



**MISSOULA COUNTY**  
**REQUEST FOR PROPOSAL ADDENDUM #1**

**RFP NAME: Janitorial RFP 2025**  
**DUE DATE: December 12<sup>th</sup>, 2025**

ADDENDUM NUMBER: 1

To All Offerors:

Attached are written questions received in response to the RFP. These questions, along with the County's responses, become an official amendment to this RFP.

All other terms of the subject "Request for Proposals" remain as previously stated.

Addendum Format is as follows:

Pages 1-2: Questions from proposing firms and correlating responses from Missoula County

Pages 3-19: Janitorial RFP 2025 – with updates indicated in **red**. Please note, not every page of the RFP received an updated section but the whole RFP was included so it can be referenced in this addendum

Pages 19-28(**Appendix A**): Floor care cleaning instructions for Animal Services

**Acknowledgement of Addendum:**

The offeror for this solicitation must acknowledge receipt of this addendum. This page must be submitted at the same time as the bid or the bid may be disqualified from further consideration.

I acknowledge receipt of Addendum No. 1

Signed: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Question #1: “Paper Products: Page 12 under Additional Bid Requirements RFP requires Forest Stewardship Council certified - Can these products be "Green Seal Certified" instead?”

Answer #1: Yes, Green Seal Certified is acceptable, as mentioned on Page 12 of the RFP.

Question #2: “Page 10: Location Specific Days, Relationship Violence Services specifies Tuesday and Saturday. Can this be cleaned any time between Friday evening and Sunday night?”

Answer #2: Yes, for the stated Saturday cleaning, it can be cleaned anytime during the weekend which is considered between Friday after 5p.m. to Monday morning before 7a.m. Missoula County would still expect a Tuesday after hours clean. See updates to RFP.

Question #3: “Public Works, 311 Woody and Radio Building require Tuesday and Friday cleanings. Can this be cleaned anytime over the weekend?”

Answer #3: Yes, for the stated Friday cleaning, it can be cleaned anytime during the weekend which is considered between Friday after 5p.m. to Monday morning before 7a.m. Missoula County would still expect a Tuesday after hours clean. See updates to RFP.

Question #4: “Public Works does not mention the sign or maintenance offices, are these to be cleaned?”

Answer #4: The maintenance office was walked and accounted for during the walk through and is expected to be cleaned at the same frequency as the main office. The sign shop should be cleaned as well at the same frequency as the main office, and it is approximately 220 SF. See updates to RFP.

Question #5: Risk and Benefits (both locations) and Records state a Wednesday and Friday clean. Can Friday cleaning be done anytime over the weekend?

Answer #5: Yes, for the Friday cleaning over the weekend is acceptable. See updates to RFP.

Question #6: “Page 11 Gerald W. Marks Exploration Center the Commercial kitchen is currently deep cleaned Quarterly, and the Demo kitchen is deep cleaned Annually. Is this expected to continue under the new contract?”

Answer #6: Yes, this has also been updated in the RFP

Question #7: “Page 14 Section Cost Proposal. Can you please explain the following and what it is actually asking: "Please also provide an hourly rate per square foot for special

event cleanings." I would take this to actually be asking what our hourly rate would be for special events cleaning and emergency call-outs?"

Answer #7: Yes, we are only looking for an hourly rate for special events and emergency callouts, not a square foot rate. See updates to RFP.

Question #8: "Do you have the floor care instructions for the new flooring at Animal Control?"

Answer #8: Yes, please see **Appendix A** of this addendum for the floor care instructions.

Question #9: "Correctly executed Missoula County "Affidavit for Trade Secret Confidentiality", if the proposal contains confidential or proprietary information as defined in MCA Title 30, Chapter 14. We don't really know of any "trade secrets." In that case, should we be concerned about this?"

Answer #9: If your organization has no Trade Secrets, then this section of the RFP is not applicable to you.

Question #10: "Page 9, Section General Cleaning Requirements - All Locations: "Clean & Replace walk-off mats throughout all facilities. Is it expected that the contractor provides the mats or does the County?"

Answer #10: These are County owned and contractor maintained, Missoula County will replace any damaged mats.

Question #11: "Page 11 and 12: The Gerald W. Marks Exploration Center, Radio Building, and Animal Services locations are marked as "Day Shift". Both, the Gerald W. Marks and Radio Buildings, are currently completed at night. Is it intended to move these locations to a daytime cleaning?"

Answer: No, these are to be night shift cleanings and were incorrectly put as "day shift", please see the updated RFP section

Question #12: "Please provide clarification under Additional Bid Requirements, pg. 12, 1st sentence. "The contractor shall furnish all restroom paper products and hand soap." Would this include all other consumables such as seat covers, feminine waste bags, urinal screens/mats and/or air freshener where applicable?"

Answer #12: Yes, contractor to provide all consumables. Air fresheners only when requested, some departments request not to have as they have smell sensitive folks. See updates to RFP.



## MISSOULA COUNTY REQUEST FOR PROPOSALS (RFP)

**RFP Title:**  
Missoula County Cleaning Services

**RFP Due Date and Time:**  
December 12<sup>th</sup>, 2025, by 3:00 P.M.

### ISSUING DEPARTMENT INFORMATION

**Procurement Officer:**  
David Wall

**Issue Date:**  
November 7<sup>th</sup>, 2025

**Procurement Officer Address:**  
Missoula County  
199 West Pine St  
Missoula, MT 59802

**Procurement Officer Email and Telephone Number:** [dwall@missoulacounty.us](mailto:dwall@missoulacounty.us)  
406-258-3526

### OFFEROR SUBMITTAL INSTRUCTIONS

**Return Proposal to:**  
199 West Pine St. Missoula MT, 59802 or  
email to [dwall@missoulacounty.us](mailto:dwall@missoulacounty.us)

**Subject Line Must Be Titled:**  
Missoula County Cleaning Services

**RFP Response Due Date:**  
December 12<sup>th</sup>, 2025

### OFFEROR CONTACT INFORMATION AND AUTHORIZATION

**Offeror Name/Address:**

**Authorized Offeror Signature:**

Print name and sign in ink.

