

REQUEST FOR PROPOSALS

JANITORIAL SERVICES

Closing Date: Friday, November 6th, 2020
Contact: Elizabeth J.N. Teal, Contract Administrator
Telephone: 980-699-9115
Fax: 704-283-1964
Email Address: elizabeth.teal@uccainc.org
Web Address: <http://www.uccainc.org>
Agency: Union County Community Action, Inc. (UCCA)
Location(s): Union County, NC

Scope: Union County Community Action, Inc. (UCCA) is seeking to procure a janitorial services company 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.

READ THIS REQUEST CAREFULLY

Bid documents and all exhibits/appendices will be a part of the contract awarded to the successful bidder.

I. GENERAL INFORMATION

- 1. AGENCY OVERVIEW:** Union County Community Action, Inc. (UCCA) is a private, non-profit corporation structured to administer federal, state, and private grants to provide services to low-income families. UCCA is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code and is governed by a 15-member volunteer Board of Directors. The administrative office is located at 1401-H West Roosevelt Boulevard, Monroe, North Carolina.

UCCA operates four (4) grant-funded programs through the U.S. Department of Health and Human Services, the Administration for Children and Families, the NC Department of Health and Human Services, and the division of Social Services' Office of Economic Opportunity. These programs include: Head Start, Early Head Start, NC Pre-Kindergarten, and the Community Services Block Grant.

- 2. PROPOSAL SUBMISSION:** Bidders must submit one **(1) electronic copy** of their proposal to Elizabeth Teal, Contract Administrator, at elizabeth.teal@uccainc.org by **3:30 p.m., Friday, November 6th, 2020**. Proposals must be submitted by the established deadline. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; late proposals will not be considered.
- 3. SITE WALKTHROUGHS: No unsupervised or unscheduled site walkthrough are permitted.** Site walk-throughs are not mandatory; however, to participate in a site walkthrough, **you must RSVP to Elizabeth.teal@uccainc.org**. All attendees must wear a face mask and maintain social distancing. Site walkthrough dates and times are as follows:

Classroom Space

1102 Fairley Avenue
Monroe, 28110

3:00 p.m., Friday, October 23rd, 2020

Administrative Offices

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

3:30 p.m., Friday, October 23rd, 2020

- 4. INQUIRIES:** All inquiries regarding this request for proposal shall be submitted via email to Elizabeth.teal@uccainc.org by **5:00 p.m., Friday, October 30th, 2020**.
- 5. AMENDMENTS:** All RFP amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted on the Procurement page of the UCCA website at www.uccainc.org. Bidders are responsible for checking the website for amendments.
- 6. BID AWARD:** All proposals must be valid for sixty (60) days after closing date. UCCA reserves the right to reject any or all proposal in whole or in part and waive any

informality. Upon conclusion of final negotiations with the successful Bidder, all Bidders will be informed in writing as to whether they have been selected.

7. **CONTRACT PERIOD:** The initial contract period shall be from January 1st, 2021 to June 30th, 2022. UCCA has the option to renew the contract on an annual basis for up to two (2) additional years.

II. PROCUREMENT SPECIFICATIONS

1. **PURPOSE:** This Request for Proposal (RFP) is issued to acquire bids for Janitorial 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.

2. **LOCATIONS:**

- **Administrative Offices**
1401 W. Roosevelt Blvd., Suites H/J/K, Monroe, NC 28110
- **Classroom Space**
1102 Fairley Avenue, Monroe, 28110

3. **SERVICE TIMES:** Janitorial services must be completed during the weekend or after 5:00 p.m. and before 8:00 a.m. during the week.

4. **SCOPE OF WORK:**

A. **Administrative Offices**

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

The following services will be performed once per week during the contract period. Other weekly, monthly, or one-time cleaning services may be needed in addition to regular services. UCCA will negotiate with the awarded Contractor regarding cost of any additional services.

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.

Trash	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.

B. Classroom Space

1102 Fairley Avenue, Monroe, NC 28111

The following services will be performed either once per week or once per month during the contract period. Bidders must provide two separate prices for the Classroom Space—one (1) price to perform services weekly and one (1) price to provide services monthly.

