



**REQUEST FOR PROPOSAL
FOR
JANITORIAL SERVICES FOR ROLLING PLAINS MANAGEMENT
CORPORATION**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Margaret Gomez
Assistant Director/Supervisor

Rolling Plains Management Corporation
807 N Judge Ely Blvd
Abilene, Texas 79601
(325)672-3969
margaret.gomez@rollingplains.org

I. General Information

A. Purpose

Rolling Plains Management Corporation (RPMC) intends to enter into a contract for Janitorial services operated by Rolling Plains Management Corporation.

B. Description of Entity

RPMC is a Community Action Agency that provides services to low income persons in north central Texas through various federal, state, and local funding sources including Community Services Block Grant (CSBG). RPMC is requesting proposals for janitorial services at the following location:

Rolling Plains Management
807 N. Judge Ely
Abilene, Texas 79601

C. Submittal of Proposal

1. Time Table for Submission.

RFP Issued:	Friday July 10, 2017
Deadline for Submission:	5:00 p.m., Monday, July 24, 2017
Selection of Service provider:	On or before Monday, July 31, 2017

2. Inquiries and Proposal Submissions. Inquiries and Proposal submissions concerning this RFP should be directed to:

Margaret Gomez Assistant Director/Supervisor
807 N Judge Ely Blvd.
Abilene, Texas 79602
Phone: 325-672-3969
Email: margaret.gomez@rollingplains.org

3. Conditions of Proposal. Applicant is solely responsible for all costs incurred in the preparations and submittal of the RFP. All proposals will become part of this agency's official files.

4. Right to Reject. Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or its entirety this request, if found to be in the best interest of

RPMC. RPMC specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC. If selected for negotiations, contractor may be required to prepare and submit additional information prior to final award selection, in order to reach terms for the provision of services, which are agreeable to both parties.

5. **Small and/or Minority-Owned Businesses.** Efforts will be made by RPMC to utilize small businesses, women and/or minority owned businesses. Offer or qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R. Sec 121.201).

II. Scope of Services to be provided: The general areas to be serviced twice a week to include the following: Lobby & Entrance, Restrooms, General Office areas.

A. Twice a Week– (Tuesday & Friday)

1. Empty wastebaskets, replace liner and garbage and discard in dumpster located on building exterior.
2. Dust and disinfect (where appropriate) furniture, including desktops, computer equipment, tables, and chairs with treated cloth.
Disinfects and cleans garbage and trash cans.
3. Vacuum carpeting and runners.
4. Spot clean carpets as needed.
5. Wet mop all washable floors daily including bathrooms.
6. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets.
7. Clean toilet and urinal interiors with a liquid abrasive and flush afterwards.
8. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper to each restroom.
9. Clean and sanitize door handles.
10. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture.
11. Inspect areas, secure doors and lights (doors found locked shall be re-locked)
12. Clean floor molding monthly.
13. Wash windows at least annually.

B. Additional Information

1. Services are expected to occur before or after operating hours, in consultation with RPMC's administration. The Contractor is expected to work around occasional fluctuations in this schedule.

III. General Requirements

- A.** The fees quoted by the contractor shall include the cost to furnish all labor and supervision to satisfactorily perform the services outlined in the proposal.

- B. RPMC seeks a contractor who will provide services in a manner that demonstrates sensitivity to the fact that RPMC properties have client files with confidential information which is foremost priority.
- C. The contractor must provide criminal histories and background clearances for anyone cleaning in any RPMC building. All contractor and sub-contractor employees must have necessary clearances prior to performing work at any RPMC facility. Clearances should be submitted to RPMC's designated representative.
- D. The contractor and its employees shall follow all reasonable and manufacturer's recommended safety procedures in the use and the storage of all cleaning agents and must be in compliance with applicable OSHA regulations.
- E. All employees assigned by the contractor shall be fully capable, experienced and trained in the work they are employed to perform.
- F. All lights will be turned off when leaving designed work areas.
- G. The cleaning crew is responsible for securing the building when work is completed. The contractor must name a specific individual responsible for this task at the Abilene location, along with that individual's contact information-Name, phone number.
- H. All building entry and office keys provided to the contracted firm will be maintained and accounted for by the firm. In the event of their loss or theft, the contractor is to notify RPMC immediately. In the event of such loss or theft. RPMC reserves the right, at its sole discretion, to immediately replace the entire existing lock system and re-keying the entire affected building, solely at the contractor's expense. No keys shall be duplicated.
- I. Cleaning personnel shall not leave entrance doors unlocked or open when cleaning. **Do not prop open** doors for convenience.
- J. Emergency conditions, brought about by plumbing, electrical, mechanical or other failure, shall be reported promptly in accordance with instructions to be furnished by RPMC. The contractor's employees shall be diverted from their regular assignment to temporarily clean up as the emergency dictates, such as leaks as a result of rain, snow and ice. No additional charges shall be made for diversions unless extra labor is required to meet normal assignment.
- K. RPMC will periodically inspect the facility before opening for business. Should the quality of work not meet the listed standards to a reasonable degree, the contractor will be notified and will be expected to correct any problems to the satisfaction of RPMC by the next business day. If the contractor fails to meet the frequency requirements of listed standards of duties performed, to a reasonable degree, on a recurring or prolonged basis, RPMC may at its discretion withhold, in full or part, payment for services on those given days or terminate the contract for cause.
- L. RPMC and contractor agree that all employees of contractor, its subcontractors and all participants hired by contractor or subcontractor and are not employees of RPMC. Contractor shall assume responsibility for all federal, state and local taxes as well as social security payments for its cleaning employees.

