

REQUEST FOR PROPOSAL
RFP#17-005 FOR
JANITORIAL MAINTENANCE SERVICES
(Proposals will not be opened and read publicly)

NOTICE

The City of Powder Springs is soliciting written proposals from qualified firms providing Janitorial Maintenance Services for eight City offices and buildings. As a Request for Proposal (RFP) this is not an invitation to bid and, although price is very important, other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 2:00 p.m., September 27, 2017.** All responses must be in a sealed envelope and have “**Janitorial Maintenance Services for City of Powder Springs**” clearly marked on the **outer most mailing envelope**. Please submit one original and four copies of the proposal as follows:

Mail or Hand Deliver To:

City of Powder Springs
4484 Marietta Street
Powder Springs, GA
30127
Attn: John Brown

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not confirm to the requirements specified herein will not be considered. Issuance of the RFP does not obligate the City to award a contract, nor is the City liable for any costs incurred by the proposal in the preparation and submittal of proposals for the subject work. The City retains the right to not select any bidders and/or re-solicit proposals. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact Kelly Axt, City Clerk, via email at kaxt@CityofPowderSprings.org. Any questions not concerning this project that are not sent via email will not be responded to.

BACKGROUND/INTRODUCTION

It is the intent of this specification to secure a contract for professional janitorial services, which will provide necessary routine interior cleaning, and specified building maintenance services for the City. There are 10 buildings included in this project, totaling approximately 68,250 square feet. The weekly schedule varies from building to building.

All individuals performing on the project must clear a finger print criminal background check, submit to a City of Powder Springs background release, and be an employee of the primary contractor awarded the contract – no subcontractors.

Employees must refrain from use of any City telephones, photocopy machines, fax machines, computers or other equipment in the office.

SCOPE OF WORK

The City will provide and stock the following supplies:

1. Trash-can liners for receptacles.
2. Hand towels
3. Hand soap
4. Toilet paper

Contractor shall provide and use cleaning agents approved by the City in writing. All employees are to be bonded and insured and employees of the primary contractor.

Cleaning services are to be provided as follows:

- City Hall - Services shall be provided two (2) times per week.
 - Public Works - Services shall be provided one (1) time per week.
 - Police Department– Services shall be provided two (2) times per week.
 - Municipal Court– Services shall be provided one (1) time per week
 - Community Development– Services shall be provided (1) time per week.
 - Ford Center Reception Hall– Services shall be provided one (1) time per week
 - Cultural Arts Center– Services shall be provided one (1) time per
 - Park Concession/Restroom– Services shall be provided five (5) times per week.
 - Senior Center Building – Services shall be provided XX per week. One time should be sufficient
- a. Office hours for the facilities are between 8:00am – 5:00pm Monday through Friday. Cleaning services shall be provided after hours, or as scheduled by the City.
 - b. Specific days of service will be decided upon at contract signing.
 - c. Contractor will be required to coordinate cleaning with regular scheduled City meetings as scheduled on the City of Powder Springs website (www.cityofpowdersprings.org).
 - d. No cleaning will be required on City holidays. See website for holidays. Holidays falling on a Sunday will be observed on the following Monday, and holidays falling on Saturday will be observed on the preceding Friday. Cleaning shall occur on the day immediately following a holiday.
 - e. At any time during the term of this contract, the City of Powder Springs reserves the right to adjust the cleaning specifications attached. The City understands that additional work shall be estimated and priced to performance.
 - f. Unreasonable estimates shall be deemed cause to terminate this contract.

The contractor will, as part of this agreement, be expected to work closely with the City of Powder Springs in resolving any and all problems resulting during the term of this agreement.

SPECIFICATIONS

1. Bathrooms

- Sweep and wet mop bathroom floors using hospital grade cleaner/disinfectant.
- Clean wall ceramic around urinals.
- Clean toilets, urinals, sinks, showers, mirrors, countertops, and plumbing fixtures.
- Clean toilet and urinal partitions.
- Stock hand soap, hand towels, and toilet paper.
- Damp wipe with disinfectant entire surface areas of tiled and vinyl wall sections monthly.
- Remove hard water deposits, mold, mildew, soap film from all tiled floors and walls monthly.

2. Floors
 - Sweep and wet mop all floors in public entryways, hallways, and kitchen/break rooms.
 - Vacuum all carpeted areas.
 - Spot clean carpet as needed.
 - Dust and clean baseboards of dust, dirt, and smudges monthly or as needed.
 - Vacuuming to include all offices, cubicles, file rooms, conference rooms, training rooms, and waiting rooms.
3. Kitchen/ Break Rooms
 - Clean countertops, tabletops, sinks, microwaves, stoves, and refrigerator exteriors.
 - Spot clean wall coverings.
4. Lobbies
 - Clean and disinfect drinking fountains and public telephones.
5. Elevator
 - Vacuum floors.
 - Clean interior and exterior doors and operating pads.
 - Spot clean wall coverings.
6. Entryways
 - Clean both sides of door glass.
 - Clean and polish doorframes, kick plates, thresholds, and hardware.
7. Conference Rooms, Offices, Council's Chambers, and Waiting Rooms
 - Dust and polish desks, credenzas, tables, bookshelves, and all other furniture.
 - Clean and disinfect phones.
 - Dust computers and clean keyboards, monitors, and mouse's monthly or as needed.
 - Monitors shall be cleaned with an appropriate product designed for such purposes.
 - Vacuum furniture monthly or as needed.
 - Clean marks and stains from furniture.
8. High Dusting and Cleaning (quarterly)
 - Dust door frames, moldings, pictures, windowsills, doorframes, cabinet tops, and appliance tops monthly or as needed. Wall corners shall have no cobwebs.
 - Dust and clean window blinds and interior shutters monthly or as needed.
 - Clean inside windows twice monthly.
 - Clean overhead light fixtures of bugs, dirt, and dust build up as needed.
9. Trash/Recycling Pickup
 - Empty all trash containers and dispose of garbage in City garbage carts.
 - Replace soiled trashcan liners as needed.
 - Clean and remove trash, empty containers, dirty rags, etc. from janitor closets. Mops, mop heads, and other cleaning apparatus shall be clean and stored orderly.

