents, judged to be fair and reasonable, and does not exceed the appropriated funds available. The City shall be the sole judge of the bidder's qualifications, and whether the bid is in the best interests of the City.

The City may conduct such investigations as the City considers necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications and financial ability of the bidders and award in accordance with the bidding documents to the City's satisfaction within the prescribed time.

- The City shall have the right in its sole discretion to terminate the award with or without cause.
- In determining the lowest dollar bid, the City will consider all acceptable bids on a basis of the net price to be paid after deduction of the discount specified by the bids.
- The City shall consider past work and references as well as the services provided in the evaluation.

### **Amendments to the Request for Proposals**

The City reserves the right to amend this Invitation to Bid by an addendum at any time prior to the date set for receipt of bids. It shall be the responsibility of the bidder to obtain all addenda. If revisions are of such a magnitude to warrant, in the City's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

### **Pricing**

Consultant must provide pricing as set forth in Attachment B and complete the pricing quote in addition to providing itemized pricing for additional options. Pricing must include all costs including but not limited to delivery, accessories, and options.

### **Changes in Scope of Services**

The City will agree that any change in the Scope of Services to be carried out after the original agreement has been signed shall be documented as a written change order, be accepted by all parties, and made a part of the original agreement by addendum.

### **Proposal Guarantee**

All proposals must honor pricing and project timeline for at least 90 days from submission of proposal. Edgewater receives the right to negotiate a contract with any contractor that submits to this request for proposal within this period.

### **Additional Information**

Proposals will be considered only from Bidders or individuals that are firmly established in an appropriate business, have practical knowledge of the service which they are proposing to provide, who are financially responsible, and who have the resources and ability to offer services in a professional and expedient manner. The City reserves the right to be the sole judge of these criteria. The City may request additional information as deemed necessary. Failure to provide such information may result in the proposal being considered non-responsive.

No proposal shall be accepted from, and contract will be awarded to any person, firm, or corporation that is in default on the payment of taxes, fees, assessments, or other money due the City, or in default of any other obligations to the City.

A mandatory site visit is required on March 25<sup>th</sup> at 10:00 am prior to their bid submission to fully understand the project scope.

Technical questions regarding the services specified in this Invitation to Bid and site visits may be directed to:

Meghan Hollenga  
Recreation Coordinator: Facilities  
Phone: (720) 763-3009  
Email: [mhollenga@edgewaterco.com](mailto:mhollenga@edgewaterco.com)

### **Instructions to Bidders**

1. All bids must include:
  - a. Completed Bid Form, see Attachment B.
  - b. Completed Statement of Bidders Qualifications, see Attachment C.
  - c. Completed Signature Page, see Attachment D.
  - d. Any additional requirements that are set forth within the Instructions to Bidders section of this bid packet.
2. Bids must be submitted by the deadline and to the appropriate place as designated in the Invitation to Bid. It is the Bidder's responsibility to ensure that the Bid is in proper form and in the City's possession by or before the time and date designated in the Invitation to Bid. Bids will not be accepted after the designated time and date.
3. If a mistake is made or discovered at or after the opening, the City reserves the right to determine which party made the mistake and whether the mistake is material and, after these determinations, the City, in its sole reasonable discretion, shall make the decision whether to accept or reject the Bid. No advantage shall be taken by either party of manifest clerical errors or omissions in the Contract Documents or the Invitation to Bid. Bidders shall notify the City immediately of any errors or omissions that are encountered.
4. The City shall not reimburse any Bidder for any cost incurred in preparing a Bid or attending equipment demonstrations, inspections, pre-Bid conferences or interviews.
5. Any amplification, clarification, explanation, interpretation, or correction of a Bid shall be made only by written addendum, and a copy of the addendum shall be mailed or delivered to each person receiving a set of Bid Documents. The City is not responsible for any amplification, clarification, explanation, interpretation or correction of a Bid not contained in written addenda.
6. Bids by corporations shall be executed in the corporate name by the president or a vice-president (or a corporate officer accompanied by evidence of authority to sign). Names and titles shall be typed or printed below each signature.
7. Multiple contractors may form a team to submit a joint proposal. All professionals and individuals involved must be identified in the proposal. A single individual and company must be designated as having overall responsibility for services. The lead

individual and consultant will serve as the City's primary contact and will be responsible for ensuring agreed upon timelines and work requirements are met.