**Offeror Phone Number:**

**Offeror FAX Number:**

**Offeror Email Address:**

**OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE**

## INSTRUCTIONS TO OFFERORS

**Follow the format presented in the RFP.** Points may be deducted during scoring for deviations from the prescribed format.

**Provide complete answers or descriptions.** Read all questions and requirements, and provide clear, concise responses. Do not assume Missoula County or the selection committee will have any familiarity with the firm's capabilities. Proposals are evaluated solely on the information and materials provided in the response.

**Adhere to the proposal due date.** Late proposals will **NOT** be accepted.

**The following items must be included in the submission to be considered responsive:**

- Signed Cover Sheet;
- Signed Acknowledgment of Addenda (if any);
- All mandatory proposal requirements;
- Correctly executed Missoula County "Affidavit for Trade Secret Confidentiality", if the proposal contains confidential or proprietary information as defined in MCA Title 30, Chapter 14.

## RFP TIMELINE

EVENT	DATE
RFP issue date	November 7 <sup>th</sup> , 2025
Pre-proposal mandatory walk through	November 25 <sup>th</sup> , 2025, beginning at 8am
Deadline for submitting written questions	December 4 <sup>th</sup> , 2025
Written responses posted to County website	December 8 <sup>th</sup> , 2025
RFP response due date	December 12 <sup>th</sup> , 2025
Offeror interviews/product demonstrations	TBD if necessary
Contract award	December 17 <sup>th</sup> , 2025

The Owner will provide a pre-proposal walk-through of the existing buildings and related scopes of work so that all proposing Contractors have an opportunity to get an understanding of the buildings existing conditions, layouts, and square footage. The Owner representative will be leading a walkthrough of all related buildings (17 different sites) beginning at **8am on November 25<sup>th</sup>, 2025**.

The purpose of this would be to discuss this proposal solicitation and familiarize the proposing Contractors with the existing building and scope of work. Please reach out to Facilities Director Jason Hauser by email at: [jhauser@missoulacounty.us](mailto:jhauser@missoulacounty.us) or by phone: 406-531-0686 to sign up for the walk-through and receive information as to where the walk-through will start. This will include a walkthrough of multiple buildings, be prepared to travel to several different locations. A walkthrough for this project is mandatory for your firm's proposal to be accepted.

## SECTION 1 - RFP OVERVIEW

### **INTRODUCTION**

Missoula County Facilities Management is seeking to enter into a professional cleaning services contract with a selected firm to perform routine cleaning for seventeen Missoula County buildings (see **Section 3** for a list of these buildings). This Request for Proposal (RFP) process will be used for the selection of a cleaning firm based on their capabilities, experience, and other attributes as listed in **Section 6** of this document. Interviews may take place depending on the scoring results from the evaluation process shown in **Section 6**.

This RFP does not commit the Owner to enter an agreement, to pay expenses incurred in preparing a response to this request, or to procure or contract for supplies, goods, or services. The Owner reserves the right to accept or reject any and all responses received as a result of the RFP, if it is in the Owner's best interest to do so. Missoula County reserves the right to waive any and all irregularities or informalities, and to determine what constitutes any and all irregularities and informalities.

This procurement is governed by the Missoula County Purchasing and Contracts Policy and the laws of the state of Montana. The venue for all legal proceeding will be the Fourth Judicial District, Missoula County.

### **CONTRACT PERIOD**

The Owner is looking to engage in a Professional Services Contract with the selected firm once the RFP process is completed. We anticipate contracting the selected Contractor using Missoula County's Professional Service Agreement, an example of this agreement is located online at:

<https://www.missoulacounty.gov/departments/auditor/forms-resources/>

The Owner is looking to have the contract executed by December 31<sup>st</sup>, 2025 with the contract extending from January 1<sup>st</sup>, 2026, through December 31<sup>st</sup>, 2029, with an option of up to a 2-year extension.

### **MAIN POINTS OF CONTACT**

There are two points of contact for inquiries regarding this RFP from the date issued until the selection is publicly announced. Offerors may not communicate with any County officials or staff not identified in this document, regarding this procurement, except at the direction of the procurement officer; and any unauthorized contact may disqualify the offeror from further consideration. Contact information for the procurement officer is:

Procurement Officer: Dave Wall, Missoula County Auditor

E-mail Address: [dwall@missoulacounty.us](mailto:dwall@missoulacounty.us)

Facilities Director: Jason Hauser

Email Address: [jhasuer@missoulacounty.us](mailto:jhasuer@missoulacounty.us)

## **OFFEROR QUESTIONS**

Any questions or requests for clarification or interpretation of this RFP must be addressed in writing to the procurement officer on or before **December 4<sup>th</sup>, 2025**. For purposes of this RFP, “in writing” consists of email. Questions submitted must include:

- Company name and address;
- Contact information, including name, email address, telephone number, and fax number;
- Clear reference to the section, page, and item in question.

Questions received after the deadline will not be considered.

The County will provide a formal written addendum by **December 8<sup>th</sup>, 2025**, to questions received by the deadline. No other form of interpretation, correction, or change to this RFP will be binding upon the County. Any addendum will be posted on the County’s website,

<https://www.missoulacounty.gov/departments/auditor/bids-proposals/>

An Acknowledgment of Addendum must accompany the RFP response.

## **PREFERENCES**

Please note the following three Missoula County Resolutions:

- Resolution No. 2020-061 A Resolution Giving Procurement Preference to Disadvantaged Business Enterprises
- Resolution No. 2020-076 Montana Registered Apprentice Program Resolution
- Resolution No. 2021-001 A Resolution Stating A Preference For Purchasing Goods And Services From Firms Based In Missoula County

## **GENERAL REQUIREMENTS**

### **Mandatory Requirements of the RFP**

To be eligible for consideration, an offeror must provide all information requested in Section 4. A proposal that fails to provide any information requested may be deemed nonresponsive or be subject to deduction of points during scoring.

### **Understanding of Specifications and Requirements**

By submitting a response to this RFP, the offeror attests to an understanding of the specifications and requirements described herein and agrees to comply with such.

