



City of Alma, Nebraska

City of Alma Office, Johnson Center and Airport

REQUEST FOR PROPOSAL

Commercial Cleaning Services

Issue Date: October 8, 2025

Issued by
Steve Ardiana
City Administrator

City of Alma
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P.O. Box 468
Alma, NE 68920-0468
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Deadline for Submittal

October 24, 2025
No later than 5:00 PM CST
[To cityadm@almacity.com](mailto:cityadm@almacity.com)

REQUEST FOR PROPOSAL COVER SHEET

The City of Alma Nebraska ("City") is issuing this Request for Proposal ("RFP") for Commercial Cleaning Services.

Proposals must be received no later than **5 PM on October 24, 2025**. Any Proposal ("Proposal") arriving after **5 PM** will be considered late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted in writing no later than 5:00 p.m. seven (7) days prior to the proposal due date to cityadm@almacity.com.

The Proposer ("Proposer") declares to have read, understood, and affirms, by its signature below, to be bound by all the instructions, terms, conditions, and specifications of this RFP and agrees to fulfill the requirements of any contract ("Contract") for which it is selected to provide the specified goods or services at the prices proposed.

The Proposer certifies, by signature affixed to this "Request for Proposal Cover Sheet", that the information provided in response to this RFP, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing proposal (Please print or type)	Title	
Proposer Name		
Mailing address		
City	State	ZIP
Telephone		
Contact Person		
E-Mail Address		
Authorized Signature		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL

OVERVIEW

The City of Alma is seeking Proposals from qualified Offerors for the purchase of *Commercial Cleaning Services*.

The City further intends to make a single award as a result of the RFP. Contractor may consider multiple awards if it is determined to be in the best interests of the City.

Offerors, either directly or through their subcontractor(s), must be able to provide all products/services and meet all the requirements contained in this solicitation and the successful Offeror (the Contractor) shall remain responsible for Contract performance, regardless of subcontractor participation in the work ("Work").

BACKGROUND

CITY OF ALMA is seeking Commercial Cleaning services. The selected Offeror must be reputable and capable of furnishing required materials, equipment, transportation, machinery, supplies, tools, apparatus, incidentals, labor and supervision necessary to provide superior interior cleaning and exterior policing services as defined in this RFP document. The intent in soliciting proposals is to obtain cost savings and to allow for a competitive process while maintaining a high quality of commercial cleaning services.

CITY OF ALMA is a separate legal entity, is financially, managerially and operationally independent from Harlan County.

PROJECT OBJECTIVE

The purpose of this Request for Proposal (RFP) is to solicit qualified vendors to provide comprehensive janitorial services for the City Office System. System, consisting of 3 locations. The selected contractor will be responsible for maintaining a clean, sanitary, and welcoming environment for city patrons and staff. Services required include weekly cleaning, periodic deep cleaning, waste management, restroom sanitation, and floor care across all city facilities. The chosen vendor will be expected to adhere to high standards of cleanliness, sustainability practices, and ensure compliance with all health and safety regulations. The objective of this RFP is to identify a service provider that offers reliable, professional, and cost-effective janitorial services, with an emphasis on maintaining a positive public image and providing a safe, comfortable space for community engagement.

The City desires to enter into a three (3) renewable contract, with an option to renew every year, with a partner that will agree to acceptable levels of service and performance, which include:

1. Trust and reliability.
2. Providing operational efficiency, responsiveness and resourcefulness.

SCOPE OF SERVICES

The selected BOR shall provide the professional services necessary to perform the following general requirements: **General**

Secure timely, consistent and cost-effective janitorial contract from one contractor, to ensure clean and safe public space facilities for employees and customers of the City Office System. The work covered in this specification includes furnishing all labor, equipment, some supplies and supervision necessary for complete janitorial service. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided. The city will consider innovative solutions and alternatives that will best accomplish the desired outcome. (See Exhibit I)

COMPLIANCE WITH APPLICABLE LAWS

By submitting a Proposal for Work on the Project, the Offeror acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Offeror agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Offeror further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability or color.