8. Bidders should have no real or apparent conflict of interest. A conflict of interest includes any financial or contractual relationship with a contractor, individual, or association with a direct financial interest in City revenues. Examples of such contractors, individuals, or associations include owners of retail and commercial properties within the City and other business groups.
9. Bids are solicited and submitted subject to the requirements of the City of Edgewater Purchasing Policies and Procedures as set forth in the Edgewater Municipal Code.
10. The submission of a Bid shall be conclusive evidence and a legal admission that the Bidder: (a) has no questions, complaints, or objections about the Contract Documents, subject to any requests made by the Bidder for amplification, clarification, explanation, interpretation, or correction; see example contract in Attachment E (b) has no questions, complaints, or objections as to the completeness, sufficiency, scope, or detail of the Bid; and (c) has full knowledge of the scope, nature, quality, and quantity of the equipment to be provided, the performance criteria, the requirements of the Contract Documents, the site and conditions of delivery, the Edgewater Municipal Code, and other applicable law.
11. The Project will be awarded to the lowest responsible and responsive Bidder complying with the terms and conditions, guidelines, and specifications presented in the Contract Documents and these Instructions to Bidders. The City reserves the right to determine, in its sole reasonable discretion, whether any Bid meets the needs or purposes intended and is within the approved budget. The City does not base its award on prices alone. Also, to be considered are quality of product; past experience with the Bidder or any subcontractors, consultants, products or suppliers; qualifications of the Bidder and subcontractors or suppliers; services offered; warranties; maintenance considerations; long-range costs; delivery; and similar conditions.
12. The City may conduct such investigations as it deems necessary to assist in the evaluation of any Bid to establish the experience, responsibility, reliability, references, reputation, qualifications, and financial ability of any Bidder, manufacturer, or supplier. The purpose of such investigation is to satisfy the City that the Bidder has the experience, resources, and commercial reputation necessary to perform the Work, supply the specified equipment and perform the necessary warranty and product support in accordance with the Contract Documents in the prescribed manner and time.
13. The City reserves the right, if it deems such an action to be in its best interests, to reject any and all Bids or to waive any irregularities or informalities therein. Any incomplete, false, or misleading information provided by any Bidder shall be grounds for rejection of the Bids. If Bids are rejected, the City further reserves the right to investigate and accept the next best Bid in order of ranking, or to reject all Bids and re-solicit for additional Bids. Bids may be considered irregular and rejected for any of the following reasons:
  - a. If the Bid is on a form other than that prescribed by the City, or if the form is

altered or any part thereof is detached, or if the form does not contain original signatures.

- b. If there are unauthorized additions, conditional or alternative proposals, or any irregularities which render the Bid incomplete, indefinite, or ambiguous.
  - c. If the Bid does not contain unit prices.
  - d. If the City determines that any of the unit prices are materially unbalanced;  
or
  - e. If the Bidder is affiliated with another Bidder that has submitted a Bid on the same Project.
14. If alternative Bid items are included in the Contract Documents, the City reserves the right to accept all, any combination, or none of the alternative Bid items. In such a case, the determination of the low Bidder will be based upon the base Bid and any alternate Bid items selected by the City.
15. No Bid shall include federal excise taxes or state or local sales or use taxes. The City is exempt from such taxes under tax exempt number 98-00860-0000.
16. The consulting contractor will agree not to assign or sublet the whole or any part of the agreement without the prior written consent of the City.
17. In the event of any claim, suit, or demand which may result from any Bid submitted hereunder, or the award of any contract because of submission of a Bid, Colorado law shall govern any such claim, suit, or demand and the rights and duties of the parties.
18. Copies of the Invitation to Bid and complete Contract Documents are available in person at the Edgewater Civic Center, 1800 Harlan Street (please ask for the Facility Coordinator or Parks and Recreation Director) or on the City's website at [www.edgewaterco.gov/doing-business/bidding-rfps](http://www.edgewaterco.gov/doing-business/bidding-rfps)

### **Submission Information**

The City will accept proposals submitted VIA BidNet Direct - <https://www.bidnetdirect.com> until 12:00 pm on April 03, 2026. Proposals received later than the above-mentioned time will not be accepted for review or consideration

## Attachment A: Scope of Services

### EDGEWATER CIVIC CENTER AND PUBLIC WORKS

General Standards	
Vacuuming Carpets	When tables, chairs, or similar furnishings are present, contractor shall vacuum around items where possible. If access is restricted, contractor shall move furnishings as necessary to properly vacuum the area and return all items to their original position and layout.
Office Surfaces	Clean around items on desk. Office chairs that have cloth seats, only need to clean touch points.
Recycling	Do not use plastic liners in recycling bins! No plastic liners should be recycled into the recycling dumpster.
Reporting	Contracted crew should report any issues with their service. Report any new permanent stains/areas unable to clean. Report any issues with equipment that may need repair. Can request any additional supplies/equipment that is not present. Replenish supplies in supply closet as needed. Keep closets clean and organized.