### **Prime Contractor and Subcontractors**

If this RFP results in a contract award, the offeror selected will be the prime Contractor and shall be responsible for all work of any subcontractors. The Contractor shall be responsible to the County for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Furthermore, nothing contained within this document or any contract documents created from any contract awards derived from this RFP shall create a contractual relationship between any subcontractor and the County.

### **Offeror's Signature**

The proposal must be signed by an individual legally authorized to bind the offeror. The offeror's signature is a guarantee that the proposal has been developed without collusion. The offeror shall provide proof of authority of the person signing the RFP upon the County's request.

### **Offer in Effect for 120 Calendar Days**

The offeror may not modify, withdraw, or cancel a proposal for a 120-day period following the RFP due date.

## **PROPOSAL REQUIREMENTS**

### **Proposal Organization**

Proposals must be organized into sections that follow the format of this RFP. Pages must be consecutively numbered.

### **Compliance with Instructions**

Scoring points may be deducted for failure to comply with these instructions. Furthermore, a proposal may be deemed nonresponsive and disqualified from consideration if it does not follow the response format, is difficult to read or understand, or is missing required information.

### **Extraneous or Outside Information**

Selection and contract award will be based on the offeror's proposal and the evaluation of other information outlined in this RFP. Offeror responses may not include references to information located on Internet websites, in libraries, or at other external locations unless specifically requested in the RFP. Such information will not be considered, will have no bearing on any award, and may result in the offeror's disqualification from further consideration.

### **Copies Required and Deadline for Receipt of Proposals**

The proposal must be submitted to the County procurement officer by email.

Proposals must be labeled with the proposal's name and received by the procurement officer by the due date and time. The offeror is solely responsible for assuring delivery by the deadline.

### **Late Proposals**

Regardless of cause, late proposals will not be accepted and will be automatically disqualified from consideration.

### **Preparation Costs**

The offeror is solely responsible for all costs incurred prior to contract execution.

## **SECTION 2 - RFP STANDARD INFORMATION**

### **AUTHORITY**

This RFP is issued under the authority of the Missoula County Purchasing and Contracts Policy. The RFP process is a procurement option which allows the award to be based on evaluation criteria in addition to cost. Section 6 states the relative importance of all evaluation criteria, and only the evaluation criteria outlined in the RFP will be used.

### **OFFEROR COMPETITION**

The County encourages free and open competition to obtain quality, cost-effective services and products. The specifications contained in proposal requests are designed to accomplish this objective.

### **PUBLIC INSPECTION OF PROPOSALS**

#### **Public Information**

All information received in response to this RFP, including copyrighted material, is deemed public information and with one exception will be available for public viewing and copying after the proposal deadline. All requests for information must be made through the County's website at: <https://missoulacountymt.nextrequest.com/>.

The public will not be able to view bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA. The procurement officer will remove any such trade secrets from the RFP prior to public viewing.

#### **Bona Fide Trade Secrets**

Confidential information meeting the requirements of Title 30, Chapter 14, Part 4, MCA will be available for review only by the procurement officer, the evaluation committee members, and limited other designees.

Before the RFP is made available to the public, the procurement officer will remove the confidential information if the following conditions are met:

- Confidential information is clearly marked and separated from the rest of the proposal.
- No confidential material is contained in the cost section.
- An affidavit from the offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to the proposal. To make the trade secret claim, legal counsel must use the Missoula County "Affidavit for Trade Secret Confidentiality" form available at <https://www.missoulacounty.gov/departments/auditor/forms-resources/>

The offeror shall pay all legal costs and fees associated with defending a claim for confidentiality if a "right to know" request is received from another party.

### **CLASSIFICATION AND EVALUATION OF PROPOSALS**

#### **Classification of Proposals as Responsive or Non-responsive**

All proposals will be classified as either "responsive" or "non-responsive." A proposal is considered "responsive" if it conforms in all material respects to the requirements of the RFP. A proposal may be found non-responsive if:

- Required information is not provided;
- The cost proposal is excessive or inadequate as measured by criteria stated in the RFP;
- The proposal does not conform to the specifications described and required in the RFP.

If a proposal is found to be non-responsive, it will receive no further consideration.

### **Determination of Offeror Responsibility**

The procurement officer and/or the selection committee will make a determination whether an offeror has met the standards of responsibility based on the requirements of the RFP. Factors used to determine the responsibility may include whether the offeror has:

- The appropriate financial, material, equipment, or human resources to meet all contractual requirements;
- A satisfactory record of integrity;
- The legal ability to contract with the County;
- Provided all information requested for use in the determination of responsibility; and
- A satisfactory record of past performance.

An offeror may be deemed “nonresponsible” at any time during the procurement process if information surfaces to support such a determination.

### **Evaluation of Proposals and Offeror Interviews/Product Demonstration**

The remaining proposals will be scored according to the evaluation criteria stated in Section 6. The selection committee may ask finalists to appear for interviews or product demonstrations or to provide written responses to items requiring clarification. Any costs associated with interviews or product demonstrations are the sole responsibility of the offeror.

### **County’s Right to Investigate and Reject**

The County may make such investigations as are deemed necessary to determine the ability of the offeror to provide the product or services specified. The County reserves the right to reject any proposal if the evidence obtained fails to satisfy the County that the offeror is properly qualified to perform the obligations of the contract. This includes the County's ability to reject a proposal based on negative references.

### **Offeror Selection and Contract Execution**

After an evaluation of the offeror interviews and/or product demonstrations, the selection committee will recommend a contract award, which the procurement officer will communicate to the offeror selected. If the offeror does not accept all material terms of the County contract, the County may move to next ranked offeror or cancel the RFP. The work described in the RFP may begin only after the contract is signed by all parties.

### **COUNTY'S RIGHTS RESERVED**

The RFP in no way constitutes a commitment by the County to award and execute a contract. If such actions are deemed in its best interests, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFP;
- Reject any or all proposals received in response to this RFP;
- Waive any undesirable, inconsequential, or inconsistent provisions of this RFP;
- If awarded, suspend contract execution; or terminate the resulting contract if the County determines adequate county funds are not available.

### SECTION 3 - SCOPE OF PROJECT OF PRODUCT SPECIFICATIONS

Please see below for list of buildings that we are seeking cleaning services for, along with the cleaning requirements and frequency of these services. If any information appears to be missing, please ask through the addendum process.

