



Montezuma County  
109 West Main Street Cortez, Room 260  
Cortez, CO 81321

## **2024 Annex 3 Janitorial Services**

**Montezuma County  
109 West Main Street  
Room 260  
Cortez, CO 81321**

**Travis Anderson, County Administrator  
Dustin Sattler, Director of Maintenance**



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## **2024 Annex 3 Janitorial Services**

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**Request for Bid**

**2024 Annex 3 Janitorial Services**

Bids for furnishing the following to the County of Montezuma, Colorado will be received at the office at 109 West Main Street, Room 260, Cortez, CO 81321 until 1:00 p.m. on Thursday October 5, 2023.

***This Bid is to provide Janitorial Services for the following location.***

- ***Montezuma County Annex 3 140 West Main Street, Cortez, CO 81321***

Bid documents, including specifications are available on the County website:

[www.montezumacounty.org](http://www.montezumacounty.org) .

Bids shall be submitted to the Montezuma County Administration office at 109 West Main Street, Room 260, Cortez, CO 81321 with, “**2024 Annex 3 Janitorial Services Attn. Dustin Sattler**” as the job name.

The County reserves the right to waive any formality or any informality in the process of awarding a bid. The county reserves the right to accept any bid, in whole or in part, and to reject any or all bids if it be deemed in the best interest of the County do so.

Dustin Sattler  
Director of Maintenance



ADVERTISED:

**INSTRUCTIONS TO BIDDERS**

1. **INTERPRETATIONS:** All questions about the meaning or intent of the Contract Documents shall be submitted in writing to the County Maintenance Director at 109 West Main Street, Room 260, Cortez, CO 81321 or via email at [dsattler@co.montezuma.co.us](mailto:dsattler@co.montezuma.co.us) . Every adjustment as to the meaning of the contract documents, or any part thereof, will be in the form of an Addendum and will be issued by email or delivered to all parties recorded by the County as having received the bid documents. All such Addenda shall become part of the Contract and all contractors shall be bound by such Addenda, whether or not received by the contractors. Questions received five or more days prior to date for bids will be given consideration. Only question answered by formal written responses will be binding. Oral and other interpretations or clarifications will be without legal effect.
2. **CONTRACTORS QUALIFICATIONS:** The County reserves the right to make such investigations as necessary to determine the ability of contractor to perform the work as set out in the contract documents. The contractor shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any bid if the evidence submitted by, or investigation of, such contractor fails to satisfy the County that the contractor is qualified to satisfy the requirements of the contract. The County has the right to request a statement of contractor's qualifications if it deems necessary.
3. **EXAMINATION OF CONTRACT DOCUMENTS AND SITE:** Prior to submitting the bid, each contractor should examine the contract document thoroughly, visit the site to become familiar with existing conditions that may in any manner affect services, have knowledge of Federal, State and local laws, ordinance, rules and regulations affecting performance of the work, and carefully correlate their site observations with the requirements of the specifications, and all other contract documents. The contractor by execution of the contract shall in no way be relieved of any obligation under the contract due to their failure to examine any form, legal instrument, or to visit the site and the County will be justified in rejecting any claim as a result thereof.



4. **BIDS:** All bids must be submitted on forms supplied by the County and shall be subject to all requirements of the contract documents, and these instructions to contactors. All quotes must be regular in every respect and no interlineations, excisions or special conditions shall be made or included in the bid form by the contractor.  
  
Bid documents including the bid, the bid guaranty, and the statement of the contractor's qualifications (if requested) shall be attached to the bid with job name "**2024 Annex 3 Janitorial Services Attn. Dustin Sattler**". The County may consider as irregular any bid on which there is an alteration of or departure from the bid form hereto attached and at its option may reject the same. If the contract is awarded, it will be awarded by the County to the responsible contractor on the basis of the bid complying with the conditions of the request for bid. The Contract will require the completion of the work according to the contract documents.
5. **READING OF BIDS:** Bids will be received at the office of the Administration building located at 109 West Main, Room 260, Cortez, CO 81321, until 1:00 p.m. Thursday October 5, 2023 At the time and place fixed for reading quotes, the County will read all quotes received within the time set for receiving quotes, irrespective of any irregularities therein. Contractors and other persons properly interested may be present, in person, or by representative.
6. **AWARD OF CONTRACT:** The contractor to whom the award is made will be notified at the earliest possible date. Notice to proceed shall be issued no later than ten (10) days after the execution of the contracts by the owner. Should there be reasons why the notice to proceed cannot be issued within such period, the time may be extended by mutual agreement between the owner and the contractor.
7. **CONTRACTOR PREFERENCE:** If a nonresident contractor is from a state that provides a bidding preference to contractors from that state, then a comparable percentage disadvantage will be applied to the bid of that nonresident contractor. Additional information is available on our website.
8. **WALKTHROUGH:** There will be a facility walkthrough on Monday October 2, 2023 at 10:45 a.m. at the Montezuma County Annex 3 140 West Main Street, Cortez, CO 81321 interested parties are encouraged to be at the walkthrough.
9. **TIMELINE:** This contract shall be effective January 1, 2024 through December 31, 2024.