Area Restrooms		Tasks occur on listed service dates							
Administration and 2nd Floor Lobby		(7x PER WEEK)							
Frequency	Task	Standard	M	Tu	W	Th	F	Sa	Su
DAILY	Sweep/vacuum floor surfaces	Floors should be free of stains, dirt, debris, dried refuse, etc.							
DAILY	Mop floors	Clean and disinfect with approved cleaners. No visible soil, stains or buildup, no standing water.							
DAILY	Clean and disinfect toilets, urinals, sinks, and fixtures	Remove soap scum and mineral buildup. No visible soil, odor or residue. Includes base of toilets.							
DAILY	Clean mirrors	Streak-free, clear finish.							
DAILY	Clean and disinfect countertops.	Remove soap scum and mineral buildup. No visible soil, water stains, odor or residue.							
DAILY	Spot clean walls and doors	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.							
DAILY	Empty trash and sanitary containers; replace liners	Trash and sanitary containers should be empty, wipe exterior of containers to be stain free.							
DAILY	Restock toilet paper, paper towels, and seat covers.	Fill to capacity. Wipe exterior of surfaces to stain free.							
DAILY	Replenish soap and sanitizer dispensers	Fill to capacity. Wipe exterior of surfaces to stain free.							
DAILY	Clean and polish chrome and stainless-steel fixtures.	Fixtures streak-free, polished, and free of fingerprints and water spots.							
DAILY	Clean and disinfect baby changing stations	Wipe exterior and interior to be free of stains, smudges, debris, etc.							
DAILY	Polish chrome/stainless steel fixtures	Use stainless steel cleaning solution, streak-free and clear finish.							
WEEKLY	Floor drains	Pour roughly 1/2 gallon of water down each floor drain to prevent sewer odors.							

Area	Locker Rooms, Changing Rooms and Showers	Tasks occur on listed service dates	M	Tu	W	Th	F	Sa	Su
<b>Area Details</b>	<b>Police Dept. and 2nd Floor Locker Rooms</b>	<b>(7X PER WEEK)</b>							
<b>Frequency</b>	<b>Task</b>	<b>Standard</b>							
DAILY	Sweep/vacuum floor surfaces	Floors should be free of stains, dirt, debris, dried refuse, etc.							
DAILY	Vacuum carpet	Carpets free of visible dirt, dust, debris and hair, including along baseboards and in corners.							
DAILY	Mop floors	Floors free of debris, build-up, sticky spots, and stains; dry and slip-free.							
DAILY	Clean and disinfect toilets, urinals, sinks, and fixtures	Remove soap scum and mineral buildup. No visible soil, odor or residue. Includes base of toilets.							
DAILY	Clean mirrors	Streak-free, clear finish.							
DAILY	Clean and disinfect countertops	Remove soap scum and mineral buildup. No visible soil, water stains, odor or residue.							
DAILY	Clean wooden benches	Free of dried refuse, stains, smudges, etc.							
DAILY	Spot clean walls and doors	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.							
DAILY	Scrub shower walls and basin	Free of soap scum, mold, mildew, hair and standing water.							
DAILY	Empty trash and sanitary containers; replace liners	Trash and sanitary containers should be empty, wipe exterior of containers to stain free.							
DAILY	Restock toilet paper, paper towels, and seat covers	Fill to capacity. Wipe exterior of surfaces to stain free.							
DAILY	Replenish soap and sanitizer dispensers fully	Fill to capacity. Wipe exterior of surfaces to stain free.							
DAILY	Clean and polish chrome and stainless-steel fixtures	Fixtures streak-free, polished, and free of fingerprints and water spots.							
DAILY	Clean exterior of lockers and benches	Wipe exterior to be free of stains, smudges, debris, etc.							
DAILY	Clean and disinfect baby changing stations	Wipe exterior and interior to be free of stains, smudges, debris, etc.							
DAILY	Polish chrome/stainless steel fixtures and dispensers	Use stainless steel cleaning solution, streak-free and clear finish.							
WEEKLY	Floor drains	Pour roughly 1/2 gallon of water down each floor drain to prevent sewer odors.							

Area	Basement and Concrete Stairwells	Tasks occur every service day	J/F	M/F	M/F	J/F	S/F	N/F
<b>Area Details</b>	<b>North, South and East Stairwells. Walkways of basement and mechanical room.</b>	<b>(1x PER MONTH)</b>						
<b>Frequency</b>	<b>Tasks</b>	<b>Standard</b>						
MONTHLY	Sweep listed areas	All stairs and landings are free of dirt, sand, trash, leaves and debris.						
MONTHLY	Mop listed areas	Floors free of debris, build-up, sticky spots, and stains; dry and slip-free.						
MONTHLY	Floor drains	Pour roughly 1/2 gallon of water down each floor drain to prevent sewer odors.						