#### List of Buildings and Building Addresses:

1. Missoula County Courthouse and Annex, 200 W. Broadway- 85,370SF
2. Missoula County Administration building, 199 W. Pine St.- 18,190SF
3. Missoula Public Health, 301 W. Alder St.- 27,904SF
4. Missoula County Risk and Benefits, 223 W. Alder St.- 5,189SF
5. Missoula County Relationship Violence Services, 317 Woody St.- 4,416SF
6. Missoula County Building, at 311 Woody St. – 4,500SF
7. Missoula County Public Works, 6089 Training Dr.- 7,520SF
8. Missoula County Gerald W. Marks Exploration Center, 1075 South Ave.- 27,672SF
9. Missoula County Elections Center (Building B), 120 N. Russell – 8,450SF
10. Missoula County Elections Office (Building A), 140 N. Russell – 6,700SF
11. Missoula County Detention Center, 2340 Mullan Rd.- *Field verify SF during walk-through*
12. Missoula County Evidence Facility, 2340 Mullan Rd. - *Field verify SF during walk-through*
13. Missoula County Risk and Benefits, 438 W. Spruce St.- 2,683SF
14. Missoula County Records Center, 2147 Ernest- *Field verify SF during walk-through*
15. Missoula County Sheriffs Office, 2415 Mullan Rd.- 8,190SF
16. Missoula County Radio Building 1<sup>st</sup> Floor, 125 E. Main St. and 2<sup>nd</sup> Floor, 127 E. Main St.- *Field verify SF during walk-through*
17. Missoula County Animal Control Shelter – 6700 Butler Cr. Rd. Missoula, MT. – 8,877SF

#### Work Schedule & Background Check Requirements - All Locations:

- Cleaning of Missoula County buildings is to take place during either a day shift or a night shift. Each building's required shift and cleaning interval will be identified under each building below:
  - Day Shift will be Monday through Saturday, 7AM to 5PM (unless otherwise noted)
  - Night Shift will be Monday through Saturday, 5PM to 7AM (unless otherwise noted)
  - *Weekend work is considered Friday 5P.M. – Monday 7A.M.*
- **Note: Due to the presence of sensitive material, the contractor will be required to conduct background checks on all staff that will work in Missoula County Buildings. No one who has had a financial crime conviction within the last three years may be assigned to clean any County building; financial crimes include but are not limited to theft, fraud, embezzlement, cybercrime. No one who has repeat financial crime convictions longer than three years may be assigned to clean any County building. All staff working unescorted after hours in the following locations will have to undergo a fingerprinted background check to be conducted by the Missoula County Sheriff's Office to meet federal CJIS requirements. The CJIS regulated areas are as follows: Missoula County Sheriff's Office, County Attorneys Office(within the Courthouse/Annex), Relationship Violence Services Office, Justice Court Clerks & Judges Offices, Missoula County Detention Facility, Missoula County Evidence Facility**

#### General Cleaning Requirements - All Locations

- Daily Responsibilities:
  - Clean and sanitize all restrooms and restock supplies. Maintain restrooms throughout the day.
  - Empty and clean all trash receptacles, both in common places (hallways/conference rooms/exterior) and in offices.
  - Clean interior and exterior of all entrance doors.
  - Clean and sanitize all drinking fountains.
  - Mop entrances (or vacuum, depending on flooring type), stairs and halls during inclement weather or when visibly dirty/soiled. Put out “wet floor” signs when needed.
  - Clean up spills on floors and carpets as needed.
  - Carry a cellphone and respond to departments as requested. A single number to provide to County staff for requests.
  - Inform maintenance of any necessary repairs.

#### General Cleaning Requirements - All Locations

- Weekly Responsibilities:
  - Thoroughly clean all offices & conference rooms; including ceiling diffusers, walls, baseboards, desktops if desktop is clear, and under desks.
  - Vacuum all carpets and mop hard surfaces.
  - Clean and sanitize all high touch surfaces
    - a. Wall switches, door handles/knobs, handrails, elevator buttons, etc....

#### General Cleaning Requirements - All Locations

- Bi-Weekly (twice a week):
  - Empty indoor recycling bins into designated outdoor collection areas Tuesdays and Fridays.

#### General Cleaning Requirements - All Locations

- Monthly Responsibilities:
  - Buff all hard-surfaced floors.

#### General Cleaning Requirements - All Locations

- Quarterly Responsibilities:
  - Strip and wax all hard surface floors. \*
  - Shampoo and extract all carpeted areas. \*
  - Clean & replace walk-off mats throughout all facilities. \*
  - (\*) Frequency may increase during the winter months. **Wool carpets and hard surfaces to be cleaned in accordance with manufacturer recommended equipment and products.**

#### Additional Specific Cleaning Requirements & Work Schedule Requirements by Location:

These are in supplement to the general listed cleaning requirements & frequency's detailed above. These have been included to help provide further information to proposing contractors on the specific work that will take place in each building:

##### 1.) Missoula County Courthouse & Annex:

Day Shift: (Courthouse and Annex):

- Provide one full time and one half time custodian between the hours of **8 AM and 5 PM** Monday through Friday.
- Clean Office of Emergency Management/911 each morning Sunday through Saturday.
- Clean Justice Court during the hours of **12 PM to 1 PM** Monday through Friday.

