REQUEST FOR PROPOSAL (RFP)

Project Title: Kent Smith Memorial Park Public Restroom Cleaning and Stocking Services from April 1, 2027 to October 31, 2027
Entity: Morgan County
Solicitation Number: RFP-2026-KSMP-JANITORIAL
Issue Date: October 19, 2026
Closing Date: November 23rd, 5:00 PM MDT

1. Invitation to Bid

Morgan County invites sealed or emailed bids from qualified contractors for nightly cleaning, sanitizing, inspection, and stocking of public restroom facilities at Kent Smith Memorial Park, Morgan County, Utah. Services are required seven days per week, including weekends and holidays. Morgan County businesses and residents are encouraged to bid. The successful contractor must hold and maintain a valid Morgan County business license before work begins and throughout the contract.

2. Contract Term and Service Schedule

The service term is April 1 through October 31, 2027 (seven months). Cleaning and stocking shall occur nightly, including holidays. The County will establish the nightly service window with the awarded contractor before commencement. The contractor shall arrange backup coverage for absences and report any missed service promptly.

3. Scope of Services

A. Required nightly cleaning

1. Clean and disinfect toilets, urinals, sinks, faucets, counters, and other fixtures.
2. Sanitize toilet seats, flush handles, dispensers, door handles, and other high-touch surfaces.
3. Clean mirrors; remove visible dirt, spots, and buildup from fixtures and surfaces.
4. Empty trash receptacles, replace liners, and dispose of waste at approved designated locations.
5. Remove litter and debris from restroom floors, entrances, and immediately surrounding restroom areas.
6. Clean doors, partitions, and other restroom surfaces as conditions require; address odors and leave facilities sanitary and ready for use.
7. Inspect floor conditions nightly. Sweep and wet-mop all restroom floors at least twice each week, and more often as needed for dirt, mud, spills, or unsafe or unsanitary conditions.

B. Nightly stocking

Inspect and replenish toilet paper, hand soap, paper towels (where dispensers are provided), trash liners, and other County-designated restroom consumables. All dispensers must be checked nightly and stocked for expected use. Bidders must identify whether consumables are included in the flat monthly price and list any proposed County-provided supplies.

C. Facility inspection and reporting

During each visit, visually inspect for leaks, clogs, broken fixtures or dispensers, vandalism, graffiti, missing equipment, and unsafe or unsanitary conditions. Promptly report deficiencies to the County; report immediate hazards as soon as discovered. Structural, plumbing, and electrical repairs are excluded unless separately authorized in writing.

D. Standards and supplies

Use appropriate commercial cleaning materials and safe sanitation practices. Except for items expressly designated County-provided in the awarded contract, the contractor shall furnish labor, transportation, cleaning equipment, materials, and supplies. County representatives may inspect work and require correction of deficiencies.

4. Minimum Contractor Requirements

8. Valid Morgan County business license before commencing work and throughout the contract.
9. Ability to perform all required nightly services, including weekends and holidays, with backup staffing.
10. Necessary personnel, equipment, supplies, and reliable communication with County staff.
11. Compliance with applicable laws and safety requirements and insurance requirements stated in the final contract.
12. Ability to provide references and evidence of relevant cleaning experience upon request.

5. Bid Submission Requirements

Each bid must include the bidder's legal name, business or residential address, contact person, phone, email, Morgan County business license number (if issued), brief relevant experience, staffing and backup plan, proposed nightly service window, list of included equipment and consumables, any exclusions, and up to three references if available. Local-preference claimants must provide evidence of a qualifying Morgan County business location or residency, subject to County verification.

Flat monthly bid form

Flat monthly price (same rate for each of seven months)	**$_____**
Total seven-month contract price (monthly price × 7)	$_____
Restroom consumables included?	☐ Yes ☐ No
Excluded items or proposed additional charges	_____
Local preference claimed?	☐ Morgan County business ☐ Resident ☐ Neither

The flat monthly rate must include all labor, transportation, cleaning products, equipment, overhead, weekends, holidays, and other necessary costs except expressly identified exclusions. No extra charges will be paid without advance written County authorization.

6. Evaluation and Award

Subject to applicable Utah law and Morgan County procurement policies, the County shall award to the lowest evaluated-price responsive and responsible bidder meeting all solicitation requirements. A qualified Morgan County business or resident bidder shall receive a six percent (6%) reduction of its submitted flat monthly price solely for bid evaluation. Nonlocal bids are evaluated at their submitted prices. A bidder may receive only one 6% adjustment, even if qualifying under both categories. The adjustment does not reduce the actual price payable under the contract.

Evaluated monthly bid = submitted monthly bid × 0.94 for eligible local bidders; otherwise evaluated monthly bid = submitted monthly bid. Eligibility and any tie-breaking procedure shall be determined under applicable County procurement rules. The local preference will be applied only if legally authorized; the County must confirm authorization before issuing this solicitation.

7. Contract and Payment Conditions

The successful bidder will act as an independent contractor, maintain required licensing and insurance, supervise personnel, and comply with sanitation and safety requirements. Subcontracting requires prior written County approval. The contractor shall invoice monthly in arrears at the agreed flat monthly rate, subject to satisfactory performance and the executed agreement. The County may address deficient or missed services and withhold or adjust payment as permitted by the contract. Termination and other remedies shall be governed by the final written agreement.

8. County Reservations

Consistent with applicable procurement law and policy, Morgan County may reject nonresponsive bids, determine responsibility, request clarifications, waive immaterial informalities, cancel or reissue the solicitation, and reject all bids where legally permissible. No award is binding until a written agreement is approved and executed.

9. Submission and Questions

Bid deadline: November 23rd, 5:00 PM MDT. Bids may be submitted by mail/delivery or email, subject to County instructions. Late bids may be rejected.

Morgan County | Attn: Kate Becker, County Administrative Manager
48 W Young Street, Box 886
Morgan, UT 84050
Email: kbecker@morgancountyutah.gov
Email subject: Kent Smith Memorial Park Restroom Cleaning Bid – 2027

Questions must be submitted to the contact above.

10. Nondiscrimination

Bids will be considered without unlawful discrimination and in accordance with applicable federal and state law.