Area	First Floor	Tasks occur every service day	M	Tu	W	Th	F	Sa	Su
<b>Area Details</b>	<b>Council Chambers, Noll Conference Room, 1st Floor Kitchen, 1st Floor Reception Desk, Staircase to 2nd Floor</b>	<b>(7X PER WEEK)</b>							
<b>Frequency</b>	<b>Task</b>	<b>Standard</b>							
DAILY	Vacuum carpet	Carpets free of visible dirt, dust, debris and hair, including along baseboards and in corners.							
DAILY	Sweep/vacuum floors	Floors should be free of stains, dirt, debris, dried refuse, etc.							
DAILY	Mop laminate/tile floors	Floors free of debris, build-up, sticky spots, and stains; dry and slip-free.							
DAILY	Clean non-porous furniture/surfaces (desks, chairs, benches, dais, tables, exterior of cabinets, etc.)	Free of dust, stains, smudges, and residue.							
DAILY	Empty trash containers and replace liners	Trash and sanitary containers should be empty, wipe exterior of containers to stain free.							
DAILY	Empty recycling bins into recycling dumpster	Recycling containers should be empty. Exterior of containers to be stain free.							
EVERY TUESDAY	Empty compost, replace liners	Compost container should be empty. Exterior of container to be stain free. Empty more frequent if odor is present. Use correct liner.							
DAILY	Clean and disinfect countertops and sink	Remove soap scum and mineral buildup. No visible soil, odor or residue.							
DAILY	Clean appliance exteriors (microwave, fridge, dishwasher, stove)	Streak-free and clear finish. Use stainless steel cleaner where present.							
DAILY	Polish chrome/stainless steel fixtures and dispensers	Use stainless steel cleaning solution, streak-free and clear finish.							
DAILY	Clean windowsills	Ledges shall be free of dust, dirt, insects, cobwebs and debris.							
DAILY	Clean all entry glass/glass partitions	Streak-free, clear finish.							
DAILY	Clean and disinfect door handles	Disinfected; free of fingerprints. Dry to touch.							
WEEKLY	Clean doors and walls	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.							
WEEKLY	High dusting of vents	No visible dust in reachable areas.							
WEEKLY	Dust/clean TV and computer screens	No visible dust or fingerprints.							

Area Details	East/West Entryways	Tasks occur every service day (7X PER WEEK)	M	Tu	W	Th	F	Sa	Su
<b>Frequency</b>	<b>Task</b>	<b>Standard</b>							
DAILY	Vacuum carpet	Carpets free of visible dirt, dust, debris and hair, including along baseboards and in corners.							
DAILY	Clean exterior and interior glass	Streak-free, clear finish.							
DAILY	Empty exterior trash container and replace liner	By East Entrance: Trash container should be empty, replace liner.							

Area Details	Judge's Chambers	Tasks occur every service day (1x PER WEEK, WEDNESDAYS)	W	W	W	W	W	W	W
<b>Frequency</b>	<b>Task</b>	<b>Standard</b>							
1x PER WEEK (Wednesday)	Vacuum carpet	Carpets free of visible dirt, dust, debris and hair, including along baseboards and in corners.							
1x PER WEEK (Wednesday)	Clean and disinfect desks, tables, and chair surfaces	Free of dust, stains, smudges, and residue.							
1x PER WEEK (Wednesday)	Empty trash containers and replace liners	Trash containers should be empty, wipe exterior of containers to stain free.							
1x PER WEEK (Wednesday)	Empty recycling bins into recycling dumpster	Recycling containers should be empty. Exterior of containers to be stain free.							
1x PER WEEK (Wednesday)	Clean and disinfect door handles	Disinfected; free of fingerprints. Dry to touch.							
1x PER WEEK (Wednesday)	Clean doors and walls	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.							
MONTHLY	High dusting of vents	No visible dust in reachable areas.							

Area Details		Gymnasium	Tasks occur every service day (VARIES)						
Frequency	Task	Standard	M	Tu	W	Th	F	Sa	Su
DAILY	Wipe benches in gym	Free of dried refuse, stains, smudges, etc.							
DAILY	Sweep entire gym	Floors should be free of stains, dirt, debris, dried refuse, etc.							
DAILY	Clean and disinfect door handles	Disinfected; free of fingerprints. Dry to touch.							
DAILY	Clean glass partition	Streak-free, clear finish.							
3x PER WEEK (MORE AS NEEDED)	Mop gym floor (use only approved cleaners)	Floors free of debris, build-up, sticky spots, and stains; dry and slip-free.							
WEEKLY	Dusting of vents and high dusting of pipes	No visible dust in reachable areas.							
WEEKLY	Clean doors and walls	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.							

Area		Police Department	Tasks occur every service day						
Area Details		PD open areas, locker rooms, kitchen &	(5x PER WEEK, M-F)						
Frequency	Task	Standard	M	Tu	W	Th	F	Sa	Su
DAILY	Sweep/vacuum hard surface flooring	Floors should be free of stains, dirt, debris, dried refuse, etc.							
DAILY	Mop hard surface flooring	Floors free of debris, build-up, sticky spots, and stains; dry and slip-free.							
DAILY	Vacuum carpet	Carpets free of visible dirt, dust, debris and hair, including along baseboards and in corners.							
DAILY	Empty trash containers and replace liners	Trash and sanitary containers should be empty, wipe exterior of containers to stain free.							
DAILY	Empty recycling bins into recycling dumpster	Recycling containers should be empty. Exterior of containers to be stain free.							
DAILY	Clean non-porous furniture/surfaces (desks, chairs, benches)	Free of dust, stains, smudges, and residue.							
DAILY	Clean and disinfect countertops and sink	Remove soap scum and mineral buildup. No visible soil, odor or residue.							
DAILY	Clean appliance exteriors (microwave, fridge, dishwasher)	Streak-free and clear finish. Use stainless steel cleaner where present.							
DAILY	Clean all glass/partitions/mirrors	Streak-free, clear finish.							
DAILY	Clean and disinfect door handles	Disinfected; free of fingerprints. Dry to touch.							
WEEKLY	Clean exterior of cabinets, lockers and benches	Wipe exterior to be free of stains, smudges, debris, etc.							
WEEKLY	Clean doors and walls	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.							