- Clean Sheriff's Civil, and Youth Court/ Pretrial Offices each morning Monday, Wednesday, and Friday.
- See general cleaning requirements (daily, weekly, bi-weekly, monthly, quarterly)

**Night Shift (Courthouse & Annex):**

- Provide adequate staff as necessary to perform all listed cleaning requirements
- Ensure all doors are closed & locked after cleanings, regardless of the state they are found in
- Adjust night schedule to accommodate evening meetings.
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after-hour work in the Work Schedule section

**Annually:**

- Clean exterior windows

**2.) Administrative Building (Night Shift):**

- Clean three days a week - Monday, Wednesday and Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

**Annually:**

- Clean exterior windows

**3.) Missoula Public Health/ Nurses Station (Night Shift):**

- Clean five days a week, Monday through Friday.
- Nurses station and clinic rooms (to be defined during walkthrough) hard surfaces(counters/chairs) to be wiped/cleaned daily
- Nurses station Sheet Vinyl flooring to be mopped daily
- Playroom floor to be mopped daily
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

**Annually:**

- Clean exterior windows

**4.) Risk and Benefits Alder Location (Night Shift):**

- Clean two days a week, Tuesday and weekend day *(for the weekend day cleaning, this can occur anytime between Friday 5p.m. – Monday 7a.m.)*
- See general cleaning requirements (daily, weekly, bi-weekly, monthly, quarterly)

**Annually:**

- Clean exterior windows

**5.) Relationship Violence Services (Night Shift):**

- Clean two days a week, Tuesday and Saturday *(for the weekend day cleaning, this can occur anytime between Friday 5p.m. – Monday 7a.m.)*
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

**6.) 311 Woody (Night Shift):**

- Clean two days a week, Tuesday and Friday *(for the Friday cleaning, this can occur anytime between Friday 5p.m. – Monday 7a.m.)*
- See general cleaning requirements (daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

7.) Public Works (Night Shift):

- Clean two days a week, Tuesday and Friday (*for the Friday cleaning, this can occur anytime between Friday 5p.m. – Monday 7a.m.*)
  - Includes the Maintenance Shop office and restroom
  - Includes the Sign Shop, which has a small office and a restroom, the space is around 220 SF
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

Annually:

- Clean exterior windows

8.) Gerald W. Marks Exploration Center (Day Night Shift):

- Clean all areas except Insectarium three days a week, Monday, Wednesday, Friday
- Clean Insectarium 1 day a week, Monday through Friday.
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- *Frequency may change due to special event schedule*
- *Includes the Demo Kitchen located on the second floor, which is to be deep cleaned annually*
- *Includes the Commercial Kitchen on the first floor, which is to be deep cleaned quarterly*

Annually:

- Clean exterior windows

9.) Elections Center (Night Shift):

- Clean one day a week, Tuesday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- *Frequency may change during election years during election cycles*

Annually:

- Clean exterior windows

10.) Elections Office (Night Shift):

- Clean one day a week, Tuesday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- *Frequency may change during election years during election cycles*

Annually:

- Clean exterior windows

11.) Detention Center - Admin (Day Shift):

- Clean five days a week, Monday through Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

12.) Evidence Facility (Day Shift):

- Clean one day a week, Wednesday
- Including exterior restroom between bay #5 & bay #6
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

13.) Risk and Benefits (Night Shift):

- Clean two days a week, Wednesday and Friday(*for the Friday cleaning, this can occur anytime between Friday 5p.m. – Monday 7a.m.*)
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

14.) Records Center (Night Shift):

- Clean two days a week, Wednesday and Friday(*for the Friday cleaning, this can occur anytime between Friday 5p.m. – Monday 7a.m.*)
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

15.) Sheriff's Office (Day Shift):

- Clean Sheriff's offices during the hours of **8AM to 5 PM** Monday through Friday
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)
- See background check requirements for after hours work in the Work Schedule section

Annually:

- Clean exterior windows

16.) Radio Building (~~Day~~ *Night* Shift):

- Clean two days a week Tuesday and Friday(*for the Friday cleaning, this can occur anytime between Friday 5p.m. – Monday 7a.m.*)
- With additional garbage removal on Thursdays
- See general cleaning requirements(daily, weekly, bi-weekly, monthly, quarterly)

17.) Animal Services (~~Day~~ *Night* Shift):

- Clean two days a week Tuesday and Friday
- Only includes lobby, front reception counter, public hallway, visitation rooms, & restrooms
  - See general cleaning requirements for the above listed areas(daily, weekly, bi-weekly, monthly, quarterly)

Annually:

- Clean exterior windows

**Additional Bid Requirements:**

The contractor shall furnish all restroom paper products and hand soap, *this is to also include any other consumables such as seat covers, feminine waste bags, urinal screens/mats, air fresheners, etc...* The contractor shall also furnish all trash liners, cleaning supplies, *all floor cleaning supplies(all floor/carpet types)* and equipment required to accomplish work as specified.

**Missoula county is dedicated to reducing staff and public exposure to toxic chemicals and providing a more sustainable environment. Green cleaning products certified by Green Seal, Safer Choice, Eco Logo, or equivalents, must be used. All paper products must be recycled with at least 30% post-consumer content and be certified by the Forst Stewardship Council.**

Equipment furnished by the contractor shall be the size and type best suited for accomplishing the various phases of work, equipment shall be suitable for operation from existing sources of the County furnished electrical power and shall have a low noise level of operation. Equipment considered by the County to be improper or dangerous will be removed and replaced by the contractor with satisfactory equipment.

The county will not be held responsible for loss or damage to any equipment belonging to the contractor stored on County premises.

The contractor will agree to hold the County harmless against and from all losses from any acts or omissions of the contractor.

**Contractor is to ensure that Montana State prevailing wage requirements have been included in bid cost. Contractor is to ensure that 1% GRT is included in bid cost if required by state.**

#### **SECTION 4 - OFFEROR QUALIFICATIONS (50 POINTS)**

To enable the County to evaluate the capabilities of the offeror and its ability to supply the product and/or services specified in this RFP, the offeror must provide the following:

##### **Company Profile and Experience of Personnel (20 Points)**

- Introductory letter or statement of interest;
- Firm name, address, and principal contact for this RFP;
- A general description of the firm including its primary source of business, organizational structure and size, number of employees, and years of experience performing services or supplying products similar to those described within this RFP;
- A resume or summary of qualifications, work experience, education, certification, and skills for all key personnel, including any subcontractors, who will perform any aspect of this contract. Include each individual's anticipated role and years of experience providing services similar to those described in this RFP.

##### **Firm Experience (15 Points)**

- A detailed description of two other cleaning service contracts of similar size(most comparable)
  - The dates these contracts were active/are active
- The client for whom the services were provided; and
- Contact information for the client.

