**To:** Qualified Janitorial Companies

**Date:** Friday, May 12, 2017

**Subject:** Janitorial Services Request For Quotes for Union County Community Action, Inc.

**Request for Quotes (RFQ)**

Union County Community Action, Inc. (UCCA) is seeking to procure a janitorial services firm to perform basic janitorial cleaning services for approximately **4,800 square feet of general office space** located at: 1401 W. Roosevelt Blvd, Monroe, NC 28110 and approximately **750 square feet of classroom space** located at: 1102 Fairley Avenue, Monroe, NC 28110. Responses may be emailed to Elizabeth.nissly@uccainc.org or hand-delivered to 1401 W. Roosevelt Blvd, Suite H, Monroe, NC 28110 until 11:59 p.m. May 30th, 2017.

**Organizational Overview**

UCCA is a 501 (c)(3) tax-exempt, nonprofit organization. For additional information, please visit [www.uccainc.org](http://www.uccainc.org).

**Submittal Schedule**

May 12th, 2017- RFQ Release

May 30th, 2017- RFQ Responses Due by 11:59 p.m. to Elizabeth.nissly@uccainc.org

July 1st, 2017- Contract Start

**Deliverables/Scope of Work**

The successful contractor must be able to conduct work associated with this contract during the weekend or after 5 p.m. on weekday, provide all necessary janitorial supplies, and maintain insurance coverage for any work performed within UCCA administrative facilities. The period of performance will be from July 1st, 2017 through June 30th, 2018, with the option to extend an additional 12 months based on available funding, need, and contractor performance.

**Office Space, 1401 W. Roosevelt Blvd., Suites H/J/K, Monroe, NC 28110**

The following services will be performed once per week during the contract period:

|  |  |
| --- | --- |
| **FLOORING** | **Vacuum all carpeted areas; sweep and mop vinyl/ceramic flooring surfaces.**  |
| **BREAKROOMS** | **Clean and wipe all plastic laminate surfaces, kitchen sinks, and hardware to keep surfaces free from debris and dirt. Clean microwaves and toaster ovens.**  |
| **INTERIOR/EXTERIOR GLASS** | **Clean glass windows/doors and surfaces to remove dust, fingerprints, and smudges. This includes: interior windows/doors and exterior glass doors.**  |
| **RESTROOMS** | **Clean all sinks, toilets, and mirrors. Cleaning must be accomplished with a germicidal bacteria-destroying agent.**  |
| **WASTE REMOVAL** | **Empty all waste receptacles in offices, bathrooms, breakrooms, conference rooms, etc… and replace liners. (On-site dumpster available.)** |
| **DUSTING** | **Dust furniture, tables, windowsills, file cabinet tops, etc…** |

\*Other weekly, monthly, or one-time cleaning services may come up in addition to these daily activities.

**Classroom, 1102 Fairley Avenue, Monroe, NC 28111**

The following services will be performed once per month during the contract period:

|  |  |
| --- | --- |
| **FLOORING** | **Vacuum all carpeted areas** |
| **WASTE REMOVAL** | **Empty waste receptacles and replace liners. (On-site dumpster available.)** |
| **DUSTING** | **Dust furniture, tables, windowsills, file cabinet tops, etc…** |

\*Other weekly, monthly, or one-time cleaning services may come up in addition to these daily activities.

**Quote Format**

**Bidders must submit the following information:**

* Contact information: name, phone number, mailing address, and email address
* Experience/expertise related to the scope of work
* Pricing proposal detailing and explaining basis for quoted price
* A description of any in-kind services that may be included as part of the submitted proposal. NOTE- Providing in-kind is not a requirement to bid.

(In-kind contributions refer to non-cash, third-party contributions such as services, equipment, or property. UCCA is required to meet a 20% cost share match for our grant. One way we meet this requirement is through discounts on services and/or goods provided by vendors.)

**Contract**

This RFQ will be made a part of a one (1) year contract between UCCA and the awarded Contractor, unless otherwise amended. Prior to execution of a contract, all requested documentation of applicable licensure and certifications must be received by UCCA. Additional information and/or documentation may be required by UCCA prior to the execution of this award or any subsequent contract.

**Sub-Contracting**

The awarded Contractor agrees not to sub-contract any of the services bid in response to this RFQ without prior authorization by UCCA.

**Invoicing**

Invoices should include the services performed and date(s) of services performed. Invoices should be submitted to UCCA at a frequency per the payment arrangement negotiated between UCCA and the awarded bidder. In-Kind Invoicing: Where applicable, In-kind must be reported as an hourly contribution on each applicable invoice submitted to UCCA.

**Contact**

All questions must be submitted **in writing** to **Elizabeth Nissly, Contract Administrator**, and delivered via email to **elizabeth.nissly@uccainc.org** or in-person at **1401 W. Roosevelt Blvd., Suite H, Monroe, NC 28111**. Site visits must take place prior to **May 25th, 2017**.