Area Details		Holding Cells	Tasks occur every service day (1X PER WEEK MINIMUM)						
Frequency	Task	Standard	W	W	W	W	W	W	W
WEEKLY (Officer Present)	Sweep/vacuum hard surface flooring	Floors should be free of stains, dirt, debris, dried refuse, etc.							
WEEKLY (Officer Present)	Mop hard surface flooring	Floors free of debris, sticky spots, and stains; dry and slip-free.							
WEEKLY (Officer Present)	Empty trash containers and replace liners	Trash and sanitary containers should be empty, wipe exterior of containers to stain free.							
WEEKLY (Officer Present)	Clean and disinfect restroom fixtures	Remove soap scum and mineral buildup. No visible soil, odor or residue. Includes exterior, undersides and bases (sinks, faucets, counters, handles, toilets).							
WEEKLY (Officer Present)	Polish chrome/stainless steel fixtures and dispensers	Use stainless steel cleaning solution, streak-free and clear finish.							
WEEKLY (Officer Present)	Clean walls, doors and benches	Disinfect; Free of dried refuse, stains, smudges, etc.							

Area	2nd Floor	Tasks occur every service day	M	Tu	W	Th	F	Sa	Su
<b>Area Details</b>	<b>2nd Floor Lobby and Hallways</b>	<b>(7X PER WEEK)</b>							
<b>Frequency</b>	<b>Task</b>	<b>Standard</b>							
DAILY	Sweep/vacuum hardwood floors	Floors should be free of stains, dirt, debris, dried refuse, etc.							
DAILY	Mop floors	Floors free of debris, sticky spots, and stains; dry and slip-free.							
DAILY	Vacuum carpet	Carpets free of visible dirt, debris, and hair, including edges.							
DAILY	Clean lobby furniture	Furniture surfaces free of dust, smudges, stains, and residue.							
DAILY	Clean and disinfect door handles	Disinfected; free of fingerprints. Dry to touch.							
DAILY	Clean doors and walls	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.							
DAILY	Dust and clean exterior of glass case	Free of dust, smudges, and residue. Streak-free, clear finish.							
DAILY	Empty trash containers and replace liners	Trash containers should be empty, wipe exterior of containers to stain free.							
DAILY	Empty recycling into recycling container	Recycling containers should be empty. Exterior of containers to be stain free.							
DAILY	Clean and disinfect exterior lockers, benches and wooden cubbies	Free of dried refuse, stains, smudges, etc.							
DAILY	Clean and disinfect handrails	Disinfected; free of fingerprints. Dry to touch.							
DAILY	Clean glass doors and partitions	Streak-free, clear finish.							
DAILY	Clean and disinfect countertops and sink	Remove soap scum and mineral buildup. No visible soil, odor or residue.							
DAILY	Clean water fountains	Disinfect; spot-free, free of water stains.							

Area Details	Track, Fitness Center, Johnson Activity Room and Staley Studio	Tasks occur every service day (7X PER WEEK)	M	Tu	W	Th	F	Sa	Su
<b>Frequency</b>	<b>Task</b>	<b>Standard</b>							
DAILY	Sweep/vacuum hardwood floors	Floors should be free of stains, dirt, debris, dried refuse, etc.							
DAILY	Mop hard surface flooring	Floors free of debris, sticky spots, and stains; dry and slip-free.							
DAILY	Empty trash containers and replace liners	Trash containers should be empty, wipe exterior of containers to stain free.							
DAILY	Empty recycling into recycling container	Recycling containers should be empty. Exterior of containers to be stain free.							
DAILY	Clean handrails and door handles	Disinfected; free of fingerprints. Dry to touch.							
DAILY	Clean windowsills	Ledges shall be free of dust, dirt, insects, cobwebs and debris.							
DAILY	Clean all glass, glass partitions and mirrors	Streak-free, clear finish.							
DAILY	Clean counter tops and sink where present	Remove soap scum and mineral buildup. No visible soil, odor or residue.							
DAILY	Clean doors and walls	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.							
DAILY	Clean fitness equipment	Touchpoints disinfected; no residue or dust.							
WEEKLY	High dusting vents and pipes	No visible dust in reachable areas.							

