

DES MOINES



Request for Proposal

February 1, 2018 – February 1, 2019

For JANITORIAL SERVICES AT:

Des Moines County Sheriff Office

Des Moines County Attorney Office

Des Moines County Health Department

Table of Contents

1. **Section 1 – NOTICE OF REQUEST FOR PROPOSAL (RFP)**

2. **Section 2 - Introduction**

3. **Section 3 - Instructions and Notice to Proposers**

Instructions and notice

Insurance

Exceptions to Documents

Silence of Specifications

Incomplete Information

4. **Section 4 –Special Terms and Conditions**

Term of Agreement

Agreement Forms

Payment Terms and Invoice Submittal

Confidentiality

Regulatory Agency Compliance

Protection of Property

Indemnification and Hold Harmless Agreement

Compliance with Applicable Law

5. **Section 5 – Scope of Work**

Scope of Work

Specifications

Staffing Levels

Supervision

Contractor’s Employees

Additions/Deletions of Service

Supplies and Equipment

Contractor Responsibility

6. **Section 6 – Cleaning Definitions**

7. **Attachments A - F**

Section 1 – NOTICE OF REQUEST FOR PROPOSAL (RFP)

Notice of Request for proposal

Notice is hereby given that proposals will be received before 4:00 P.M. CDT on January 19, 2018 at the Des Moines County Maintenance Office, at Des Moines County Courthouse, 513 N Main, Burlington, Iowa 52601 for Janitorial services at the following buildings:

Des Moines County Attorney Office, 100 Valley St., Burlington, Iowa 52601

Des Moines County Health Department, 522 N 3rd Street, Burlington, Iowa 52601

Des Moines County Sheriff Office, 512 N Main, Burlington, Iowa 52601

RFP Timeline

Name of the Proposal	Janitorial Services for Des Moines County Buildings	
Date of Issuance	February 1, 2018	
Deadline for Questions	January 17, 2018 4:30 P.M. CDT	
Deadline for Proposal Submittal	January 19, 2018 at 4:30 p.m. CDT	
Submit Proposal to:	Proposal: Janitorial Services for Des Moines County Buildings Des Moines County Maintenance Office 513 N Main Burlington, Iowa 52601	
Contact Person, Title	Rodney Bliesener, Des Moines County Maintenance Supervisor	
Email address	bliesenerr@dmcounty.com	
Phone/ Fax Numbers	Phone: 319-759-6025	Fax: 319-754-1473

The County is not responsible for delays occasioned by the U.S. Postal Service, the internal mail delivery system of the County, or any other means of delivery employed by the Proposer. Similarly, the County is not responsible for, and will not open, any proposal responses that are received after the time stated above. Late proposals will be retained in the RFP file Unopened. No responsibility will be attached to any person for premature opening of a proposal not properly identified.

Proposals will be evaluated and award will be made at a Board of Supervisors meeting. Proposals may be withdrawn at any time prior to the scheduled closing time for receipt of proposals. No proposals may be modified or withdrawn for a period of (60) calendar days thereafter.

The contractor shall visit each site to familiarize themselves with the conditions of the site prior to submitting their proposal. Annual pricing for the proposed work shall be submitted by site as provided in this RFP.

Note: Please contact Rodney Bliesener Des Moines County Maintenance Supervisor at 319-759-6025 or bliesenerr@dmcounty.com to coordinate site visits.

End Section 1

Section 2 - Introduction

INTRODUCTION

The Des Moines County Maintenance Department seeks proposals from qualified contractors to provide labor for janitorial services at 3 County owned buildings listed in Section 5. The County will provide the equipment and supplies to perform the Services set herein. The contractor doing so is automatically agreeing to abide by all terms and conditions listed herein and with the attachments. Depending on quotes received, Des Moines County intends to issue one contract for the Contract period February 1, 2018 through February 1, 2019 with the OPTION of two one-year extensions. The instructions below provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements; format and content of proposals so that proposals are complete, contain all essential information and can be evaluated fairly. The following represents the extent of the instructions and conditions. The County reserves the right to waive any informalities or irregularities of proposals, to request clarification or information submitted in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. The County also reserves the right to extend the date or time scheduled for the opening of proposals. Award, if made, will be to the responsible and responsive proposer submitting the proposal which is deemed by the County, in the sole discretion, to be the most advantageous to the County, price and other factors being considered.