##### **Specific Requirements**

- Due to the nature of the some of the sensitivity of materials that are stored in Missoula County Courthouse, it will be a requirement that the staff dedicated to the Courthouse shall be able to pass a full CJIN background check, since they may be unaccompanied sometimes during cleaning. Please provide a statement within your proposal that your firm will be able to meet this requirement for the staff dedicated to the Missoula County Courthouse

##### **Project Approach and Timeline (15 Points)**

- Generally, describe how you plan to accomplish the work requirements listed in this Request for Proposal. Include staffing schedule for each listed building

##### **Interviews or Product Demonstrations**

TBD based off of score results

##### **INSURANCE REQUIREMENTS**

Contractor will be required to maintain general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million (\$2,000,000) in the aggregate. Contractor will be required to provide professional liability insurance.

In accordance with §§ 39-71-401 and 39-71-405 MCA, Contractor agrees to provide workers’ compensation insurance for its employees while performing work under this Agreement. Contractor shall provide proof of compliance in the form of workers’ compensation insurance or documentation of corporate officer status and maintain such insurance or corporate officer status for the duration of the contract.

All insurance policies required must be from an insurance carrier licensed to do business in the State of Montana. Contractor agrees to furnish proof of required insurance to the County prior to commencing work under Agreement. Missoula County must be listed as an additional insured on the general liability insurance certificate for this Agreement unless otherwise specified by Missoula County.

**SECTION 5 – COST PROPOSAL (50 POINTS)**

The cost proposal must be submitted in a separate, sealed envelope to be considered responsive to the requirements of this RFP. The cost proposal must not be included in the body of the proposal.

The cost proposal must be submitted in a separate, sealed envelope from the RFP response to be considered responsive. Alternatively, if submitted by email, it shall be submitted as a separate attachment. The cost proposal must not be included in the body of the proposal.

Please provide a Cleaning Service fee based off of the information provided in this Request for Proposals, issued **November 7<sup>th</sup>, 2025**. Cleaning service fee shall be presented as a lump sum and broken down for each building. If necessary, please request clarification on any aspect of this RFP or cost submission through the addendum process. ~~Please also provide an hourly rate per a square foot for special event cleanings.~~ **Please provide an hourly rate for special event cleanings and emergency call-outs**

Additionally, this contract is anticipated to be a three year contract, with the option of a two-year extension. Please provide your anticipated contract cost increases in the form of a percentage(yearly) for the next three years.

**SECTION 6 – EVALUATION PROCESS**

The selection committee will review and evaluate the Statements of Qualifications according to the criteria listed below, based on a total number of **100** points. The highest scoring candidate will be awarded this project.

**EVALUATION CRITERIA**

	<b>Company Profile and Experience of Proposed Personnel</b>	<b>20 Points</b>
	<b>Firm Experience</b>	<b>15 Points</b>
	<b>Cleaning Services Approach</b>	<b>15 Points</b>
	<b>Cost Proposal</b>	<b>50 Points</b>

# Missoula County

## Standard Terms and Conditions

**By submitting a response to this invitation for bid, request for proposal, or limited solicitation, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.**

**ACCEPTANCE/REJECTION OF BIDS, PROPOSALS, OR LIMITED SOLICITATION RESPONSES:**

The County reserves the right to accept or reject any or all bids, proposals, or limited solicitation responses, wholly or in part, and to make awards in any manner deemed in the best interest of the County. Bids, proposals, and limited solicitation responses will be firm for 30 days, unless stated otherwise in the text of the invitation for bid, request for proposal, or limited solicitation.

**ACCESS AND RETENTION OF RECORDS:** The contractor agrees to provide the County, the County Auditor, or authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by Missoula County or third party.

**ALTERATION OF SOLICITATION DOCUMENT:** In the event of inconsistencies or contradictions between language contained in the County's solicitation document and a vendor's response, the language contained in the County's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification.

**ASSIGNMENT, TRANSFER AND SUBCONTRACTING:** The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the County.

**AUTHORITY:** The attached bid, request for proposal, limited solicitation, or contract is issued under the authority of the Missoula County Purchasing and Contracts Policy.

**COMPLIANCE WITH LAWS:** The contractor must, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations, including the Montana Human Rights Act, the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractor to the same provisions. In accordance with MCA 49-3-207, the contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or nation origin by the persons performing the contract.

**CONFORMANCE WITH CONTRACT:** No alteration of the terms, conditions, delivery, price, quality, quantities, or specifications of the contract shall be granted without prior written consent of Missoula County. Supplies delivered which do not conform to the contract terms, conditions, and specifications may be rejected and returned at the contractor's expense.

**DEBARMENT:** The contractor certifies, by submitting this bid or proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department

or agency. If the contractor cannot certify this statement, attach a written explanation for review by the County.

**DISABILITY ACCOMMODATIONS:** The County does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals who need aids, alternative document formats, or services for effective communications or other disability related accommodations are invited to make their needs and preferences known to the County department issuing the solicitation. Interested parties should provide as much advance notice as possible.

**FAILURE TO HONOR BID/PROPOSAL:** If a bidder or offeror to whom a contract is awarded refuses to accept the award or fails to deliver in accordance with the contract terms and conditions, the County may, in its discretion, suspend the bidder or offeror for a period of time from entering into any contracts with Missoula County.

**FORCE MAJEURE:** Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the nonperforming party, so long as such party is using its best efforts to remedy such failure or delays.

**HOLD HARMLESS/INDEMNIFICATION:** The contractor agrees to protect, defend, and save the County, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the County, under this agreement.

**LATE BIDS AND PROPOSALS:** Regardless of cause, late bids and proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to ensure delivery at the designated office by the designated time. Late bids and proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

**PAYMENT TERMS:** All payment terms will be computed from the date of delivery of supplies or services OR receipt of a properly executed invoice, whichever is later. Unless otherwise noted in the solicitation document, the County is allowed 30 days to pay such invoices. All contractors will be required to provide banking information at the time of contract execution in order to facilitate County electronic funds transfer payments.

**RECIPROCAL PREFERENCE:** The County applies a reciprocal preference against a vendor submitting a bid from a state or country that grants a residency preference to its resident businesses. Such reciprocal preference is applied only to competitively bid projects for construction, repair, or maintenance of a building, road, or bridge in excess of \$50,000.