PROPOSAL SUBMISSION REQUIREMENTS

1. Proposals are to be prepared in such a way as to provide a straightforward and concise description of the Proposer's capabilities to satisfy the requirements of this RFP and provide sufficient information to fully establish the Proposer's ability to perform all of the actions, activities, and functions described in this RFP.
2. Emphasis should be on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. The Proposer should minimize extraneous marketing materials.
3. Costs for developing the Proposal are entirely the responsibility of the Proposer and shall not be chargeable to the City.
4. The Proposer must address all of the requirements listed in the Request for Proposal. All Bids must be emailed to cityadm@almacity.com, with the subject line of the email to City of Alma COMMERCIAL CLEANING SERVICES 10152025 with the NAME of the firm.

PROJECTED TIMELINE

The projected timeline for this RFP process is provided below. The City may, at its sole discretion, modify the schedule as necessary to allow for a thorough and complete analysis of responses.

Activity	Target Completion Date
Issuance of RFP	10/08/2025
Q&A Walkthrough of Main City Office	10/15/2025 3:00 - 5:00pm City Office
Inquiry Period Ends	10/21/2025
Final Response to Vendor Questions	10/22/2025
Due Date	10/24/2025 by 5:00 PM
Potential Interview of finalists	10/28/2025
Selection of Successful Proposer	10/29/2025

CITY OF ALMA reserves the right to modify this schedule at CITY OF ALMA's discretion. Notification of changes in the response due date would be posted on the CITY OF ALMA website or as otherwise stated herein. All times are Central Standard Time.

PROPOSAL FORMAT AND INSTRUCTIONS

Proposals will be accepted until the time indicated in the RFP. Times referenced herein are Eastern Standard Time. The City is not responsible for any late mail or late special service deliveries.

Submission of a Proposal in response to this RFP is the Proposer's acknowledgment that subjective criteria may be used in the evaluation of Proposals. The award shall be made to the responsive and responsible Proposer determined to be the most advantageous to the City. Price, although an important consideration, will not be the sole determining factor. CITY OF ALMA will follow the Selection Process (in the following section) to choose a Proposal.

PROPOSAL REQUIREMENTS:

To facilitate the comparison of Proposals, responses shall be organized into the following marked or tabbed sections:

Proposals must include a table of contents listing all sections:

- a. A cover letter, on the Proposer's letterhead, shall be submitted and shall include, but need not be limited to, the following information:
 - i. The signature of a person authorized to bind the Proposer legally to the extent of work and financial obligation outlined in its Proposal.
 - ii. A statement that the Proposal will be valid for 90 days.
 - iii. Identification of all the material enclosures submitted in response to this RFP.
 - iv. A summary of the submitted Proposal and a brief statement of the Proposer's qualifications to meet all requirements as described in this RFP.
- b. Executive level summary of the proposed solution, which shall include but shall not be limited to:
 - i. The Proposer's Work Plan. The Work Plan must address exactly how the Proposer will provide all required services specified in this RFP.
- c. Statement of the Proposer's particular abilities and qualifications to include, but not limited to:
 - i. Brief history of the company.
 - ii. Describe the core competencies, including the rationale as to why the Proposer should be selected for this project.
 - iii. The number of years the Proposer has been in business.
 - iv. Primary location's address.
- d. A description of the Proposer's staffing plan for the CITY OF ALMA account.
- e. References - The Proposer shall provide at least three (3) references for engagements within three (3) years of the proposal submission date that are substantially similar to the scope of work outlined herein.
- f. Include any other information documentation believed to be pertinent, but not specifically mentioned in this RFP, that may be useful and applicable to this project.
- g. The proposer must include a completed W-9 Form.
- h. The Proposer must provide a Certificate of Insurance ("COI") with coverage per the terms provided herein and list CITY OF ALMA as an Additional Insured. Waiver of Subrogation shall also apply and indicated on the COI.
- i. A list of all assumptions and exceptions to the specifications outlined in the RFP.
- j. A detailed cost proposal that shall include all tasks required to perform the Scope of Services. The cost proposal shall indicate an hourly rate for the term of the contract, including any extensions. Costs should include all services and materials if any, needed to perform the Scope of Services. The cost proposal shall identify the hourly rate for the personnel needed to complete the Scope of Services.

