

The Downtown Shareholders of Kansas City, Kansas, Inc. (DTS-KCK), an Equal Opportunity Employer, on behalf of the Self-Supported Municipal Improvement District (SSMID), seeks proposals from companies with proven experience and performance in outdoor cleaning services, for 2017-2018.

RFP Issue date: March 6, 2017

Response Deadline: April 6, 2017

Questions regarding the RFP should be directed to:

Chuck Schlittler, Executive Director
Downtown Shareholders of Kansas City, Kansas, Inc.
726 Armstrong Ave.
Kansas City, KS 66101
913-371-0705
director@downtownkck.org

Background and Area Characteristics:

DTS-KCK acts as the administrator of the local Self-Supported Municipal Improvement District (SSMID), by contract with the Unified Government of Wyandotte County and Kansas City, Kansas. The SSMID is a taxing mechanism authorized by the State of Kansas, allowing local governments to levy additional taxes on property owners in a defined commercial/business area. The additional tax revenue must be used for specific improvements within the district. This area is roughly bounded by 4th to 12th Streets, and Washington Boulevard to Tauromee Avenue in downtown Kansas City, KS. (A map with current boundaries is included in this document). This SSMID was established by the Board of Commissioners of the Unified Government of Wyandotte County and Kansas City, Kansas following petition drive by local property owners in 2008. After its initial eight year term, the District has been renewed for ten years, from January 1, 2017 to December 31, 2026. Oversight is provided by an eleven member Advisory Board to the Unified Government Board of Commissioners that meets as needed.

The SSMID was established to provide various programs and services to the area. One of the specific activities is the provision of dedicated cleaning Services (to be known as "Cleaning Ambassadors") to offer general cleaning services in the district. To that end the SSMID Advisory Board, through DTS-KCK and its administrative function, has authorized contracting for these services from an established and reputable organization.

As a public taxing entity, program budgets are established through the budgeting authority of the local government. For 2017, the budget for this program has been estimated to be \$100,000; for 2018 \$101,500, and for 2019 \$103,000.

We envision the term of this contract to be mid-2017 (award) to December 31, 2018, a term of approximately eighteen to twenty months, with the potential for one-year optional renewals following, based on performance and negotiation of terms and conditions. The final negotiated contract will include a termination clause of 60 days, by either party with written notice.

DTS-KCK will welcome proposals that offer a program including both Security and Cleaning services, according to the concurrently released RFP for Security Services.

Scope of Services:

Cleaning Ambassadors will be on duty, weather permitting, between 7:30 and 5:30 pm Monday through Friday, and 8:00 am to 4:00 pm on Saturday. A supervisor is to be on-site for all shifts.

Daily sweeping and trash collection

Leaf removal in public areas

Ensure curbs and gutters are free of debris

Graffiti removal

Weed control in sidewalks and alleyways

Gum removal from sidewalks

Light trimming and maintenance of grass, plantings, trees, and shrubs in public areas

Cleanup after special events in the area

Be alert for and report any suspicious activities observed

Other related duties as specified

Act as goodwill ambassadors to members of the public and business owners on behalf of the SSMID

Cleaning crew will be uniformed; uniforms will be provided and maintained by the contractor, including an insignia provided by DTS-KCK.

Performance Expectations:

The SSMID Advisory Board, through the supervision and administration function of DTS-KCK, expects that employees and supervisors of the contracting agency will act as outgoing and friendly ambassadors of the District as they perform their duties, and that they will be responsive to local businesses and owners in addressing specific issues as they arise.

From time to time, special community events will occur in the district. The Advisory Board (through DTS-KCK) will work with the contractor to adjust work hours and schedules to the degree possible within the agreed contractual parameters to meet these special needs, with mutually agreeable terms.

The selected contractor is required to hold a current business license issued by the Unified Government of Wyandotte County and Kansas City, Kansas.