**REGISTRATION WITH THE SECRETARY OF STATE:** Any business intending to transact business in Montana must register with the Secretary of State. Businesses that are incorporated in another state or country, but which are conducting activity in Montana, must determine whether they are transacting business in Montana in accordance with MCA 35-1-1026 and MCA 35-8-1001. Such businesses may want to obtain the guidance of their attorney or accountant to determine whether their activity is considered transacting business.

If businesses determine that they are transacting business in Montana, they must register with the Secretary of State and obtain a certificate of authority to demonstrate that they are in good standing in Montana. To obtain registration materials, call the Office of the Secretary of State at (406) 444-3665, or visit their website at <http://sos.mt.gov>.

**SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

**SHIPPING:** Supplies shall be shipped prepaid, F.O.B. Destination, unless the contract specifies otherwise.

**SOLICITATION DOCUMENT EXAMINATION:** Vendors shall promptly notify the County of any ambiguity, inconsistency, or error which they may discover upon examination of a solicitation document.

**TAX EXEMPTION:** Missoula County is exempt from Federal Excise Taxes (#81-6001397).

**TERMINATION OF CONTRACT:** Unless otherwise stated, the County may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

**UNAVAILABILITY OF FUNDING:** The contracting department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason.

**U.S. FUNDS:** All prices and payments must be in U.S. dollars.

**VENUE:** This solicitation is governed by the laws of Montana. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the Fourth Judicial District in and for the County of Missoula, State of Montana, and each party shall pay its own costs and attorney fees.

**WARRANTIES:** The contractor warrants that items offered will conform to the specifications requested, to be fit and sufficient for the purpose manufactured, of good material and workmanship, and free from defect. Items offered must be new and unused and of the latest model or manufacture, unless otherwise specified by the County. They shall be equal in quality and performance to those indicated herein. Descriptions used herein are specified solely for the purpose of indicating standards of quality, performance, and/or use desired. Exceptions will be rejected.



## Appendix A

# Armstrong Flooring Maintenance Instructions for Luxury Flooring & Sheet Flooring

## ArmstrongFlooring™

**Following a regular and well-planned maintenance program will ensure a beautiful floor and increase its service life.**

**Click here for more insight into creating a Flooring Maintenance Plan for Your Facility.**

## Helpful Tips

- Always use proper safety signage while working, especially during wet maintenance.
- Use walk-off mats at every entrance to help control grit and soil; clean walk-off mats regularly. We recommend mats without latex or rubber backing since these backings can cause permanent discoloration.
- Protect the floor with plywood or Kraft paper during construction and while moving equipment and furniture.
- Select proper non-staining furniture rests and casters; the contact area should be smooth, flat, and firmly on the floor at all times.
- After removing loose dirt and debris, use a damp mop and a properly diluted cleaner for daily maintenance. Do not use an excessive amount of liquid.

- When using disinfectants, always follow manufacturer's instructions for use to avoid slippery conditions and possible discoloration.
- A scrubbing brush may be used in place of a pad to remove dirt and residue.
- Protect your floor by avoiding the use of brown and black pads, or stiff-bristled, highly abrasive brushes.
- On heat welded seams, apply 1-2 thin, even coat(s) of S-762 Weld Rod Coating Pen; periodic reapplication may improve results.

## Initial Maintenance

### Preparation

- Newly installed flooring should not be exposed to rolling load traffic for at least 72 hours after installation to allow the adhesive to dry.
- Do not wet wash, machine scrub, or strip the floor for at least five days after installation. Excess moisture can interfere with the adhesive and/or seam treatments.
- When performing wet maintenance, always use proper signage and prohibit traffic until the floor is completely dry.
- Remove any adhesive residue with a clean, white cloth dampened with denatured alcohol.

### Using Disinfectant/Germicidal Cleaners



- In applications where germicidal chemicals are routinely used, the floor must be scrubbed with a properly diluted cleaner, like S-485 Commercial Floor Cleaner, before the first application of disinfectant.

- Use a single disk swing machine (300 rpm or less) with a 3M® blue scrubbing pad or equivalent brush or pad.
- Rinse the floor with fresh, clean water and allow the floor to dry.
- For homogeneous sheet with Diamond 10® Technology, please note: If polish does not bond and wet out or if germicidal chemicals do not wet out, the floor must be thoroughly scrubbed with a properly diluted sodium hydroxide-containing floor stripper such as Spartan Chemical Corporation's Square One®, using a rotary machine (300 rpm or less) equipped with a 3M blue pad scrubbing pad or equivalent brush or pad. Strippers should have a formulated sodium hydroxide (NaOH) concentration of 1% by weight or greater. Dilution rates should not exceed 1:4. NOTE: Subsequent stripping of previously applied polish does not require the use of sodium hydroxide-containing strippers.

## Sweep & Damp Mop in Areas with Light Soiling

- Sweep, dust mop or vacuum the floor to remove loose dust, dirt, and debris.
- Damp mop the floor with a properly diluted cleaner, like S-485 Commercial Floor Cleaner, on a regular or daily basis.

## Machine Scrub for Heavy Soiling and Corrective Cleaning



- When necessary, after sweeping, dust mopping or vacuuming, scrub the floor using a rotary machine or auto scrubber (300 rpm or less) with a properly diluted cleaner
  - Use a 3M red pad, or equivalent, for a light scrub

- Use a 3M blue pad, or equivalent, for a deep scrub
- **Thoroughly scrub the floor, passing slowly in each direction**
- The use of scrubbing brushes is recommended to remove dirt and residue
- Rinse the floor with fresh, clean water and allow the floor to dry.
- On heat welded seams, apply 1-2 thin, even coat(s) of S-762 Weld Rod Coating Pen; periodic reapplication may improve results.

## Daily, Regular & Periodic Maintenance (No Polish)

### Sweep & Damp Mop in Areas with Light Soiling

- Sweep, dust mop or vacuum the floor to remove loose dust, dirt, and debris.
- Damp mop the floor with a properly diluted cleaner, like S-485 Commercial Floor Cleaner, on a regular or daily basis.