END OF SECTION 2

Section 3 - Instructions and Notice to Proposers

Whenever in this RFP the following terms shall have the meaning as follows: DMC or County shall mean Des Moines County of Iowa. Contractor shall mean the firm providing the janitorial services. Operations or Building manager shall mean Rodney Bliesener, Maintenance Supervisor, who is the designated coordinator and administrator for the work under this agreement.

A company representative who is authorized to bind the company will sign on behalf of company to indicate to the County that you have read, understand and will comply with the instructions and all terms and conditions stated in this Request for Proposal and all attachments.

Prior to start of the Services and at all times during the term of the Services and this Agreement, and any extensions thereof, the Contractor shall purchase insurance at its own expense. The Contractor shall furnish DMC with evidence showing the following insurance is in force and will cover all operations of the contract. Such insurance will protect the Contractor from liability and claims for injuries and damages which may arise out of or result from the Contractor's operations under this agreement and for which the Contractor may be legally liable, whether such operations are by the Contractor or by anyone directly or indirectly employed by the Contractor, or by anyone for whose acts of them may be liable. All insurance shall be carried with companies that are financially responsible. For the protection of the Contractor and the County, but without restricting or waiving any obligations of the Contractor herein contained, the Contractor shall insure the risks associated with the Services and this Agreement with minimum coverage's and limits set forth as follows:

INSURANCE

Worker's Compensation Insurance- in accordance with Iowa state law, for all employees working on the project.

Contractors Liability in limits not less than \$100,000/\$300,000 bodily injury and \$100,000 property damage, or as required by law. This insurance should protect the Contractor against claims for personal injury, death, and damage to the property of others. This insurance shall cover the use of all equipment and vehicles on the work sites.

Janitorial Bond \$25,000 per employee for dishonesty.

Occurrence coverage is required. Claims-made coverage is not acceptable. The county will not share in any deductibles.

All certificates of insurance must clearly state that the Contractor's insurance(s) is **PRIMARY**. If your policy has deductibles, self-insured retentions or co-insurance penalties, then all such costs shall be borne by the Contractor and not Des Moines County.

This request for Proposal does not commit the County to make an award, nor will the County pay any costs incurred in the preparation and submission of proposals, or costs incurred in making necessary studies for the presentation of proposals.

Exceptions to Documents

The Proposer shall clearly state in the submitted proposal any exceptions to, or deviations from, the minimum proposal requirements, and any exceptions to the terms and conditions of this RFP. Such exceptions or deviations will be considered in evaluating the proposals. Proposers are cautioned that exceptions taken to this RFP may cause their proposal to be rejected.

Silence of Specifications

Commercially accepted practices shall apply to any detail not covered in this specification and to any omission of this specification. Any omission or question of interpretation of the specification that affects the performance or integrity of the service being offered shall be addressed in writing and submitted with the Proposal.

Incomplete Information

Failure to complete or provide any of the information requested in this Request for Proposal, including references, and/or additional information as indicated, may result in disqualification by reason of "non-responsiveness".

In the event of conflict, the Special Terms and Conditions shall take precedence over the General Terms and Conditions, included herein.

END OF SECTION 3

SECTION 4- SPECIAL TERMS AND CONDITIONS

TERM OF AGREEMENT

The initial term of the agreement shall be for one (1) year anticipated to be February 1, 2018 through February 1, 2019.

The County and the Contractor may renew the original Agreement for two (2) additional one-year time periods by mutual agreement. A minimum of sixty (60) days' notice must be given to renew the contract for additional increments. Any violation of the terms or provisions of this agreement may be good cause for immediate termination.