The selected contractor shall certify that they are fully insured, to include Worker's Compensation coverage, General Liability, Errors and Omissions, and Employee Dishonesty Bond, and will provide proof of such insurance policies upon the start date of the contract and annually thereafter. Insurance contracts will remain in force for the life of the contract.

The contractor will provide various performance metrics on a monthly basis, to be developed in consultation with DTS-KCK.

The bidder will certify that they are in observance of the provisions of the Kansas Act Against Discrimination, KSA 44-1001 et seq. and amendments thereto, and upon contract award will certify that they shall not discriminate against any person in the performance of work under this agreement because of race, religion, color, sex, disability, age, national origin, or ancestry. All solicitations or advertisements for employees placed by or on behalf of the contractor, will state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, disability, age, national origin, or ancestry. The contractor shall maintain sufficient records to document that, under all aspects of any Agreement, it has acted in a manner which is in full compliance with the Kansas Act Against Discrimination, and shall provide those records upon request to The Downtown Shareholders of Kansas City, Kansas, Inc., the Unified Government of Wyandotte County and Kansas City, Kansas, or the Kansas Human Rights Commission.

The SSMID Advisory Board, and DTS-KCK as program manager, will reserve the right to adjust service parameters within the confines of public funding and district needs, in consultation with the service provider.

Proposed Schedule (subject to modification):

March 6, 2017:	Release RFP to solicit service provider
April 6, 2017:	Responses due
April 28, 2017:	Contractor selected
May 22, 2017:	Contract begins
December 31, 2018:	Contract ends

Proposals should include:

- A brief overview of the company, key personnel, office location, and contact for this RFP
- A description of the firm's experience in outdoor cleaning services, including the ability to meet schedules and performance standards
- Name, address, and contact information of at least two references for clients with similar contracts, along with a brief description of the client's work setting and staffing levels
- Proposed staffing levels on a daily/weekly basis
- Hourly rates to be charged, cost of additional hours, and situations where work hours would be adjusted (i.e. court time, etc.)
- Estimated monthly billing, based on staffing and hourly rates
- Proposed pay scales for employees, and related charges
- Proposed negotiating points for adjustments due to inclement weather and special events
- Proposed billing and payment terms

Selection Criteria:

- General quality and responsiveness of proposal
- Qualifications of key personnel
- Documented performance on previous contracts/clients
- Cost of services

Terms and Conditions:

- Proposals shall be valid for 45 days from the proposal due date. DTS-KCK and the SSMID Advisory Board reserve the right to request an extension of time if needed.
- DTS-KCK and the SSMID Advisory Board reserve the right to accept or reject, in part or in whole, any or all proposals for any reason, to cancel in part or in whole, the RFP, to re-advertise for new proposals, and to waive minor irregularities and informalities.
- DTS-KCK and the SSMID Advisory Board reserve the right to require an oral presentation from responding agencies to provide an opportunity for the firm(s) to clarify or elaborate on the proposal, but in no way change the original submission. A request for an oral presentation shall not constitute an acceptance of any proposal.
- All proposals must be signed by a duly authorized individual.
- All proposals become the property of DTS-KCK and the SSMID Advisory Board.
- No public bid opening will be held.
- No applicant will be compensated for a submission of a proposal, or for any times or services provided as a part of the proposal, evaluation, or negotiation process.

Submission Process:

- Applicant firms will submit three copies of their proposal. Sealed submissions must be received no later than 4:00 pm on Thursday, April 6, 2017.
- Faxed and/or emailed submissions will not be accepted.
- Deliver or mail all proposals to:
Chuck Schlittler, Executive Director
Downtown Shareholders of Kansas City, Kansas, Inc.
726 Armstrong Ave., Suite 201
Kansas City, KS 66101
- All proposals should be clearly marked:

**Cleaning Services Proposal for Downtown Shareholders of Kansas City, Kansas, Inc.
on behalf of the Downtown SSMID Advisory Board**