RFQ 003000000088891 – Bloomington Field Office Cleaning

If you need to schedule a walkthrough, please contract property directly

Approximate square footage of carpeted areas: 4855 square feet

Approximate square footage of tiled areas: 2020 square feet

-Products, finishes and procedures for floor stripping, waxing, and buffing as well as carpet cleaning are typical per general cleaning practices.

-There are three (3) windows and three (3) doors, on ground level, easy access.

Conference room windows are quarterly only.

-DNR will provide trash liners, restroom consumables, and other routine supplies.

Contractor is responsible for providing vacuums, mops, and other equipment used during weekly service.

-There are three (3) recycling centers that serve Bloomington and can be found online. No fee is required for dropping off - Recycling is required during weekly cleaning.

-Cleaning is to be done on Saturday mornings and schedule will be arranged with Property Manager.

-Subcontractors can acceptable and the signed, fully executed/approved contract will be considered “approval”.

-All insurance requirements are in the Professional Services Contract template.

-The contract request is for a total of four (4) years, but the effective date will not be determined until after the bids are opened and contract is prepared. The estimated effective date is December 1, 2026.

-If no IVOSB Subcontractor will be used, please mark as N/A or Not Applicable on that page.

-All bids, no matter the price, can be submitted electronically – you do not have to mail.

-Vendors are not required to be Bidder Registered unless they are awarded the contract.

-If you are requesting the previous contract and pricing, you will need to do a Public Records Request. You can find the information here: Indiana Department of Natural Resources: Media Relations

-You may provide adjusted annual pricing.

-Invoiced monthly, paid 35 days in arrears.

-Awarded vendor must be setup with the State of Indiana as a vendor in our system (W9 and a Directo Deposit form we provide would need to be completed), vendor would need to be bidder registered and registered with the Secretary of State.

-Annual carpet cleaning and tile floor stripping and waxing will be completed on two (2) separate weekends, preferably back-to-back. All movable furniture will be removed from the areas that are to be cleaned/waxed. Bloomington Field Office staff will coordinate with vendor several weeks in advance.

-A key will be provided to the awarded vendor for Saturday morning access.