An Agreement, prepared by the County and signed by the Board of Supervisors, shall become the document that authorizes the Services to begin, assuming the insurance requirements have been met. Each section contained herein, any addenda and the response from the successful Proposer shall also be incorporated by reference into the resulting Agreement.

In accordance with the provisions and conditions of the Agreement, Contractor shall freely enter into the Agreement for the Purpose of providing Services to the County and to be compensated for the Services.

The County reserves the right to make changes to the Services to be provided which are within the Project. No assignment, alteration, change, or modification of the terms of Agreement shall be valid unless made in writing and agreed to by both the County and the Contractor. The Contractor shall not commence any additional work or change the scope of the Services until authorized in writing by the County. Contractor shall make no claim for additional compensation in the absence of a prior written approval and amendment of the Agreement executed by both the Contractor and the County. The Agreement may only be amended, supplemented or modified by a written document executed by the Contractor and the Board of Supervisors.

No price escalation will be allowed during the initial term of the contract. If it is mutually decided to renew beyond the initial period and the Contractor requests a price increase, the Contractor shall provide sufficient written documentation to substantiate the request no later than sixty (60) days before contract is set to renew or expires. If no documentation on pricing is presented to the County before the sixty days, it will be determined that the same pricing from initial terms or renewed terms will be enforced. The County reserves the right to accept or reject price increases, to negotiate more favorable terms or to terminate without cost, the future performance of the contract.

AGREEMENT FORMS

If a Proposer intends to request that the County enter into any agreement form in connection with the award of this project, the form must be submitted with the proposal for review by the County's legal counsel during the evaluation of proposals. If such agreement requires that payments be remitted to other than the Proposer, the Proposer shall indicate the name and address of the firm to whom Proposer would request payments to be made, and the firm's relationship to the Proposer.

Proposers are advised that in the event any such Agreement contradicts the County's requirements, the proposal may be rejected due to the contradiction unless Proposer indicated deletion of such clauses. If agreement form indicated a firm other than the Proposer is Contractor, vendor, or payee, the proposed Contractor, vendor or payee must also indicate concurrence with the deletion of such clauses.

If no Agreement form is included with the proposal, no such form will be approved by the County during the evaluation or award processes, or following award of contract. If the proposal does not indicate the

proposed Contractor, vendor or payee to be a person or company other than the Proposer, (1) only the Proposer will be considered as Contractor and (2) payments will be made only to the Proposer to whom the Agreement is awarded.

Des Moines County will in no case agree to terms not submitted for review with proposals.

PAYMENT TERMS AND INVOICE SUBMITTAL

Payment terms for Services authorized under the Agreement shall be net forty-five (45) days upon receipt of an original invoice and after services are performed, inspected and accepted and all required reports received in a format acceptable to the County.

Invoices shall be submitted monthly and shall include the following information:

- * Contractor name and address
- * Beginning and ending dates for invoice period
- * Description of Services
- * Monthly rate
- * The total amount being invoiced

All invoices, and supporting documentation, shall be submitted at the intervals agreed upon:

- a) In a pdf format via e-mail to bliesenerr@dmcounty.com or
- b) Via US mail to: Des Moines County Courthouse, Attn: Maintenance, 513 N Main, Burlington, Iowa 52601

The County may withhold payment for reasons including, but not limited to the following:

- a) Services that are unsuitable, nonconforming or incomplete due to negligence of the Contractor;
- b) Damage for which Contractor is liable under the Agreement;
- c) Valid liens or claims of lien;
- d) Delay in the progress or completion of the Services;
- e) Inability of Contractor to complete the Services;
- f) Failure of Contractor to properly complete or document any pay request or invoice;
- g) Any other failure of Contractor to perform any of its obligations under the Agreement; or
- h) The cost to County, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of County's remedies set forth in the Agreement.

Actual travel time to and from the work location is not reimbursable under the Agreement.