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**BID FORM**

**2024 Annex 3 Janitorial Services**

TO WHOM IT MAY CONCERN:

The undersigned hereby states that they have examined all contract documents and is familiar with the requirements of the project; acknowledges that the contractor has reviewed the site and has examined all data available; has accepted the provisions required by the instruction to contractors; and has acknowledged on this bid form receipt of all addenda (if any).

The contractor also agrees to hold the bid open for a period of thirty (30) days from the quote reading date and accepts all requirements of the contract documents. The selected contractor will enter into and execute a contract within fifteen (15) days of the notice of award and furnish the required certificate of insurance within that fifteen (15) day time period.

Bids will be received at the Administration Office, 109 West Main Street, Room 260, Cortez, CO 81321, until 1:00 p.m. Thursday October 5, 2023.

\_\_\_\_\_  
Contractor

**CONTRACTOR ACKNOWLEDGMENT OF ADDENDA:**

Addendum # 1: \_\_\_\_\_

Addendum # 2: \_\_\_\_\_

Addendum # 3: \_\_\_\_\_

Phone: (970) 565-8317

[www.montezumacounty.org](http://www.montezumacounty.org)

Fax: (970) 565-3420



**BID FORM**

The bids are to include compensation for all labor, equipment, and other necessary items to complete the work described in these documents. The following bid items are to include compensation for other particular items pertinent to the project, but not listed separately as a bid item. **The County reserves the right to select and proceed with the quote option that is deemed to be in the County's best interest.**

**2024 Annex 3 Janitorial Service**

Item	Description	Monthly Price	Total Bid Price
1.1	<p><b><u>Montezuma County Annex 3, 140 West Main St., Cortez, CO 81321 12,200 sq. ft.</u></b></p> <p><b>Twice a Week (Tuesday &amp; Friday) after 4:30 p.m.</b></p> <ol style="list-style-type: none"> <li>1. Sweep and wet mop composition floors.</li> <li>2. Vacuum all carpeted floors. Spot clean carpets as needed.</li> <li>3. Empty waste baskets and replace liners as needed.</li> <li>4. Check outside trash cans daily and replace liners as needed.</li> <li>5. Empty ashtrays.</li> <li>6. Clean and sanitize restrooms. Fill restroom supplies.</li> <li>7. Clean and sanitize drinking fountains.</li> <li>8. Clean main entry doors, inside and outside.</li> <li>9. Spot clean walls as needed.</li> <li>10. _____ will be responsible for locking doors, closing windows and turning all non-security lights off in the building at the end of the work day.</li> </ol> <p><b>Weekly Basis</b></p> <ol style="list-style-type: none"> <li>1. Dust furniture and window sills.</li> </ol> <p><b>Monthly Basis</b></p> <ol style="list-style-type: none"> <li>1. Clean and sanitize telephones.</li> <li>2. Wash doormats and replace with spares</li> </ol> <p><b>Quarterly Basis</b></p> <ol style="list-style-type: none"> <li>1. Clean interior windows</li> </ol> <p><b>Twice a Year</b></p> <ol style="list-style-type: none"> <li>1. Shampoo carpets in April and September</li> <li>2. Vacuum or clean heating vents (ceiling or floor)</li> </ol> <p><b>Annually</b></p> <ol style="list-style-type: none"> <li>1. Wax bathroom floors</li> </ol>		



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	<p><b>Extra Service</b></p> <p>1. Any extra services requested by the County shall be charged at a rate of _____ per hour. Extra services must be approved by the Maintenance Supervisor.</p> <p><b>Supplies</b></p> <p>1. _____ is responsible for maintaining an inventory of supplies and reporting to maintenance who will be responsible for ordering supplies.</p>		
<p><b>1.2</b></p>	<p><b>References</b></p> <p>1. Please provide three references</p> <p>1. Name _____ Phone _____.</p> <p>2. Name _____ Phone _____.</p> <p>3. Name _____ Phone _____.</p>		





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**NOTICE OF AWARD**

TO:

Service Description: **2024 Annex 3 Janitorial Services**

Montezuma County (Owner) has considered the bid submitted by you for the above-described service in response to its "Request for Bid."

You are hereby notified that your bid has been accepted for the services above in the amount of \$ \_\_\_\_\_

If you fail to execute said agreement Montezuma County will be entitled to consider all your rights arising out of the Owner's acceptance of your bid to be abandoned. Montezuma County will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this Notice of Award to Montezuma County.

Dated this \_\_\_\_ day of \_\_\_\_\_ 2023.

By: \_\_\_\_\_

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

**ACCEPTANCE OF NOTICE**

Receipt of the foregoing Notice of Award is hereby acknowledge by:

\_\_\_\_\_ This \_\_ day of \_\_\_\_\_ 2023.

By: \_\_\_\_\_

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