

FINANCIAL SERVICES DEPARTMENT  
CONTRACTS AND PROCUREMENT DIVISION  
TRACI GORMAN, CPPO, CPPB – CONTRACTS & PROCUREMENT MANAGER

## REQUEST FOR QUOTATION 23-037

To: Requesting Dept: Community Services Development  
Address: Date Issued: February 15, 2023  
City: Date & Time Due: March 8, 2023 at 5:00 P.M.  
State: Zip: County Contact: Andrew Hopmeier  
ATTN: Phone: 719-520-6489  
Phone: Email: AndrewHopmeier@elpasoco.com  
Email:

**Background:** The El Paso County Community Services Department (Parks) is seeking a qualified vendor to provide janitorial support services for the 2023 El Paso County Fair. The Fair is located at at 366 10<sup>th</sup> Street, Calhan, Colorado 80808, from July 15, 2023 to July 22, 2023.

**Goal:** The goal is to have janitorial support services for the 2023 El Paso County Fair to provide a clean, sanitary environment for guests and staff at the County Fair.

**Requirements:** The vendor must have a minimum of three (3) years of relative experience to include janitorial services for public facilities.

The vendor shall provide a minimum of four (4) custodians for the morning shift (6:00A.M. – 2:30 P.M. with a 30-minute break included) and eight (8) custodians for the evening shift (2:30 P.M. – 11:00 P.M with a 30-minute break included) for all eight (8) days of the County Fair from July 15 through July 22, 2023. There is a total of 768 total labor hours needed.

The vendor must identify a team lead who is fluent in English for each morning and evening shift. A team lead must be available for each shift during all 8 days of service. The team lead shall communicate objectives,

priorities, goals, etc. with the El Paso County Parks representative prior to each shift. Custodian crews shall work alongside any County staff to meet and or exceed sanitation objectives.

Custodians shall provide their own transportation to and from the Fairgrounds located at 366 10<sup>th</sup> Street, Calhan C, 80808. Custodians shall provide their own food for their lunch break. Water and restroom facilities are available for the custodian crew.

The successful vendor shall have the ability to efficiently supplement staff in the case of sickness, tardiness, or inadequate performance. If possible, the vendor must provide at least twelve (12) hour notice regarding staff shortages.

Custodians shall be responsible for being on-time and signing a timesheet to track hours worked.

Scope of Work: El Paso County wishes to enter a Professional Services Agreement with a Cleaning Service company to provide janitorial services for the 2023 El Paso County Fair. There are various restrooms and facilities at the Fairgrounds location that need to be cleaned and sanitized during the Fair. The Fair is located at 366 10<sup>th</sup> Street, Calhan, Colorado 80808.

Duties include but are not limited to trash collection, sweeping, mopping, cleaning, sanitizing all restroom surfaces, and providing other event support as assigned.

All janitorial supplies including PPE, cleaning chemicals paper/plastic supplies, small utility vehicle, and radio communication equipment shall be provided by El Paso County Parks.

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Description	UOM	Cost Per Hour	Hours Needed	Extended Cost
Custodian for 2023 EPC County Fair (256 Total Day-Shift Hours)	Hourly Rate	\$	256	\$
Custodian for 2023 EPC County Fair (512 Total Night-Shift Hours)	Hourly Rate	\$	512	\$
Total Cost	N/A	N/A	768	\$

Notes / Comments:

Payment Terms: Net 30

No Quote

Quote Valid for:

Quote #:

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title