Administrative Offices, Conference Rooms and Kitchen		Tasks occur every service day (5X PER WEEK, Sunday-Thursday)	Su	Mo	Tu	We	Th
Area Details	Task	Standard					
DAILY	Sweep/vacuum hard surface flooring	Floors should be free of stains, dirt, debris, dried refuse, etc.					
DAILY	Mop hard surface flooring	Floors free of debris, build-up, sticky spots, and stains; dry and slip-free.					
DAILY	Vacuum carpet	Carpets free of visible dirt, dust, debris and hair, including along baseboards and in corners.					
DAILY	Empty trash containers and replace liners	Trash and sanitary containers should be empty, wipe exterior of containers to stain free.					
DAILY	Empty recycling bins into recycling dumpster	Recycling containers should be empty. Exterior of containers to be stain free.					
DAILY	Clean non-porous furniture/surfaces (desks, chairs, tables, cabinets in kitchen, etc.)	Free of dust, stains, smudges, and residue.					
DAILY	Clean all glass/partitions/mirrors	Streak-free, clear finish.					
DAILY	Clean and disinfect countertops and sink	Remove soap scum and mineral buildup. No visible soil, odor or residue.					
DAILY	Clean appliance exteriors (microwave, fridge, dishwasher)	Streak-free and clear finish. Use stainless steel cleaner where present.					
DAILY	Clean and disinfect door handles	Disinfected; free of fingerprints. Dry to touch.					
DAILY	Clean doors and walls	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.					
EVERY TUESDAY	Empty compost, replace liners	Compost container should be empty. Exterior of container to be stain free. Empty more frequent if odor is present. Use correct liner.					
WEEKLY	High dusting vents and pipes	No visible dust in reachable areas.					

Public Works		Task occur every service day	Mo	Tu	We	Th	F
Area Details	Restroom, Kitchen and Main Area	(5x PER WEEK, M-F)					
DAILY	Sweep/vacuum hard surface flooring	Floors should be free of stains, dirt, debris, dried refuse, etc.					
DAILY	Mop hard surface flooring	Floors free of debris, build-up, sticky spots, and stains; dry and slip-free.					
DAILY	Vacuum carpet	Carpets free of visible dirt, dust, debris and hair, including along baseboards and in corners.					
DAILY	Empty trash containers and replace liners	Trash and sanitary containers should be empty, wipe exterior of containers to stain free.					
DAILY	Empty recycling bins into recycling dumpster	Recycling containers should be empty. Exterior of containers to be stain free.					
DAILY	Clean non-porous furniture/surfaces (desks, chairs, tables, cabinets in kitchen, etc.)	Free of dust, stains, smudges, and residue.					
DAILY	Clean and disinfect restroom fixtures	All porcelain sinks, faucets, counters, handles, and toilets free of deposits, stains, soap residue, and odors; disinfected per product dwell time.					
DAILY	Clean appliance exteriors (microwave, fridge,)	Streak-free and clear finish. Use stainless steel cleaner where present.					
DAILY	Clean and disinfect toilets, urinals, sinks, and fixtures.	Remove soap scum and mineral buildup. No visible soil, odor or residue. Includes base of toilets.					
DAILY	Restock toilet paper, paper towels, and seat covers.	Fill to capacity. Wipe exterior of surfaces to stain free.					
DAILY	Clean mirrors/glass	Streak-free, clear finish.					
DAILY	Clean and disinfect countertops.	Remove soap scum and mineral buildup. No visible soil, water stains, odor or residue.					
DAILY	Clean and disinfect door handles	Disinfected; free of fingerprints. Dry to touch.					
DAILY	Clean and polish chrome and stainless-steel fixtures	Fixtures streak-free, polished, and free of fingerprints and water spots.					
DAILY	Clean doors and walls	Free of fingerprints, stains, and scuffs. Use stainless-steel cleaner on door kick plates if present.					

**Attachment B: Bid Form**

The undersigned, having familiarized (themselves) with the requirements of the Invitation to Bid, issued by the City of Edgewater, hereby propose to furnish the following services for janitorial to the City of Edgewater in accordance with the requirements of said Invitation to Bid:

Project: 2026 Janitorial Service Contract

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Duties listed below correspond with duties listed in the Specifications: Exhibit A

<b>ITEM</b>	<b>FACILITY</b>	<b>DUTIES</b>	<b>PRICE</b>
1.	EDGEWATER CIVIC CENTER	(As listed)	\$ _____
2.	PUBLIC WORKS	(As listed)	\$ _____

Comments or Exclusions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In submitting this bid, it is understood that the right is reserved by the City of Edgewater to reject any and all bids, and to waive any informalities in bidding.

The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, agreement or understanding between oneself or any other interested party.

Company Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Official Address: \_\_\_\_\_

Official Phone Number: \_\_\_\_\_

Official Email Address: \_\_\_\_\_

Name of Designated Contact Person: \_\_\_\_\_

Phone Number of Designated Contact Person: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Bid/Proposal results will be emailed to the address provided on this form.

The undersigned further states that this proposal is made in good faith and is not founded on, or in consequence of, any collusion, agreement or understanding between oneself or any other interested party.

\_\_\_\_\_

Signature of Owner

\_\_\_\_\_

Date



Yes \_\_\_\_ No \_\_\_\_ If yes, provide details:

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8. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City of Edgewater in verification of the recitals comprising this Statement of Bidder's Qualification and that the answers to the foregoing questions and all statements therein contained are true and correct.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**Attachment D: Signature Page**

Project: 2026 Janitorial Services Contract

The undersigned bidder hereby acknowledges that they have not entered into any agreement with any other bidder or prospective bidder or with any other person, firm, or corporation relating to the price named in said proposal or any other proposal, nor any agreement or arrangement under which any person, firm, or corporation is to refrain from bidding, nor any agreement or arrangement for any act or omission in restraint of free competition among bidders.