CONFIDENTIALITY

Any individual employed by the Contractor with authorized access to personnel information documents, if any, is given access to use any personnel information in the documents solely for the purpose of performing the Services of the Agreement and must not divulge this information to anyone without a need to know. Confidentiality of personnel information contained in the documents shall survive the completion or termination of the Agreement subject to applicable state statutes. A confidentiality document provided by the County (Attachment A) must be signed by Contractor and all Contractors employees providing the services before they will be allowed in County buildings.

REGULATORY AGENCY COMPLIANCE

Compliance with laws and regulations set forth by regulatory agencies is required. These agencies include, but are not limited to, OSHA – Occupational Safety & Health Agency, EPA – Environmental Protection Agency, ICC – Interstate Commerce Commission, DNR – Department of Natural Resources, and DOT – Department of Transportation. Des Moines County expects that proposers will offer expertise on conformance of regulations applying to the products or services. Failure to assist Des Moines County in this area may be just cause for rejection or termination of contract.

Contractor staff and/or employees must be trained, and signed documents certifying they have been trained or informed of the following requirements to work at County buildings:

- * Confidentiality Statement - Attachment A
- * Badge/Key Fob Agreement - Attachment B
- * Key Agreement - Attachment C
- * Blood borne pathogen Training

Des Moines County can provide this training and documentation to the Contractor staff and employees and must be completed before Services of contract begins. If Contractor and/or employees are already trained then they shall provide DMC with that documentation before service begins.

PROTECTION OF PROPERTY

Contractor will adequately protect its own work from damage, will protect Des Moines County property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss. Contractor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and Local safety laws and building codes to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed. Contractor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Des Moines County employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

Contractor hereby agrees to release, indemnify, defend and hold harmless Des Moines County, its elected officials, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses, including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor's obligations to protect, defend, indemnify and hold harmless, as set forth herein above, shall also include, but is not limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or other actual or alleged unfair competition disparagement of product of service, or other tort or any type whatsoever, or an actual or alleged violation of trade regulations.

Contractor further agrees to protect, defend, indemnify and hold harmless Des Moines County, its commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

COMPLIANCE WITH APPLICABLE LAW

Contractor shall certify that Contractor is presently -- and during the term of all agreements with the County -- compliant with all applicable federal, state and local laws and regulations, including but not limited to wage and hour, minimum wage, overtime, workers compensation, immigration, and work eligibility laws and regulations. Contractor shall make available, upon reasonable request, documentation demonstrating proper payroll records for all employees of Contractor performing work pursuant to an agreement with the County.

----- **END OF SECTION 4** -----

SECTION 5- SCOPE OF WORK

SCOPE OF WORK

Des Moines County is seeking proposals from qualified Contractors to provide janitorial services for the listed County buildings. The County intends to establish a janitorial services contract with a Contractor who has the ability, labor, and other components necessary to provide janitorial services in accordance with the Specifications below. Service is to be provided in accordance with the specifications below as per building:

- Des Moines County Attorney's Office - Services provided (2) days per week, Tuesday and Thursday after 4:30 p.m.
-
- Des Moines County Health Department – Services provided (3) days per week, Monday, Wednesday, and Friday after 4:30 p.m.
- Des Moines County Sheriff Office – Services provided (3) days per week Monday, Wednesday, and Friday. between the hours of 8:00 a.m. and 4:30 p.m.

SPECIFICATIONS

Cleaning tasks and frequency shall be as indicated in the SCOPE OF SERVICE AREAS AND TASKS in **Attachments D,E,F**. It is understood and agreed that the Contractor shall perform other similar duties not specifically listed that may be required to ensure that the building is adequately cleaned in accordance with the County requirements and acceptable professional standards. All specified services will be provided in a timely and professional manner that is satisfactory to the County. The contractor shall respond to the County's requests for remedial work within twenty-four hours

STAFFING LEVELS

The Contractor shall maintain staffing levels appropriate to maintain optimum conditions of cleanliness. If the level of cleaning at any time is considered to be unacceptable to the County, the Contractor will be required to take whatever measures are required to maintain optimum conditions of cleanliness within Twenty-four (24) hours.

