

Request for Proposal for Cleaning Services City of Maupin, Oregon

1. **INTRODUCTION:** Maupin, Oregon seeks proposals for janitorial work in Maupin Civic Center as specified herein. The terms of this Request for Proposal ("RFP") are as follows:
 - a. The contract(s) being offered will be for two years and will be renewable for two additional two-year periods. The cleaning service contract is under the management of the City Manager, who is authorized to respond to all questions regarding this Request for Proposal ("RFP").
 - b. Those responding ("Respondents") to this RFP are required to submit written responses which are responsive to the terms of this RFP. Documents submitted by Respondents should provide all the information Respondents consider pertinent. Respondents should emphasize the Respondent's ability to professionally and timely satisfy the service needs of the City, including those matters identified below. Responses should clearly show the manner and quality of services offered, in a clear and concise manner. Responses must be completed and signed by an individual authorized to bind the Respondent(s). All Responses submitted without such execution may be deemed non-responsive.
 - c. Responses shall be evaluated on many factors, including:
 - i. Available, appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise necessary to indicate the capability of the bidder to meet all contractual responsibilities;
 - ii. A Satisfactory Record of Performance.
 - iii. A Satisfactory Record of Integrity.
 - iv. Qualified legally to contract with the City of Maupin.
 - v. Complete response to RFP
 - vi. Complete response to requests for further clarification(s).
 - d. The Responses must be submitted no later than noon on May 31, 2021 directly to the City Hall at the following address:

City of Maupin
Attn: Request for Responses for Cleaning Services
507 Grant Avenue
Box 308
Maupin, OR 97037
 - e. The right to waive defects in proposals, in the best interest of the City, is reserved by the City. The City may cancel the procurement or reject any or all Responses in accordance with ORS 279B.120.

2. GENERAL INSTRUCTIONS FOR RESPONSE. RESPONSE CONTENT A response must respond to each of the following requests/questions in a clear and comprehensive manner. An incomplete or inaccurate response may prevent the Respondent from further consideration for the services described in this RFP.

- a. Respondent Profile
 - i. Provide the full name, main office address, and tax identification number of the entity that would ultimately enter into a contract with the City of Maupin.
 - ii. Provide the name and address of the entity that would actually provide the services to the City of Maupin, if different from above.
 - iii. Identify if your firm is an individual, partnership or corporation; if incorporated, the state of incorporation.
 - iv. Provide the name(s), addresses(s), and telephone numbers(s) of the persons who are authorized to negotiate a contract with the City of Maupin and also the contact person to whom notices regarding the RFP should be sent.
 - v. Provide copies of all business registrations/business licenses.

- b. References/Experience/Past Projects.
 - i. List two references -- include names, titles, and telephone numbers of contact persons, which you have provided services to in the past two years.
 - ii. Provide a list of additional projects or contracts that your firm currently services that is similar in scope to this RFP.
 - iii. List any other relevant experience.
 - iv. The City of Maupin may contact some or all of the listed references.

- c. List of Workers/Subcontractors.
 - i. List all proposed staff by name, identifying the proposed Contract Manager. List each person's current role in your firm and their proposed role in relation to the work contemplated under this RFP. Tell whether they will be employed full-time or part-time.
 - ii. Describe each staff member's specific professional qualifications and years of applicable experience.
 - iii. List all subcontractors and the work to be subcontracted out to them. If you do not know the name of the subcontractor, list the work you plan to subcontract out.

- d. Other Information:
 - i. Has the Respondent or associated potential service providers ever been terminated, replaced, or failed to complete work awarded under a contract? If so, name the client and describe the circumstances.
 - ii. Has the Respondent or associated potential service providers ever been

named as a defendant in any litigation brought by a contractual client as a result of a contract? If so, describe the circumstances fully, and identify the court in which the litigation was filed and provide the case number.

- iii. Describe the Respondent's on-call and emergency response procedures to deal with problems. Provide a list of hourly rates for all services and any minimum call-out hours.
 - iv. References – Respondent(s) shall include a list of two (2) references including name, address, phone number and contact person. The City reserves the right to contact references other than, and/or in addition to, those furnished by a Respondent(s).
 - v. Agreement to General Contract Terms. Contractor must be willing to enter into a service contract substantially similar to the provisions, as summarized below, upon award. Additionally, the terms of this RFP will be incorporated by reference into the ultimate contract.
 - vi. Response Period. Responses filed by Respondents are agreed to be firm and held open for the period of ninety (90) days.
3. **RESPONSE AWARD.** It is the intent of the City to accept the most qualified Response, provided it has been submitted in accordance with the requirements and provisions of this RFP. The City reserves the right to accept or reject any or all Responses and to waive irregularities therein. Responses will be opened publicly, on February 24, 2021 at the hour of 10:00 AM at Maupin City Hall.
4. **BACKGROUND/CRIMINAL HISTORY CHECK.** Prior to contracting, the selected Respondent(s)/Anticipated Contractor must submit to background checks of all employees working under this contract. Any irregularities shall be discussed and if not resolved to the satisfaction of both the City and the Anticipated Contractor, then the selection shall be voided.
5. **GENERAL TERMS OF ULTIMATE CONTRACT:** The general terms of the ultimate contract shall include the following:
- a. **TERM AND RENEWAL.** The term of the Contract shall be from March 2, 2021 to February 28, 2023 unless earlier terminated. The Contract may be terminated by either party with a ninety (90) day written notice. The Contract may be terminated by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the Contract.
 - b. **INSURANCE COVERAGE.**
 1. The Contractor must furnish general liability insurance of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate for personal injury and / or property damage.
 - ii. The Contractor must provide Contractor and its employees with Workers' Compensation in accordance with Oregon state law. The Contractor shall further assure that all subcontractors are similarly covered by Workers

Minimal Contemplated Cleaning Tasks and Frequencies					
General Weekly Cleaning Tasks	Weekly	Monthly	Bi-Monthly	Semi-Annually	Annua
Clean all entryway glass and frames.	X				
Clean all restroom sinks, toilets, door handles, and walls with disinfectant cleaner.	X				
Clean all tables and chairs with disinfectant cleaner.	X				
Clean all accessible walls with disinfectant cleaner.	X				
Clean windows and door glass.	X				
Damp mop hard floors during inclement weather (snow/rain). (as needed)	X				
Disinfect water fountains.	X				
Dust mop the main hallways.	X				
Empty exterior trash receptacle.	X				
Empty sanitary napkin disposal units and replace liner. Disinfect unit.	X				
Insure all towel, toilet paper, seat cover, and soap dispensers are full.	X				
Keep restroom drains filled with water and/or deodorizer.	X				
Mop restroom floors with disinfectant cleaner.	X				
Polish all mirrors and chrome fixtures.	X				
Remove fingerprints, dirt smudges, graffiti, etc. from all doors, frames, glass partitions, windows, and light switches.	X				
Remove trash and replace bags.	X				
Sweep or vacuum entryway floor mats inside and outside.	X				
Wet mop hard floors with disinfectant cleaner	X				
Wipe down all door knobs/handles with disinfectant cleaner.	X				
Wipe down all public use counters with disinfectant cleaner	X				
Vacuum all carpets.	X				