### Machine Scrub for Heavy Soiling and Corrective Cleaning



- When necessary, after sweeping, dust mopping or vacuuming, scrub the floor using a rotary machine or auto scrubber (300 rpm or less) with a properly diluted cleaner
  - Use a 3M® red pad, or equivalent pad or brush, for a light scrub
  - Use a 3M blue pad, or equivalent pad or brush, for a deep scrub
- Thoroughly scrub the floor, passing slowly in each direction
- The use of scrubbing brushes is recommended to remove dirt and residue

- Rinse the floor with fresh, clean water and allow the floor to dry.
- On heat welded seams, apply a thin, even coat of S-762 Weld Rod Coating Pen; periodic reapplication may be needed.

## Polish Optional Maintenance

**Polish is not required for Armstrong Flooring LVT or Sheet, however it will not negatively impact the performance of the floor. For facilities that choose to incorporate polish as part of their maintenance programs please follow the steps below.**

## Initial Maintenance



- Sweep, dust mop or vacuum the floor to remove loose dust, dirt, and debris.
- Damp mop the floor with a properly diluted cleaner, like S-485 Commercial Floor Cleaner.
- Remove any adhesive residue with a clean, white cloth dampened with denatured alcohol.
- Thoroughly scrub with a neutral floor cleaner and a 3M blue scrub pad or equivalent pad or brush. This will activate the surface to enable polish wet out and adhesion. Make multiple passes over the floor with a scrubber.
- Apply 3 to 5 coats of high-quality floor polish, like S-480 Commercial Floor Polish.
- In areas where the flooring will be exposed to heavy traffic and/or staining agents, we recommend applying 1 or 2 coats of a stain resistant sealer prior to the application of polish.

## Sweep & Damp Mop in Areas with Light Soiling

- Sweep, dust mop or vacuum the floor to remove loose dust, dirt, and debris.
- Damp mop the floor with a properly diluted cleaner, like S-485 Commercial Floor Cleaner on a regular or daily

## Machine Scrub for Heavy Soiling and Corrective Cleaning



- When necessary, after sweeping, dust mopping or vacuuming, scrub the floor using a rotary machine or auto scrubber (300 rpm or less) with a properly diluted cleaner
  - Use a 3M red pad, or equivalent, for a light scrub
  - Use a 3M blue pad, or equivalent, for a deep scrub
- **Thoroughly scrub the floor, passing slowly in each direction**
- The use of scrubbing brushes is recommended to remove dirt and residue
- Rinse the floor with fresh, clean water and allow the floor to dry.
- If needed, additional coats of floor polish may be applied. If there is sufficient base of polish remaining (3 to 5 coats), buff, spray buff or burnish to restore gloss.

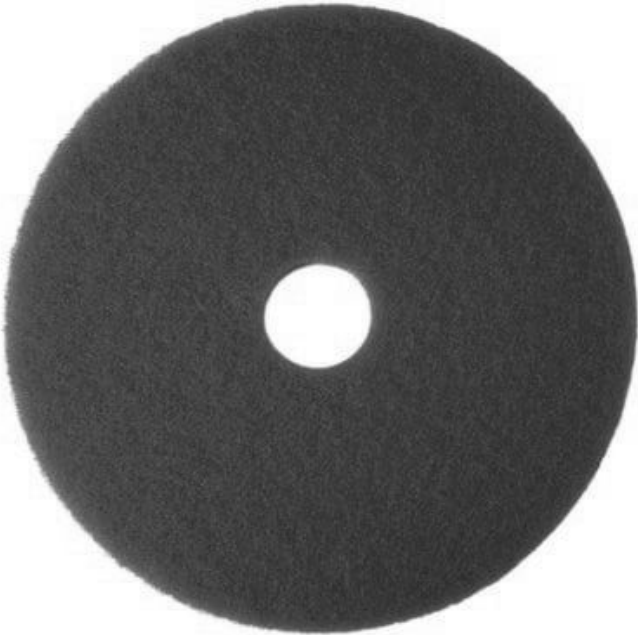
## Restorative Maintenance – Stripping Existing Floor Polish

- Mix stripping solution to the appropriate dilution, depending on floor finish buildup.
- Cordon off areas to be stripped and apply liberal amounts of solution uniformly on floor with mop.
- Let stripping solution soak for the appropriate amount of time recommended by the stripper manufacturer.
- Keep areas to be stripped wet. Rewet if necessary.
- **Machine scrub the floor (300 rpm or less), passing slowly in each direction, with a 3M blue pad or equivalent to break up the polish film. Do not allow stripping solution to dry on the floor.**
- Remove dirty stripping solution with a wet vacuum or mop.
- Rinse the floor with fresh, clean water and allow the floor to dry.
- Apply 3 to 5 coats of high-quality floor polish, like S-480 Commercial Floor Polish.
- In areas where the flooring will be exposed to heavy traffic and/or staining agents, we recommend applying 1 or 2 coats of a stain resistant sealer prior to the application of polish.


## Equipment, Accessories & Floor Protection

**We recommend using the following accessories and equipment as part of a regular and well-planned maintenance program to ensure a beautiful floor and increase its service life.**

- Wet mops (microfiber, cotton, synthetic blend)
- Dry mops (microfiber, rayon, polyester, acrylic)
- Polish applicators (optional)




Use a 3M® 5100 red pad or equivalent brush or pad for a light scrub



Use a 3M 5300 blue pad or equivalent brush or pad for a deep scrub



S-480 Commercial Floor Polish



S-485 Commercial Floor Cleaner



S-762 Weld Road Coating Pen

## Guidelines for Floor Protection Devices

- The contact area should be smooth, slightly rounded and large enough to distribute the load evenly without damaging the floor.
- Floor contact devices should be manufactured from non-staining materials.
- Felt glides are recommended on smooth, hard surface. They must be kept clean and properly maintained.
- Nylon glides are recommended on heavily embossed or textured surfaces.
- When using rolling casters, we recommend double wheel options. To avoid damage under the casters, use a non-staining chair mat.
- Furniture, appliances, and equipment should be leveled so that all flooring protection devices rest fully and firmly on the floor.



***Floor Protectors***

Updated on October 4, 2024

### Article Attachments



FP7440F10738-523-LVT\_Sheet-MaintInstruc Rev



Spanish-LVT\_Sheet-Maint-Instr Rev