SUPERVISION

Contractor shall provide an adequate number of trained and qualified supervisors. Supervisors shall be responsible for monitoring personnel activities and resolving any service problems with designated County staff. Each supervisor shall be capable of verbal and written communication in the English language and shall be able to effectively communicate with the service worker.

CONTRACTOR'S EMPLOYEES

The contractor shall only furnish employees who are competent and skilled for work under this contract. If, in the opinion of the County, an employee of the contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on County property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract. Contractor's employees shall not disturb County property, including, but not limited to, desks, papers and materials, or use County facilities or materials for personal use. The Contractor shall be required to reimburse the County for any unauthorized use of telephones, copy machines, etc. Repeated unauthorized use of County equipment and facilities shall be cause for termination of the Contract.

ADDITIONS/DELETIONS OF SERVICE

The County reserves the right to add and/or delete services during the term of the Contract. Should a service requirement be deleted, payment to the Contractor will be reduced proportionally, in accordance with the bid price to the amount of service reduced. Should additional services be required from this contract, prices for such additions will be negotiated between the contractor and the County.

Any special projects not covered in this specification shall be handled separately and shall be negotiated on an independent basis.

On holidays when County facilities are closed, no service will be required except as may be needed by the County by prior arrangement. The County will provide one week's notice of need. When buildings are closed due to inclement weather (snow, ice, etc.), the Contractor shall not be required to provide cleaning services during the closure period. It is the responsibility of the Contractor to contact the Building manager for updated information concerning such closures. The County Holidays are listed on **Attachment G**.

Contractor agrees to furnish all supervision and labor (except as herein after noted) required for furnishing custodial services for multiple Des Moines County locations. The buildings that are a part of this RFP are as follows:

Des Moines County Attorney Office, 100 Valley St., Burlington, Iowa 52601

Des Moines County Health Department, 522 N 3rd Street, Burlington, Iowa 52601

Des Moines County Sheriff Office, 512 N Main, Burlington, Iowa 52601

SUPPLIES AND EQUIPMENT

Des Moines County will supply all paper products, cleaning products and materials, equipment, and any other items necessary to accomplish cleaning in an acceptable manner. Equipment will only be used on surfaces they were designed to be used on.

CONTRACTOR RESPONSIBILITY

The Contractor will be held responsible for satisfactory work in accordance with the intent of the specifications. Contractor personnel must be experienced or trained in proper Custodial/Janitorial procedures, methods and materials. The Contractor shall ensure employees are qualified to operate custodial equipment before assigning employees to tasks that require use of the equipment.

The Contractor will be held responsible for any breakage, damage or loss incurred through the carelessness, negligence or willful acts of its employees.

A criminal background investigation report shall be conducted on each employee by Des Moines County Sheriff's Office for the Contractor. Contractor shall immediately notify the County Contract Representative of any "New" employees hired during the duration of the contract. No "New" employee will be allowed to report to any contracted job site prior to the completion of a "Background Investigation Report." Contractor personnel must not have a criminal history or have been convicted of a felony. The County may request a drug screening on any service personnel where there is reasonable suspicion of drug or alcohol use while working on or at County premises.

All staff members of the successful Bidder who will be assigned to this project may be subject to drug testing.

Family or friends of staff or employee members are not permitted in the County Buildings during assigned work hours except in the case of an emergency.

Contractor personnel must be 18 years of age or older unless prior approval is obtained from Des Moines County.

Contractor personnel are prohibited from bringing any weapons or contraband of any type in any of the County Buildings.

In connection with this proposal, the proposing supplier shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being handicapped or disadvantaged person, or disabled or war veteran.

All County buildings are "No Smoking" facilities (except in minimal designated exterior areas). No service personnel shall smoke in any areas other than those designated exterior smoking areas.

Eating or drinking will be permitted only in designated break room areas.

