



**MUNICIPALITY OF THE VILLAGE OF OSCEOLA
REQUEST FOR PROPOSAL
MULTI-YEAR BUILDING CLEANING SERVICES**

Timeline:

04-15-2026	Notice of RFP
05-05-2026	Public BID Opening (noon)
05-07-2026	Committee Review
05-12-2026	Board Action
07-01-2026	Transition
07-01-2026	Contract Commencement

I. **Introduction**

The Municipality of the Village of Osceola is seeking proposals for Cleaning Services for their municipal building located at 310 Chieftain Street, Osceola, WI 54020. The objective of this Request for Proposal (RFP) is to identify qualified cleaning providers that can provide the highest quality service at the best value to meet the needs of the Municipality. If interested in bidding, an intent to bid response is requested and due by May 5, 2026 by noon.

II. **Instructions and Schedule**

- All proposals in response to this RFP **must be sealed** if received via mail/delivery and all email submissions **must be marked as confidential** and will not be opened until Public BID Opening. Three copies of the proposal must be submitted if in writing; one attachment if via email.
- **Proposals must be submitted by the 5th day of May, 2026 by 12 PM to:**

**Carie Krentz
Village Clerk
and/or
Devin Swanberg
Village Administrator**

**PO Box 217
310 Chieftain Street
Osceola, WI 54020-0217
and/or
villageclerk@vil.osceola.wi.us
administrator@vil.osceola.wi.us**

- Proposals received prior to the submitted deadline will be treated as confidential up to the proposal submitted deadline.
- Please list services, pricing, and any additional details with the corresponding items listed within this RFP. Use of a spreadsheet is preferred.
- The sealed proposals will be opened on the 5th day of May, 2026 at 12:00 PM (noon).
- Proposals received after the deadline will not be considered in the evaluation process.
- The Municipality will provide an opportunity for vendors to walk through our Municipal Building including Village Hall/Library. Vendors may ask any questions they have at that time.
- If the bidder takes exception to any statements or requests herein, it must be clearly stated in the proposal.
- The Municipality reserves the right to request additional information about any bidder as reasonably required, or the right to request and conduct interviews.
- The Municipality will not be liable for any costs incurred by any Bidder in connection with this RFP or any proposal by any bidder. The expenses incurred by bidders in preparation, submission, or presentation are the sole responsibility of the bidder.
- The Municipality shall not be liable for any costs not included in the proposal nor contracted for subsequently.
- The Municipality reserves the right to:
 - waive any immaterial defect or informality.
 - reject any or all bids or portions thereof.
 - reissue the solicitation.

III. **Information to be submitted**

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. The intent of the RFP is to encourage responses that clearly communicate the Bidder's understanding of the Village's requirements and its approach to successfully provide the products and/or services on time and within budget. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. Items not specifically and explicitly related to the RFP and proposal, e.g. brochures, marketing materials, etc. will not be considered in the evaluation.

All proposals shall address the following items in order listed below and shall be numbered 1 through 7 in the proposal document.

1. **Chapter 1 – Proposal Summary**

This Chapter shall discuss the highlights, key features and distinguishing points of the Proposal. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them. Limit this Chapter to a total of three (3) pages.

2. **Chapter 2 – Profile on the Proposing Firm**

This chapter shall include a brief description of the Bidder's firm size as well as the proposed local organization structure. Include a discussion of the Bidder firm's financial stability, capacity and resources.

Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Bidder or by its subcontractors where litigation is still pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid by the consultant or its insurer within the last five (5) years.

3. **Chapter 3 – Work Plan or Schedule**

This Chapter shall present a well-conceived service plan. Include a full description of major tasks and subtasks. This section of the proposal shall establish that the Bidder understands the Village's objectives and work requirements and Bidder's ability to satisfy those objectives and requirements. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the Village's schedule, outlining the approach that would be undertaken in providing the requested services.

4. **Chapter 4 – Proposed Innovations**

The Bidder may also suggest technical or procedural innovations that have been used successfully on other engagements and which may provide the Village with better service delivery. In this Chapter discuss any ideas, innovative approaches, or specific new concepts included in the Proposal that would provide benefit to the Village.