IV. Statement of Qualifications, Content & Evaluation Criteria

- A. **Proposal Content.** In responding to this RFP, **please complete and return Attachment A** which includes the following information:

1. Business name, name of contact person, and contact information (mailing address, email address, phone numbers, etc.) Please indicate if your company is minority owned (51+%), female owned (51+%), or a qualified small business.
2. Total Monthly Cost for the Abilene location bid.
3. Please provide the names and contact information for three references.

B. Evaluation Criteria. The selection of a proposal is to be made after a careful evaluation of prevailing prices in the area and of the proposals received. The successful Contractor must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible Contractor.

- A responsive contractor is one who submits a completed proposal within the stated time and in accordance with the proposal specifications.
- A responsible Contractor is one who demonstrates, via his or her responses to the selection criteria, his or her ability to deliver the services solicited for procurement.

Demonstrated Performance: The Contractor has demonstrated the ability to deliver quality services. Three verifiable references were provided.	Points=25
Schedule Design: The Contractor has demonstrated the ability to perform all duties and responsibilities in a Professional Manner.	Points=25
Reasonableness of Cost and In-kind donations:	Points=30
Women and/or Minority owned businesses or a small business firm (if it meets the definition of "small business "as established by the Small Business Administration (13 C.F.R. Sec 121.201)	Points= 5
	Points= 100

By submitting a Proposal, the contractor also hereby agrees that from its review of the RFP that the firm fully understands the intent and purpose of the documents and conditions of submitting a Proposal. Claims for additional compensation and/or extensions of time because of the firm's failure to follow the foregoing procedure, and to familiarize itself with the contract documents and all conditions which might affect the work, will not be allowed.

6. **Review Process.** RPMC may, at its discretion, request meetings with any or all Contractors to clarify or negotiate modifications to the Contractors' proposals. However, RPMC reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Contractor can propose.

7. **Notification of Award.** It is expected a decision selecting the successful Contractor will be made within two (2) weeks after the closing date for receipt of proposals. Upon conclusion of final negotiations with the successful Contractor, all Contractors submitting proposals in response to this RFP will be informed in writing whether or not they have been selected.

8. **Modifications and Renewals.** RPMC reserves the right to negotiate modifications or renewal in connection with any executed contract without repeating the request process for a period of *up to an additional four years from the original proposal initiation*. Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

Rolling Plains Management Corporation is an equal opportunity employer and provider.

Attachment A

Locations:

- 1) Rolling Plains Management Corporation, 807 N. Judge Ely Abilene, Texas,79601

Services requested include:

- A) The general areas to be serviced twice a week (Tuesday & Friday) include the following: Lobby & Entrance, Restrooms, General Office areas.
B) Periodic cleaning of A/C vents, molding, carpet, windows, and other items as requested.
C) Services must occur before or after operating hours.
D) Submission of a monthly billing statement to Rolling Plains for the previous month's services no later than 30 days after service is performed.

Proposals are to be received by Rolling Plains Management Corporation by 5:00 pm on July 24, 2017:

- > by mail: to 807 N. Judge Ely Abilene, Texas 79601
> delivered to the main office located at 807 N. Judge Ely Abilene, Texas 79601
> by email: margaret.gomez@rollingplains.org
> by fax: to (325-672-8112)

Proposers must complete the following information by July 24th 2017 to be considered:

Business/Contractor name: _____

Contact name: _____

Address of bidder: _____

Email address: _____

Telephone number of bidder: _____

EIN or Social Security # of bidder: _____

A) Monthly Cost

Abilene Location: \$ _____

B) References:

Table with 2 columns: Name, Phone #. Contains 3 rows of reference information.

C) Woman/and or Minority owned business or Small Business

Yes No

Rolling Plains Management Corporation is an equal opportunity employer and provider.

Rolling Plains Management Corporation reserves the right to accept or reject any or all proposals received as a result of this RFP.