The service personnel shall not leave keys in doors/locks or admit anyone into the buildings that are not a designated employee of the Contractor. Any doors previously locked and opened by service personnel shall be re-locked prior to leaving the premises. Any key(s) or swipe card(s) issued to the Contractor must be surrendered upon request by the County. All doors shall be closed and locked upon completion of work. Interior lights shall be turned off prior to leaving unoccupied areas where applicable. Outside doors shall be kept closed and locked to prevent intrusion from outside

The service personnel shall not remove from the premises any article, materials, equipment, tools, devices, computer equipment, office equipment, unused paper products, restroom supplies or other items found in any waste or trash receptacle, dumpster, or container without the written permission of the Building Operations Manager.

The Contractor's employees shall not engage in idle conversation or other unnecessary conversation, or otherwise cause disruptions to employees of the County or other visitors and users of the facility.

Employees of the Contractor shall not use any office machines including but not limited to copiers, adding machines, computers at any facility, or any telephones installed in the facility or under the jurisdiction of the County for any calls other than to report an emergency condition that could cause damage to property, person, or loss of life. Contractor personnel shall not carry on personal phone conversations on cell phones while performing their duties. If an Emergency call is required and you use County phone system, you must Dial 9-911.

Contractor personnel shall operate vacuum cleaners in such a manner as to avoid damaging walls, furniture, carpets and other items within the building. Vacuum cleaners and other equipment shall be stored in areas designated by the County's building supervisor.

The Contractor service personnel shall follow manufacturer's specifications and guidelines -- including state or local laws -- for the use and disposal of all cleaning chemicals.

All service personnel shall have ability to communicate clearly with County's staff.

END OF SECTION 5

SECTION 6 – CLEANING DEFINATIONS

The following expectations of definitions used in the ***Scope of Service Areas and Tasks*** are as follows:

Clean restrooms – Use correct supplied cleaners/disinfectants to clean all toilets, urinals, sinks, mirrors, towel dispensers, baby changing station, partitions, walls, doors, windows, floors, and soap dispensers. Resupply all paper products such as toilet paper, hand towels and feminine product bags. Resupply soap dispensers.

Vacuum – Vacuum entire uncovered surface of carpet. Use wand to vacuum corners and edges.

Clean public countertop – Use provided sanitizers and/or disinfectant to clean the countertop.

Run floor machine – Operate provided floor care equipment to clean floors.

Clean glass – Use provided glass cleaner to wash windows on both sides, door glass both sides, and mirrors.

Dry mop & Wet mop – Use provided equipment and cleaner to clean floors and to include rolling up runners, moving chairs & benches, or other obstructions if possible.

Attachment A

**DES MOINES COUNTY
CONFIDENTIALITY STATEMENT**

**FOR PERSONS EMPLOYED AS JANITORS OR CUSTODIANS FOR SERVICES TO
DES MOINES COUNTY**

I, _____, understand that in the course of my duties, I may come into contact directly or indirectly with confidential or privileged information that cannot be divulged.

I further understand that I cannot, at any time, discuss with or otherwise divulge to any person who is not employed by Des Moines County, any information found, observed, overheard, or otherwise discovered while I am present in or around any of the offices in any County-Owned or leased buildings performing my employment duties without prior approval of the department head or the Des Moines County Board of Supervisors.

I understand that these offices or departments are depositories of public and non-public documents and the department head is the appropriate person to disclose information kept in that office or to determine the confidential nature of certain information.

I understand that divulging or otherwise disclosing any information to unauthorized persons may result in civil liability and/or disciplinary action against myself.

Print Name

Signature

Date

Attachment B

Badge/ Key Fob Holder Name: _____

Employee ID: _____

Department: _____

Visitor Name: _____

Company Name: _____

Title: _____

Badge Number	Issued	Due
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Key Fob Number	Issued	Due
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I, the undersigned, acknowledge receipt of the Identification Badge or key fob designated above. I also agree not to loan, transfer, give possession of, misuse, modify or alter the above items. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above items.