5. **Chapter 5 – Project Staffing**

This Chapter shall discuss how the Bidder would propose to staff this project. Key project team members shall be identified by name, title and specific responsibilities on the project.

6. Chapter 7 – Cost Proposal Bid Form

The fee information is relevant to a determination of whether the fee is fair and reasonable in light of the services to be provided. Provision of this information assists the Village in determining the firm’s understanding of the project, and provide staff with tools to negotiate the cost, provided in a table (See Table, Attachment 2). All cleaning supplies and new equipment will be the sole responsibility of the bidder with the exception of consumable supplies which the Village will purchase, such as: toilet tissue, hand soap, paper towels, etc.

This Chapter shall include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the Village.

IV. Contract Type and Method of Payment

It is anticipated that the agreement resulting from this solicitation, if awarded, will be a fixed fee form of contract. The method of payment to the successful Bidder shall be on a fixed fee basis with a maximum “not to exceed” fee as set by the Bidder in the proposal or as negotiated between the Bidder and the Village as being the maximum cost to perform all work. This figure shall include direct costs and overhead, such as, but not limited to, transportation, communications, subsistence and materials. Payments will be based on Monthly invoices.

Insurance Requirements

The selected Bidder, at Bidder’s sole cost and expense and for the full term of the Agreement or any extension thereof, shall obtain and maintain, at a minimum, all of the insurance requirements and have copies for verification.

All policies, endorsements, certificates and/or binders shall be subject to the approval of the Village Administrator for the Village of Osceola as to form and content. These requirements are subject to amendment or waiver if approved in writing by the Village Administrator. The selected Bidder agrees to provide the Village with a copy of said policies, certificates and/or endorsement upon award of contract.

V. Other Considerations

- The bidder is welcome to propose additional services for the Municipality that may provide added value. Those items should be listed separately on the RFP. The Municipality is not obligated to accept any of these additional services.
- The proposed contract term for the RFP is three-year with the option to renew a subsequent contract upon negotiation. The Municipality reviews all contracts before signing and moving forward with any agreement.
- The Municipality may at its discretion request additional information or interviews in order to properly clarify and review said proposals.
- Once a contract for the requested services has been signed, implementation of the agreed upon services will begin immediately, or at the conclusion of any previous contract with another vendor.

VI. Review and Selection Process

Village staff will evaluate the proposals provided based on the following criteria:

- Quality and completeness of proposal;

- Bidders experience, including the experience of staff to be assigned to the project, the engagements of similar scope and complexity and their ability to pass a criminal background check;
- Cost and Flexibility of services to the village;
- Bidder's financial stability;
- Bidder's ability to perform the work within the time specified;
- Bidder's prior record of performance with village or others;
- The Municipality contact for submission of proposal is:

Carie Krentz
Village Clerk

and/or

Devin Swanberg
Village Administrator

M-F: 8:00am – 4:00pm

Mail:
PO Box 217
310 Chieftain Street
Osceola, WI 54020-0217

Phone:
(715) 294-3498

Email:
villageclerk@vil.osceola.wi.us
administrator@vil.osceola.wi.us

**Attachment 1 - Specifications
Village of Osceola
Municipal Building Janitorial Services
Request for Proposals**

CLEANING SPECIFICATIONS			
<u>UPPER LEVEL</u>	Times /week	Times/ month	Times /year
RESTROOMS:			
Empty Trash (replace liners as needed)	2		
Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish)	2		
Glass, Mirrors, Chrome (Clean, Polish)	2		
Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)	2		
Doors/Door Handles, Walls/Partitions, Light Switches (spot clean)	2		
Floors (Vacuum/Dry mop & Mop)	2		
BREAK ROOMS/KITCHENETTES			
Empty Trash (replace liners as needed)	1		
Clean Sink, Countertops, Tables	1		
Wipe outsides of Appliances (and inside of Microwave)	1		
Wipe & Straighten Chairs and Tables	1		
Glass (spot check thoroughly)	1		
Floors (Vacuum/Dry mop & Mop)	1		
PUBLIC COMMON AREAS			
Empty Trash (replace liners as needed)	2		
High Dust – within reach (Vents, Lights, Corners, Items on Walls)		2	
Damp Wipe Tables, Sills, etc. (Horizontal surfaces)	2		
Low Dust (Chair & Table legs, Cabinets)		2	
Light Switches, Phones (Wipe, Sanitize)	2		
Glass Doors (Clean Main Entries, Spot Check Others)	2		
Push Plates, Kick Plates (Damp Wipe)	2		
Baseboards (Dust, Clean)		2	
Floors (Vacuum/Dry mop & Mop)	2		
Elevators (Spot check walls, doors & floors)	2		
EMPLOYEE AREAS/OFFICES/MEETING ROOMS			
Empty Trash (replace liners as needed)	1		
High Dust – within reach (Vents, Lights, Corners, Items on Walls)		2	
Damp Wipe Tables, Sills, etc. (Horizontal surfaces)	1		
Low Dust (Chair & Table legs, Cabinets)		2	
Light Switches, Phones (Wipe, Sanitize)	1		
Push Plates, Kick Plates (Damp Wipe)	1		
Baseboards (Dust, Clean)		2	
Floors (Vacuum/Dry mop & Mop)	1		
Take Trash/Recycle Bins out weekly – Tuesday Evenings	1		

CLEANING SPECIFICATIONS			
LOWER LEVEL	Times /week	Times/ month	Times /year
RESTROOMS:			
Empty Trash (replace liners as needed)	2		
Sinks, Countertops, Toilets, Urinals (Clean, Sanitize, Polish)	2		
Glass, Mirrors, Chrome (Clean, Polish)	2		
Dispensers: Soap, Tissue, Towels (Fill, Clean, Sanitize)	2		
Doors/Door Handles, Walls/Partitions, Light Switches (spot clean)	2		
Floors (Vacuum/Dry mop & Mop)	2		
BREAK ROOMS/KITCHENETTES			
Empty Trash (replace liners as needed)	1		
Clean Sink, Countertops, Tables	1		
Wipe outsides of Appliances (and inside of Microwave)	1		
Wipe & Straighten Chairs and Tables	1		
Glass (spot check thoroughly)	1		
Floors (Vacuum/Dry mop & Mop)	1		
PUBLIC COMMON AREAS			
Empty Trash (replace liners as needed)	2		
High Dust – within reach (Vents, Lights, Corners, Items on Walls)		2	
Damp Wipe Tables, Sills, etc. (Horizontal surfaces)	2		
Low Dust (Chair & Table legs, Cabinets)		2	
Light Switches, Phones (Wipe, Sanitize)	2		
Glass Doors (Clean Main Entries, Spot Check Others)	2		
Push Plates, Kick Plates (Damp Wipe)	2		
Baseboards (Dust, Clean)		2	
Floors (Vacuum/Dry mop & Mop)	2		
Elevators (Spot check walls, doors & floors)	2		
EMPLOYEE AREAS/OFFICES/MEETING ROOMS			
Empty Trash (replace liners as needed)	1		
High Dust – within reach (Vents, Lights, Corners, Items on Walls)		2	
Damp Wipe Tables, Sills, etc. (Horizontal surfaces)	1		
Low Dust (Chair & Table legs, Cabinets)		2	
Light Switches, Phones (Wipe, Sanitize)	1		
Push Plates, Kick Plates (Damp Wipe)	1		
Baseboards (Dust, Clean)		2	
Floors (Vacuum/Dry mop & Mop)	1		
Take Trash/Recycle Bins out weekly – Tuesday Evenings	1		

**Attachment 2 - Cost Proposal Bid Form
 Village of Osceola
 Municipal Building Janitorial Services
 Request for Proposals**

<u>LOCATION</u>	<u>MONTHLY SERVICE PRICE</u>	<u>TOTAL YEARLY PRICE</u>
Services to be provided 2x weekly		
Services to be provided 1x weekly		
Services to be provided 2x monthly		
		<u>PROPOSED TOTAL</u>

PROPOSED ADDITIONAL SERVICES TO CONSIDER		
<u>LOCATION</u>	<u>MONTHLY SERVICE PRICE</u>	<u>TOTAL YEARLY PRICE</u>
		<u>PROPOSED TOTAL</u>