



# SPARTA POLICE DEPARTMENT

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**Emilee Nottestad**  
Chief of Police

121 E. Oak St.  
Sparta, WI 54656  
Tel. 608-269-3122  
Fax. 608-269-2156  
[www.spartawisconsin.org](http://www.spartawisconsin.org)

Date: July 13, 2021

Re: Request for Proposals for Cleaning of the New Sparta Police Department Building

Due Date for Response: August 6, 2021

## Contact Information:

Todd Fahning, City Administrator  
201 W Oak St Sparta, WI 54656  
(608) 269-4340  
[bldg@spartawisconsin.org](mailto:bldg@spartawisconsin.org)

Emilee Nottestad, Chief of Police  
121 E Oak St Sparta, WI 54656  
(608) 269-3122  
[enottestad@spartawisconsin.org](mailto:enottestad@spartawisconsin.org)

## Submission Information:

Please submit proposals electronically to City Administrator Todd Fahning no later than August 6, 2021. Proposals should include availability for dates/times of cleaning or anticipated cleaning schedule, as well as cost, and whether cleaning supplies are provided by the City or the Company, and whether those supplies are included in the cost, if applicable.

## Background:

The City of Sparta is seeking proposals for the cleaning of its new Police Department building. We anticipate needing a cleaning schedule of twice per week. A brief description of anticipated needs is outlined below. These needs may change once the building is operational and the City understands this would impact the cost of services.

## Description of Building:

The new building contains approximately 18,000 square feet of space on 2 floors and will house 25 employees and 3 dogs. The building is utilized 24 hours a day, 7 days a week.

Flooring – there is carpet, LVT, cement, and tile flooring  
Bathrooms – there are 2 public bathrooms, 3 employee bathrooms, and 2 locker rooms  
Noteable areas – public lobby, offices, large training room, fitness room

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Desired Cleaning Schedule:

We believe the entire building will need to be cleaned once per week. Due to varied levels of security throughout the building, this would most easily be accomplished during business hours early in the week, when offices tend to be most accessible.

A second cleaning each week could consist of a shortened clean, to include bathrooms, the public lobby area, emptying garbage cans, and spot cleaning floors. Floors tend to be a larger issue during winter and may require a full cleaning 2-3 times per week.

Cleaning Supplies:

May be provided by City or by Company. Please indicate preference and whether supplies are included within proposal. Supply lists should include all materials needed to clean the building (chemicals, cloths, sponges, brooms, mops or industrial floor cleaners, vacuums, etc.) and which, if any are supplied by the City.

Requirements:

Anyone with access to the building must pass a background check.

Additional Information:

Questions or requests for tours of the facility for proposal purposes can be directed to Chief Nottestad via phone or email.