I understand this is for my personal use only and will not let any public persons in secure doors except name designated above. Exceptions are those transporting prisoners for legal purposes, or clients under direct supervision of badge/fob holder.

I, the undersigned, acknowledge that if I lose, misplace, or damage any of the above items, I am responsible to immediately notify my department head or Des Moines County Maintenance Department. If county or state employee, I understand that upon completion of my employment it is my responsibility to turn in my badge/fob to my department head. Non- county or state employees must notify and return badge/fob to Des Moines County Maintenance Department. Failure to do so will result in a replacement fee.

I understand that by not reporting within said time that I am compromising the security of Des Moines County Offices, State Judicial Offices, their employees and the general public, and will be held legally responsible for any and all actions that have resulted in my card or fob being used due to unreported loss or return.

Failure to notify said department could result in temporary or total loss of privileges and replacement fees.

Replacement fees are as follows: \$15.00 Badge \$16.00 Key Fob
ID badges and key fobs are job required for Des Moines County Employees, State Employees, and Peace officers, thus there is no fee for normal wear and tear or loss reported in said time, although reoccurring offenses of same persons could result with a financial replacement penalty and or loss of privileges. Des Moines County reserves the right to revoke the badge or key fob, at any time, for failure to obey the rules and regulations set forth in this agreement, or due to changes of security practices or procedures.

I agree to all of the above and request issuance of a ID Badge/Key Fob.

Violation of any of these provisions could result in permanent loss of all privileges.

Printed Name _____

Signature _____

Date _____

Des Moines County Maintenance Contact numbers: Office 1-319-753-8294

Rodney 1-319-759-6025 Jack 1-319-759-6022 Aaron 1-319-759-1959 Tom 1-319-572-0037

Attachment C

Date Key Agreement

Employee:

Employee ID:

Department:

Type:

Title:

Key	Issued	Due	KEY	Issued	Due
-----	-----	-----	-----	-----	-----
Key code	Date	Date	Key Code	Date	Date

I, the undersigned, acknowledge receipt of the keys designated above. I also agree not to loan, transfer, give possession of, modify, or alter the above keys. I further agree not to cause, allow or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of a relock for all the affected areas.

Signature Date

SCOPE OF SERVICE AREAS AND TASKS	Attachment D					
Health Department		Mo n.	Tu es.	We d.	Thu rs.	Fr i.
Basement						
Main Hallways	Vacuum Runners & Carpet	X		X		X
North Entry	Vacuum Runner & Carpet	X		X		X
Meeting Room	Vacuum , Empty trash, Clean tables & chairs	X		X		X
File Room	Vacuum	X		X		X
Offices	Vacuum, Empty trash	X		X		X
Men's Restroom	Clean Restroom, Empty trash, Dry mop floor, Wet mop floor	X		X		X
Women's Restroom	Clean Restroom, Empty trash, Dry mop floor, Wet mop floor	X		X		X
Break room	Dry mop/sweep floor, Wet mop floor, Clean Countertop	X		X		X
South Entry	Vacuum runners, Dry mop floor, Wet mop floor	X		X		X
Upper level						
South Entryway	Dry & Wet mop, Clean Glass	X		X		X
Lobby Area	Vacuum, Clean chairs, Clean door glass	X		X		X
Hallways	Vacuum	X		X		X
Receptionist	Vacuum, Empty trash, Clean glass	X		X		X
Clinic	Empty trash, Dry mop floor, Wet mop floor	X		X		X
Employees Offices	Vacuum, Empty trash	X		X		X
Restroom	Clean Restroom, Empty trash, Dry mop floor, Wet mop floor	X		X		X
<i>Main Stairway from back door to upper level</i>	Vacuum	X		X		X

MISC.

All trash will be deposited in the County provided dumpster.

Recycling on each floor shall be deposited into the County provided recycle bin.

No Cleaning supplies will be left out in restrooms where access may be gained by children.

Clinic- Cabinets, Refrigerators, and Freezers shall NOT be opened for any reason. DO NOT touch, move, or stick fingers in RED Containers. Des Moines County Staff will clean countertops in Clinic.