RFP & PROPOSAL QUESTIONS

All questions regarding this RFP must be sent to cityadm@almacity.com and must reference the COMMERCIAL CLEANING SERVICES QUESTION no later than **5:00 p.m. on 10/24/2025. CITY OF ALMA will post written responses to all properly received questions no later than 10/31/2025.**

Answers to all questions will be documented and posted on the City of Alma website.

SELECTION PROCESS

EVUALATION OF PROPOSAL

Proposals will be evaluated by selection city staff. The selection staff will rate the proposals submitted in response to the RFP as identified in the criteria section below. The selection staff has a right to break the technical proposal criteria into components and weigh any components of the criterion according to their perceived importance.

The selection committee may also have the proposals or portion of them reviewed and evaluated by independent third parties or various CITY OF ALMA personnel with technical or professional experience that relates to the work or to a criterion in the evaluation process. The selection staff may also seek reviews of end users of the work. In seeking such reviews, evaluations, and advice, the selection committee will first decide how to incorporate the results in the scoring of the proposals. The selection committee may adopt or reject any recommendations it receives from such reviews and evaluations.

During the selection process, CITY OF ALMA may request clarification from any vendor under active consideration and may give any vendor opportunity to correct defects in its proposal if CITY OF ALMA believes doing so does not result in an unfair advantage for the vendor and it is in the best interest.

CRITERIA

Proposals will be evaluated using the following set of criteria:

Criteria	Percent of Available Points
Cost: <ul style="list-style-type: none">• City will determine based on the details as provided in the Cost Proposals	30%
<ul style="list-style-type: none">• Completeness of Proposal	50
<ul style="list-style-type: none">• Contractor References	20%
TOTAL	100%

CONTRACT AWARD

The City is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

CITY OF ALMA will interview no more than two Proposers based on a review by an internal team. The CITY OF ALMA selection team will choose the Proposer that best meets the needs of the City. The selected Proposer will be invited to negotiate a contract with CITY OF ALMA. The contents of the selected proposal, together with the RFP and any formal questions and answers generated during the proposal process, will be incorporated with and made part of the final contract as developed by CITY OF ALMA. Should negotiations fail to result in a signed contract within thirty (30) days, CITY OF ALMA reserves the right to terminate negotiations and select the Proposer whose proposal is determined to be the next most advantageous to CITY OF ALMA.

All Proposers that respond will receive a notification if they have been selected or not.

PROPOSAL FORM

Cost of Service Year 1:

Cost of Service Year 2:

Cost of Service Year 3:

Unit Cost per square foot*:

*For reference if building sizes change

Cost of Supplies Year 1: _____

Proposer Name: _____

Authorized Signature: _____

Date:

EXHIBIT I

CITY OF ALMA FACILITY LOCATIONS - 12/27/2024

Highlighted branches are rental locations

	Location	Address	City	State	Zip	Sq. Ft
	Main City Office	614 Main Street	Alma	NE	68920	
	Johnsons Center	900 Main Street	Alma	NE	68920	
	Alma Municipal Airport Terminal Building		Alma	NE	68920	

EXHIBIT II
City Cleaning Specs for City Office
Office Cleaning Specifications

- Begin by dusting the general reception area, wipe down flat surfaces, and spot clean glass surfaces.
- Clean and disinfect areas frequently touched surfaces such as electronics, light switches, and door knobs
- Straighten up chairs
- Empty, clean trash cans and replace liners
- Sweep or vacuum all floors and rugs, mop hard wood or tile floors.
- Wipe / dust office chairs (monthly).