Furthermore, said bidder has not disclosed to any person, firm, or corporation the terms of said proposal or the price named therein.

In compliance with the terms and conditions of Invitation to Bid the undersigned agrees to furnish any or all items which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule. The Bidder hereby certifies that this bid price is firm for a period of sixty (60) calendar days from the due date specified in this Invitation to Bid.

BIDDER, the following must be fully completed:

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

SIGNATURE OF BIDDER:

If an individual \_\_\_\_\_ doing business as

\_\_\_\_\_

If a partnership  
by: \_\_\_\_\_, member of firm

If a corporation  
a \_\_\_\_\_ corporation  
(state)

by: \_\_\_\_\_  
Title

## Attachment E: Example Agreement for Professional Services

### **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made and entered into this \_\_\_day of \_\_\_\_\_, 20\_\_\_, by and between the City of Edgewater, a Colorado home rule municipality (the "City") and \_\_\_\_\_, a Colorado \_\_\_\_\_ as an independent contractor ("Consultant").

WHEREAS, the City requires professional services; and

WHEREAS, Consultant has held itself out to the City as having the requisite expertise and experience to perform the required services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

#### **I. SCOPE OF SERVICES**

A. Consultant shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from **Attachment A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall constitute any material change or amendment of services or work which is different from or additional to the Scope of Services. No such change, including any additional compensation, shall be effective or paid unless authorized by written amendment executed by the City. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, quantum merit or implied contract. Except as expressly provided herein, no agent, employee, or representative of the City is authorized to modify any term of this Agreement, either directly or implied by a course of action.

#### **II. REPORTS, DATA AND WORK PRODUCT**

A. The City shall provide Consultant with reports and such other data as may be available to the City and reasonably required by Consultant to perform the Scope of Services. All documents provided by the City to Consultant shall be returned to the City. Consultant is authorized by the City to retain copies of such data and materials at Consultant's expense.

B. Other than sharing information with designated third parties as previously directed by the City, no project information shall be disclosed by Consultant to third parties without prior written consent of the City or pursuant to a lawful court order directing such disclosure.

C. The City acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, all work product prepared under this Agreement shall become the property of the City upon completion of the work. Consultant shall retain its rights in its standard drawing details, designs, specifications, databases, computer software and any other proprietary property. Rights to intellectual property developed, utilized, or modified in the performance of the Scope Services shall remain the property of Consultant.

D. Upon request, Consultant shall provide to the City electronic versions of all work product, in the format directed by the City.

### **III. COMPENSATION**

A. In consideration for the completion of the Scope of Services by Consultant, the City shall pay Consultant an amount not to exceed \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

B. At intervals determined appropriate by Consultant, Consultant shall invoice the City for services rendered. Upon receipt of such invoices, the City shall make payment in full within thirty (30) days.

C. Notwithstanding the maximum amount specified in subsection A hereof, Consultant shall only be paid for work performed. If Consultant completes the Scope of Services for a lesser amount than the maximum amount, Consultant shall be paid the lesser amount, not the maximum amount.

### **IV. COMMENCEMENT AND COMPLETION OF WORK**

Within seven (7) days of receipt of a Notice to Proceed, Consultant shall commence work as set forth in the Scope of Services or that portion of such work as is specified in said Notice. Except as may be changed in writing by the City, the Scope of Services shall be complete and Consultant shall furnish the City the specified deliverables as provided in Exhibit A.

### **V. PROFESSIONAL RESPONSIBILITY**

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms or individuals in the same or similar type of work in the applicable community. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in its designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the City for costs caused by errors and omissions that fall below the standard of professional practice.

D. Approval by the City of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the City's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

E. Because the City has hired Consultant for its professional expertise, Consultant agrees not to employ subcontractors to perform more than twenty-five percent (25%) of the work required under

the Scope of Services. Upon execution of this Agreement, Consultant shall furnish to the City a list of proposed subcontractors, and Consultant shall not employ a subcontractor to whose employment the City reasonably objects. All contracts between Consultant and subcontractors shall conform to this Agreement.

## **VI. INSURANCE**

A. During the term of this Agreement, Consultant shall maintain, in full force and effect, a commercial general liability insurance policy with combined single limits of ONE MILLION DOLLARS (\$1,000,000.00) per occurrence and TWO MILLION DOLLARS (\$2,000,000.00) annual aggregate limit that will insure against liability or financial loss resulting from bodily injury, property damage, products-completed operations and personal injury occurring to persons or property as a result of any acts or activities of Consultant under this Agreement.