Hold garbage bags away from legs when transporting.

SCOPE OF SERVICE

Attachment E

AREAS AND TASKS

Sheriff Office

Mo n.	Tu es.	We d.	Thu rs.	Fr i.
----------	-----------	----------	------------	----------

RECEPTIONISTS OFFICE	Vacuum, Empty trash, Clean countertop and window	X		X		X
CLERICAL/SECRETARYS OFFICE	Vacuum, Empty trash	X		X		X
SARGENTS OFFICE	Vacuum, Empty trash	X		X		X
EMERGENCY MANAGEMENT OFFICES	Vacuum, Empty trash, Clean counter and window	X		X		X
LOBBY AREA & ENTRY WAYS	Empty trash, dry mop, wet mop, Clean public countertop, Clean glass	X		X		X
LOBBY AREA PUBLIC RESTROOMS	Clean Restroom, Empty trash, Dry mop, Wet mop	X		X		X
EMPLOYEE RESTROOMS	Clean Restroom, Empty trash, Dry mop, Wet mop	X		X		X
INVESTIGATION OFFICE	Vacuum, Empty trash, Dry mop, Wet mop.	X		X		X
MAIN HALLWAYS	Vacuum	X		X		X
BREAK ROOM	Empty trash, dry mop, wet mop, Clean Table & chairs, Clean countertop, sink, microwave	X		X		X
INTERVIEW ROOM	Vacuum, Empty trash, Clean table & chairs	X		X		X
CHIEF DEPUTY OFFICE	Vacuum, Empty trash	X		X		X
INVESTIGATION OFFICE	Vacuum, Empty trash	X		X		X
SHERIFF OFFICE	Vacuum, Empty trash	X		X		X
MEETING ROOM	Vacuum, Empty trash, Clean table & chairs	X		X		X
DEPUTIES OFFICE	Vacuum, Empty trash, Wet mop	X		X		X
LIEUTENANTS OFFICE	Vacuum, Empty trash	X		X		X
EVIDENCE ROOM Katie's Office	Vacuum, Empty trash	X		X		X
BACK HALLWAY & STEPS	Vacuum runners, Dry mop, Wet mop	X		X		X

MISC.

When cleaning Evidence room County representative MUST be present at all times

All trash will be deposited in the County provided dumpster.

Recycling on shall be deposited into the County provided recycle bin.

**SCOPE OF SERVICE
AREAS AND TASKS**

Attachment F

COUNTY ATTORNEY

Mo n.	Tu es.	We d.	Thu rs.	Fr i.
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OFFICE AREA

ENTRY WAY	Vacuum runners, Dry mop, Wet mop, Clean glass		X		X	
MAIN LOBBY	Vacuum runners, Dry mop, Wet mop, Clean chairs, Clean glass		X		X	
OFFICES	Vacuum, Empty trash, Clean glass		X		X	
BATHROOMS	Clean restroom, Empty trash, Dry mop, Wet mop		X		X	
BREAKROOM	Empty trash, Dry mop, Wet mop floor, Clean counter, Clean table & chairs		X		X	
MAIN AREA/CUBICLES	Vacuum, Empty trash		X		X	
North Entry	Dry mop, Wet mop		X		X	

MISC.

All trash will be deposited in the County provided Trash receptacle.

ATTACHMENT G
HOLIDAYS FOR 2018

Observed by Des Moines County
HOLIDAY DAY OF OBSERVANCE

New Year's Day Monday 01-01-18

President's Day Monday 02-19-18

Memorial Day Monday 05-28-18

Independence Day Wednesday 07-04-18

Labor Day Monday 09-03-18

Veteran's Day Monday 11-12-18

Thanksgiving Day Thursday 11-22-18

& Friday after Friday 11-23-18

Christmas Eve Day Monday 12-24-18

& Christmas Day Tuesday 12-25-18

FYI: New Year's Day 2019 will be observed on Tuesday, Jan. 1st.