FAMILIARIZATION WITH THE SCOPE OF WORK

Before submitting a proposal, each Respondent shall familiarize itself with the Scope of Work,

laws, regulations and other factors affecting contract performance. The Respondent shall be responsible for fully understanding the requirements of this RFP and the resulting contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of this RFP and resulting contract requirements. The submission of a proposal will constitute a representation of compliance by the Respondent. There will be no subsequent financial adjustment, other than that provided by the resulting contract, for lack of such familiarization.

GENERAL ASSUMPTIONS

1. The Contractor shall provide competent, trained, and experienced staff to the highest standards that are employees of the primary contractor.
2. The Contractor shall consider and plan for appropriate labor resources for illness, vacation, and other loss of time events so service to the City continues uninterrupted. This plan must be updated as needed to be ready for immediate implementation with all background requirements satisfied.
3. The Contractor shall provide all necessary equipment, tools, vacuums, and materials for cleaning services.
4. The Contractor shall be responsible for any cost, fees, or fines due to misuse of the building's alarm system.
5. The Contractor will be responsible for any loss of City property due to errors, mistakes, malfeasance, or misfeasance of its employees.
6. The Contractor shall provide or ensure their staff is wearing easily identifiable company-branded clothing. It is the City's assumption that the staff will be easily recognizable while performing their duties on City property.
7. The Contractor will work cooperatively and directly with the facilities maintenance supervisor.

SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which firm is hired:

1. References
2. Costs
3. Experience
4. Equipment
5. Approach to Work
6. Ability to meet requirements outlined in specification package

A selection committee will be convened to evaluate the proposals.

PAYMENT

Invoices must be fully itemized, and provide sufficient information for approving payment and for auditing purposes. Invoices must be accompanied by receipt for services in order for payment to be processed. Invoices shall reference contract number and project title and shall be mailed to John Brown, City Facilities Maintenance Supervisor, City of Powder Springs Public Works Department, 3006 Springs Industrial, Powder Springs, GA 30127.

OTHER REQUIREMENTS

Enter into Agreement with City

Submitting a proposal to the City indicates agreement of Contractor to enter into the attached Professional Services Agreement for Janitorial Maintenance Services. Upon completion of the evaluation of proposals, the City will notify the firm selected and send a professional services agreement to that firm. No proposal shall be binding on the City until after the

professional services agreement, prepared and provided by the City, is signed by a duly authorized representative of both the contractor and the City.

Conflict of Interest

In the sole judgment of the City of Powder Springs, any and all proposals are subject to disqualification on the basis of a conflict of interest. The City may not contract with a vendor if the vendor or an employee, officer or director of the vendor's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the City who influences the making of the contract.

Furthermore, the City may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. The City, as its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the firm that has a potential conflict of interest.**

ADDITIONAL INFORMATION

The City of Powder Springs retains the right to request any additional information pertaining to the company's abilities, qualifications, and procedures used to accomplish all work under the contract as it deems necessary to ensure safe and satisfactory work.

RFP SCHEDULE (dates are subject to change)

Issue RFP to potential bidders	September 8, 2017
Mandatory Walk Through	September 20, 2017 at 11AM at the Ford Center Reception Hall – 4181 Atlanta Street
Deadline for Proposals	September 27, 2017 at 2PM
Selection of Contractor	October 11, 2017
Award of Contract	October 16, 2017
Start of Contract	November 1, 2017

The Walk Through will begin at the Ford reception Hall at 4181 Atlanta Street.

The Proposal Package Should Include in the Following Order:

Title Page

The title page shall show the RFP subject, name, and address of the organization submitting the proposal, together with the name, address, telephone and fax numbers, and email address of the contact person who will be authorized to make representation for the organization.

Cover Letter

The cover letter should briefly state the firm's understanding of the work to be performed, and a statement as to why the firm believes it is best qualified to perform the services. The cover letter should also include the name(s) of the person(s) authorized to represent the proposer, title, address, and telephone number.

References

Provide a list of at least three (3) office/commercial/business references documenting your experience. Each reference should include the business name, contact name, and a current telephone number. In addition, please provide:

- a. A listing of all office/business/commercial buildings where the company is currently providing janitorial services; and
- b. Information on the experience and/or qualifications of personnel to be assigned to the project:

Outline of Materials

Provide an outline of equipment, materials, and supplies provided by the Contractor.

Cost of Services

Respondents shall provide:

- a. A fixed monthly cost for the janitorial services listed by facility
- b. A fixed cost for specific extra services listed by facility
- c. An hourly rate for on-call or out of scope work

Insurance, License, and Bonding Documentation

Provide proper documentation verifying current policies.

Professional Services Agreement Acknowledgement

A statement acknowledging that the attached Agreement for Janitorial Maintenance Services has been read, understood, and if Contractor is selected, agrees to enter into said Contract with the City.

Additional Information (Optional)

This section shall include any other data the contractor deems essential to the evaluation of the proposal statements.