



**Request for Proposals For  
Janitorial Services**

**Proposals accepted until:**

**May 17, 2023**

**Rolling Plains Management Corporation**

**118 N. 1<sup>st</sup> Street  
Crowell, Texas 9227  
940-684-1571**

*Rolling Plains Management Corporation is an equal opportunity employer and encourages all Historically Underutilized Businesses and Disadvantaged Business Enterprises to participate*

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## **I. General Information**

Rolling Plains Management Corporation (RPMC) is requesting proposals from qualified companies/contractors for janitorial services. Services will be for properties located at 117 and 118 N. 1<sup>st</sup> street. RPMC is an equal opportunity employer and provider.

### **i. Contract Type**

The winning contractor(s) will be offered a contract from June 1, 2023, to May 31, 2024 with Rolling Plains Management Corporation. At the option of Rolling Plains Management Corporation, the contract period can be extended and renewed up to four (4) years, contingent upon funding.

### **ii. Termination of Contract**

The successful contractor agrees to comply with all requirements of the contract as detailed in Appendices: General Contractual Requirements for Contractors. In the event contractor is unable to comply with the General Requirements as determined by Rolling Plains Management Corporation, Contractor will be notified in writing of intent by RPMC to terminate the contract.

### **iii. Limitations and Reservations**

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 to cancel in part or in its entirety this request for proposals, if found to be in the best interest of the needs of RPMC.

This request for proposals does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services. All proposals will become part of this agency's official files.

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(s) 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.

**iv. Modifications and Renewals**

RPMC reserves the right to negotiate modifications or renewal services in connection with any executed contract funded through this request for proposals without repeating the bid process for a period of up to four (4) additional years from the original bid initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

**v. Signature**

This request for proposal shall be signed by the contractor/company's official authorized to bind that contractor/company and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that proposal is received by RPMC. The proposal shall also provide the name, address and telephone number of the individual(s) with the authority to negotiate during the period of proposal evaluation.

## II. Scope of Work

The following is a scope of the janitorial services to be provided:

Daily (3 times per week)

1. Empty wastebaskets, replace liners and discard in dumpster located on building exterior.
2. Clean and polish all sinks and faucets.
3. Clean toilets and urinals with cleaning solution as well as all outside surfaces including, seats, lids, pedestals and area around base of toilets and urinals. Be care not to spill cleaning solution around the toilets. This causes stains that cannot be cleaned.
4. Replace and fill all paper towel and toilet dispensers. Leave extra supplies as needed.

Weekly

1. Vacuum carpeting in all areas where carpet exists including floor rugs.
2. Sweep and wet mop all tile floors including bathrooms, kitchens, and entryways.
3. Clean and polish all dispensers, mirrors, and fountains

Bi-weekly

1. Clean and remove fingerprints from glass exterior doors.
2. Dust furniture, including hall furniture, and common area furniture.
3. Clean and wipe down counter tops in kitchens.

Bi-Monthly

1. Clean all blinds and window seals.
2. Clean air conditioning vents.
3. Clean hall molding ledge.
4. Clean all baseboards.
5. Dust office furniture, without disturbing equipment or paperwork

Quarterly

1. Clean windows

All Cleaning Supplies will be provided, you may request specific cleaning supplies if needed. Bids should be based on payment every 2 weeks

## III. RFP Timetable

RPMC reserves the right to adjust these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to unforeseen circumstances in the best interest of RPMC.

<u>Action</u>	<u>Dates</u>
Public Notice of RFP	5/11/2023
Deadline for Question Submission	5/12/2023
Final Addendum of Q&A Posted	5/15/2023
Proposal Submission Deadline	5/17/2023
Review Process	5/18/2023

#### **IV. Submission Guidelines**

The deadline for submission of proposals will be 5:00 p.m. [CST] Friday, May 17, 2023.

Respondents may e-mail proposals to [mark.halsell@rollingplains.org](mailto:mark.halsell@rollingplains.org) or mail proposals to the address below:

Rolling Plains Management Corporation  
ATTENTION: Weatherization Department  
P.O. Box 490  
118 N 1<sup>st</sup> Street  
Crowell, Texas 79227

### **i. Submission Requirements**

To be considered responsive and receive an evaluation, a bid must fully address all sections of the bid request. A list of required items is as follows:

- 1) Cover letter – contractor(s) letterhead which includes the
  - Contractor's contact person's name, telephone number, fax number (if available) and e-mail address (if available)
  
- 2) Description of Company:
  - Number of employees available to work on this contract
  - Number of years in business
  - Services provided by your company
  
- 3) Bid Form:
  - Schedule A – Bidder's Experience and Integrity
  - Schedule B – Price List

All questions concerning this bid packet should be directed in writing to Mark Halsell @ [mark.halsell@rollingplains.org](mailto:mark.halsell@rollingplains.org)

### **V. Evaluation Criteria**

The selection of contractor(s) is to be made after a careful evaluation of prevailing prices in the area and of the proposals received. The successful contractor(s) must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

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

Proposals will be based on information received from schedules A and B. This information will be evaluated and scored using a proposal rating table from which a contractor(s) will be selected. Rolling Plains reserves the right to reject any incomplete proposals.

## **VI. Additional Information**

### **i. Protest Rights**

All protest or complaints regarding this proposal process shall be referred to the RPMC Executive Committee for resolution.

### **ii. Conflict of Interest/Nepotism**

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request.

RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.



## **General Contractual Requirements for Contractors**

1. Must be able to work after hours as to not interfere with normal business hours.
2. Provide and transport workers/employees to all job sites.
3. Provide adequate, fully trained, on-site supervision of all work performed under the contract.

## **SCHEDULE A: Bidder's Integrity & Experience**

**References [Max Total: 40 points]:** Please list three (2) references of persons or firms whom you have worked as a contractor/subcontractor for in the past twelve (12) months and who are familiar with your work, excluding Rolling Plains.

Reference 1

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Reference 2

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Integrity :** These are the questions that will be asked when we contact the reference. Ten points (10 Pts.) will be awarded per reference for each favorable answer. No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

- 1) Was the quality of work of this firm or person satisfactory or poor?
  - If satisfactory, specify in what way.
  - If not satisfactory, specify in what way.
- 2) Has this firm or person been timely in completing projects?
- 3) Has this firm or person's crew operated, to the best of your knowledge, with professionalism on all work sites?
- 4) If the occasion arose, would you contract/subcontract with this firm or person to do a job for you in the future?

**A. General Experience [Max Total: 5 points]:**

Previous plumbing experience will be awarded 1 point per year up to five years:

\_\_\_\_\_

**B. Minority Owned or Woman Owned Company [Max Total: 5 points]:**

Are you a minority owned or woman owned enterprise? \_\_\_\_\_



## **Proposal Agreement**

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

I understand that Rolling Plains Management Corporation reserves the right to reject any/all bids.

No board member, officer, agency or employee of Rolling Plains Management Corporation shall be personally liable concerning any matters arising out of or in relation to the commitment of weatherization and repair funds with regards to feasibility or validity of the proposed subject.

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Contractor's Name (Print)

Contractor's Signature

Date