Kitchenette

- Clean and disinfect the countertops, microwave, small appliances, outside of the refrigerator, and the sink area.
- Vacuum or sweep and mop the floors
- Restocks the community items,
- Take out the trash, and replace the garbage bag

Bathrooms

Cleaning and disinfection

- Clean the sink and countertops,
- Clean glass surfaces and mirrors,
- Disinfect all surfaces
- Clean and disinfect the entire toilet bowl
- Mop the floors, replenish toiletries,
- Empty trash and replace the garbage bags

Equipment

- **Paper Towels**

- **Gloves-**
- **Toilet brush-**
- **Duster-** Microfiber dusters with washable covers for a more sustainable cleaning
- **Mop-** Professional flat mop with a 18" head (minimum) that fits microfiber pads.
- **Vacuum-** Highly-rated commercial vacuum with HEPA filtration to get rid of allergens and viruses (recommended by CDC). **City to provide.**

All Interior Areas:

Weekly Tasks:

- Wipe down glass doors
- Wipe down all interior glass
- Clean door handles, knobs and accessible door opening buttons
- Clean hard surfaces within six feet of the floor (including, but not limited to: tables, desks, countertops, tops of bookshelves etc.)
- Clean sinks in kitchen areas
- Clean water fountains
- Empty waste containers
- Vacuum carpeted areas and entrance mats
- Sweep and mop hard floors

Monthly Tasks:

- Scrub rubber and LVT flooring
- Clean stained wooden doors, baseboards, trim etc. with Murphy Oil Soap or equivalent
- Dust and clean surfaces higher than six feet from the floor
- Clean baseboards and windowsills
- Vacuum/dust air vents

Restrooms:

Weekly Tasks:

- Clean all restroom fixtures using disinfectant cleaner including but not limited to: commodes, urinals, and sinks
- Clean all counters, baby changing stations, stall doors and walls
- Clean mirrors, period product dispensers, waste containers, hand driers and other stainless-steel surfaces
- Clean door, door handles and kickplates with disinfectant cleaner.

- Sweep and wet mop floors using disinfectant cleaner.
- Empty waste containers
- Check and replenish all paper products and soap dispensers
- Pour clean water down restroom drains

Exterior Areas:

Daily Tasks:

- Wipe down glass doors
- Collect trash from the exterior of the building including, walkways, and grounds.
- Take all trash to dumpster if applicable \.

Add Ons:

- Vacuuming Front Office every day
- Empty all trash receptacles and replace liners. Every day
- Full Cleaning of bathrooms and kitchenette every day.
- Clean light lens (Semi-annual)

Variables

Flexibility to add and remove Cleaning Tasks based on City office's events. Here are some examples of add-ons to your service:

- Post-Construction or Renovation Cleaning
- Moving-in or Moving-out Cleaning
- COVID-19 Disinfection Cleaning
- After Party or Event Cleaning
- Deep Cleaning- Seasonal, after major repairs in the office or a deep cleaning (Semi Annual).
- Window Cleaning

Airport Cleaning Specifications

- Begin by dusting the general reception area and conference room,
- wipe down flat surfaces, and spot clean glass surfaces.
- Clean and disinfect areas frequently touched surfaces such as electronics, light switches, and doorknobs

- Straighten up chairs
- Empty, clean trash cans and replace liners
- Sweep or vacuum all floors and rugs, mop hard wood or tile floors.
- Wipe down chairs, furniture in lobby and conference room (Monthly)

Kitchenette

Kitchenette should be cleaned at least once weekly.

- Clean and disinfect the countertops, microwave, small appliances, outside of the refrigerator, and the sink area
- Vacuum or sweep and mop the floors
- Restocks the community items,
- Take out the trash, and replace the garbage bag

Bathrooms

Cleaning and disinfection

- Clean the sink and countertops,
- Clean glass surfaces and mirrors,
- Disinfect all surfaces
- Clean and disinfect the entire toilet bowl
- Mop the floors, replenish toiletries,
- Empty trash and replace the garbage bags

Equipment

- **Paper Towels**
- **Gloves-**
- **Toilet brush-**
- **Duster-** Microfiber dusters with washable covers for a more sustainable cleaning
- **Mop-** Professional flat mop with a 18" head (minimum) that fits microfiber pads. It's not only sustainable but the most efficient way to really clean your floors.
- **Vacuum-** Highly-rated commercial vacuum with HEPA filtration to get rid of allergens and viruses (recommended by CDC). **City to provide.**

Pricing Structure

Price your service based on the layout of the city airport terminal.