B. During the term of this Agreement, Consultant shall maintain, in full force and effect, comprehensive automobile liability insurance with minimum combined limits for bodily injury and property damage of not less than ONE MILLION DOLLARS (\$1,000,000.00) each occurrence and ONE MILLION DOLLARS (\$1,000,000.00) aggregate with respect to each of Consultant's owned, hired and non-owned vehicles assigned to or used in the performance of the services under this Agreement. If Consultant has no owned automobiles, the requirements of this VI.B. shall be met by each employee of Consultant providing services to the City under this Agreement

C. During the term of this Agreement, Consultant shall maintain, in full force and effect, Worker's Compensation insurance to cover obligations imposed by applicable laws for any employee engaged in the performance of work under this Agreement.

D. Every policy required under this Article IV shall be primary insurance, and any insurance carried by the City, its officers, or its employees, or that is carried by or provided through any insurance pool of the City, shall be excess and not contributory insurance to that provided by Consultant. The policies shall be written by a company or companies that are admitted and authorized to do business in the State of Colorado and shall be rated at least B+:XIII in the A.M. Best and Company Insurance Guide. The policies shall be in an occurrence form and in accordance with the limits and provisions specified herein. Consultant shall cause the City to be named as an additional insured on the policies required by Sections VI.A. and VI. B. above, and such policies shall contain a "waiver of subrogation" provision, and a "cross liability," severability of interest," or "separation of insureds" clause. Prior to the commencement of any work under this Agreement, the Consultant shall provide the City with certificates of insurance, with appropriate endorsements, that shall clearly state all of the following:

1. The policy number; name of insurance company; name and address of the agent or authorized representative; name address and telephone number of the insured; project name and address; policy expiration date; and specific coverage amounts;
2. That the City shall receive thirty (30) days prior notice of cancellation; and
3. That Consultant's insurance is primary as respects any other valid or collectible insurance that the City may possess, including any self insured retentions the City may have; and any other insurance that the City does possess shall be considered excess insurance only and shall not be required to contribute with the subject insurance.

E. Consultant shall be solely responsible for the payment of any deductible amounts under any insurance policy required by this Article VI and Consultant shall not be relieved of any liability under this Agreement by reason of its failure to obtain or maintain the types or amount of insurance required by this Article VI. In the event any services are performed by a subcontractor, Consultant shall require such subcontractor to provide the insurance and certificates that are required by this Section.

F. Failure on the part of Consultant to procure or maintain the insurance required herein shall constitute a material breach of this Agreement upon which the City may immediately terminate this Agreement, or at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

## **VII. INDEMNIFICATION**

Consultant agrees to indemnify and hold harmless the City and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney's fees, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement or the Scope of Services if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant, or which arise out of any workmen's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant.

## **VIII. TERMINATION**

A. This Agreement shall terminate: (a) at such time as the work described in the Scope of Services is completed and the requirements of this Agreement are satisfied, (b) on \_\_\_\_\_, 202\_, or (c) upon the City's providing Consultant with seven (7) days advance written notice, whichever occurs first. After termination, the City shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached this Agreement, the City shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Scope of Services, any use of documents by the City thereafter shall be at the City's sole risk, unless otherwise consented to by Consultant.

B. Nothing herein shall constitute a multiple fiscal year obligation pursuant to Colorado Constitution Article X, Section 20. Notwithstanding any other provision of this Agreement, the City's obligations under this Agreement are subject to annual appropriation by the City Council of the City. Any failure of the City Council annually to appropriate adequate monies to finance the City's obligations under this Agreement shall terminate this Agreement at such time as such then-existing appropriations are to be depleted. Notice shall be given promptly to Consultant of any failure to appropriate such adequate monies.

## **IX. CONFLICT OF INTEREST**

The Consultant shall disclose any personal or private interest related to property or business

within the City. Upon disclosure of any such interest, the City shall determine if the interest constitutes a conflict of interest. If the City determines that a conflict of interest exists, the City may treat such conflict of interest as a default and terminate this Agreement.

**X. INDEPENDENT CONTRACTOR AND LIVING WAGE REQUIREMENT**

A. Consultant is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it or any one of its employees or agents is a City employee for any purpose.

B. Consultant shall compensate each and every employee or agent who performs work under this Agreement in an hourly amount that is not less than Eighteen Dollars and Eighty-One Cents (\$18.81). Consultant shall ensure, through written contractual requirements, that any subcontractor that it may engage to perform work under this Agreement compensates its employees and agents that perform work under this Agreement in an hourly amount that is not less than Eighteen Dollars and Eighty-One Cents (\$18.81).

**XI. MISCELLANEOUS**

A. Governing Law Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Jefferson County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the City shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement and any attached exhibits constitute the entire Agreement between Consultant and the City, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented by email or sent pre-paid, first class United States Mail, addressed as follows:

The City: Lenore Pedroza, City Clerk  
1800 Harlan Street, Suite C  
Edgewater, Colorado 80214  
lpedroza@edgewaterco.com

Consultant:

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F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

I. Governmental Immunity. The City, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations (presently \$424,000 per person and \$1,195,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as amended, or otherwise available to the City and its officers or employees.

J. Rights and Remedies. The rights and remedies of the City under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the City's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