Expectations

- A high-quality basic plan.
- High-traffic areas are cleaned on every service
- Includes a defined number of hours per week.

Basic Plan

- Vacuuming every week.
- Mopping every week.
- Wiping flat surfaces with disinfectant
- Cleaning workstations weekly, dust and wipe down with disinfectant.
- Spot Cleaning glass doors weekly.
- Full Cleaning of bathrooms and kitchenette weekly.
- Empty all trash receptacles and replace liners. Weekly

Add Ons:

- Vacuuming Lobby every day
- Empty all trash receptacles and replace liners. Every day
- Full Cleaning of bathrooms and kitchenette every day

Variables

Flexibility to add and remove Cleaning Tasks based on City office's events. Here are some examples of add-ons to your service:

- Post-Construction or Renovation Cleaning
- Moving-in or Moving-out Cleaning
- COVID-19 Disinfection Cleaning
- After Party or Event Cleaning
- Deep Cleaning- Seasonal, after major repairs in the office or a deep cleaning (Semi Annual).
- Window Cleaning

Johnson Center Cleaning Specifications

General areas

- ☐ Carefully take down any decorations or signage present.
- ☐ Remove any trash or debris from the surroundings.
- ☐ Sweep or vacuum the floors thoroughly.
- ☐ Wipe down all surfaces and furniture.
- ☐ Conduct a thorough check for any damages in all spaces and address them.

KITCHEN

- ☐ All surfaces and the sink area should be cleared, wiped down and sanitized. This includes wiping spills/grease from front of cabinets.
- ☐ Wipe down all appliances, countertops, and sinks using a disinfectant cleaner
- ☐ Floors swept and mopped.
- ☐ Wipe spills & food from inside the refrigerator / freezer.
- ☐ Return all Johnson Center utensils to proper space.
- ☐ Remove all food from the kitchen, including any food left in our refrigerator / Freezer or on our counters.
- ☐ Empty garbage cans.
- ☐ Put new garbage bags in the kitchen cans.

MAIN EVENT SPACE

- ☐ Remove all decor, florals and accessories, dispose of as needed.
- ☐ Remove any table linens or table coverings.
- ☐ Wipe all tables, benches and chairs with a disinfectant / cleaner
- ☐ Remove all trash
- ☐ Put new garbage bags in cans.
- ☐ Main event room floors are to be swept, paying attention to corners and under furniture, and mopped clean
- ☐ Wipe off cabinet faces once a month with cleaner / Disinfectant.
- ☐ Ensure that the sound system and television are turned off
- ☐ Furniture returned to original state
- ☐ Surfaces wiped
- ☐ Ledges and tabletops cleaned
- ☐ All trash is collected
- ☐ All dishes are collected and washed
- ☐ Folding tables are folded up and stored
- ☐ Event chairs are stacked and stored.

- U Please take a pictures of the space if there are any concerns with the space before correcting.
- U Notify City Clerk if there are any rental items left in the center, and if the center was not cleaned after the event / activity was over.

RESTROOMS

- U Clear all counter surfaces and wipe down
- U Clean floors and countertops.
- U Sanitize toilets, sinks, and countertops with disinfectant.
- U Sweep / mop the floors.
- U Empty trash cans and replace liners as needed.

SIDE PORCH / FRONT AREA

- U Any litter left outside should be picked up and put into trash cans.
- U Remove any trash left behind in the parking area.
- U Remove all decorations and signage.

Final walkthrough

- U Walk through all areas of the venue to make sure everything is clean.
- U Address any missed items or areas.
- U Document any damage, missing items and any concerns