Other weekly, monthly, or one-time cleaning services may be needed in addition to regular services. UCCA will negotiate with the awarded Contractor regarding cost of any additional services.

Flooring	Vacuum all carpeted areas
Trash	Empty waste receptacles and replace liners (on-site dumpster available).
Dusting	Dust furniture, tables, windowsills, file cabinet tops, etc.

III. PROPOSAL INSTRUCTIONS & EVALUATION

- 1. PROPOSAL REQUIREMENTS:** Completed proposals must be submitted electronically to Elizabeth.teal@uccainc.org by 3:30 p.m. on Friday, November 6th, 2020. Emails should contain the subject line: Janitorial Services RFP. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; late proposals will not be considered.
- 2. REQUIRED DOCUMENTS:** Proposals must include the following information and documentation-
 - Pricing Proposal
 - Reference Sheet
 - Contractor Violation Procedures
 - Vendor Profile & Certification
 - Certification Statement
 - Disclosure of Debarment and Suspension Status
 - Proof of worker's compensation and general liability insurance coverage.
- 3. PRICING PROPOSAL:** Bidders must provide clear, total, and complete pricing comprehensive of all services listed in Section II. Bidders must provide separate pricing for the Administrative Offices and the Classroom Space. Two price options must be provided for the Classroom Space: the cost to provide services weekly and the cost to provide services monthly.

In-Kind: UCCA is required to provide a 20% in-kind match for the federally funded Head Start and Early Head Start programs. Bidders must detail any in-kind services and/or discounts applicable to UCCA in the submitted proposal as well as an approximated value of those services. *NOTE: It is not a requirement that Bidders provide in-kind to be considered for award.

- 4. EVALUATION CRITERIA:** The Bid award shall be made in the best interest of UCCA, as determined by UCCA. Considerations are focused toward, but not limited to:
- **Pricing:** Pricing information must be clear, detailed, and inclusive of *all* labor, material, equipment, and services necessary to complete the project described in this RFP.
 - **References:** Bidders must provide a minimum of three professional references, two of which should be former customers/clients. References will be checked during proposal review.
 - **Adequacy and Completeness:** At a minimum, proposals must include all information and documents listed in Section III.
 - **Compliance with Terms and Conditions:** The contractor must review all terms and conditions set forth in this RFP and certify the ability to meet those terms and conditions on the attached Certification Statement.
 - **Experience:** Contractors must be experienced in commercial janitorial service. Proposals should reflect Bidder's pertinent experience.
 - **Business Representation:** Efforts will be made by UCCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms. Please signify business representation in proposal.

IV. CONDITIONS TO BIDDING

Pricing: The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract less any in-kind contributions made by the Contractor.

Payment Terms: Payment terms are NET 30 days following receipt of an approved invoice. Invoices must be submitted to:

Union County Community Action, Inc.
Attn: Mark McDonald
PO Box 1029
Monroe, NC 28111

Funding Regulations: Union County Community Action, Inc. is required to adhere to all regulations set forth by our funding agencies. Specifically, Head Start Program Performance Standards (HSPPS) and regulations set by the North Carolina Division of Child Development and Early Education (NC DCDEE). All Contractors and subcontractors performing services related to this RFP shall adhere to the regulations set forth by UCCA

funding agencies and will be accountable for any infractions which result from noncompliance.

Site Investigation: The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, ground water table or similar physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, the character of equipment and facilities needed prior to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. Field measurements shall be taken at the site by the Contractor to verify all data and conditions affected by the work.

Insurance & Licensing: The Contractor shall maintain General Liability insurance in the amount of \$1,000,000 to cover bodily injury and/or property damage. The Contractor shall also maintain Worker's Compensation insurance, as required by the laws of North Carolina.

Sub-Contracting: The Bidder agrees to disclose, in the bid submission, any services bid which will be sub-contracted.

Contractual Obligation(s): The terms and conditions set forth within this RFP will be part of a contractual agreement between UCCA and the awarded Contractor(s) once the successful proposal is offered by UCCA and accepted by the awarded Contractor(s).

Negotiation: UCCA reserves the right to negotiate with potential Bidders to acquire the appropriate services for UCCA's needs.

Acceptance or Rejection: UCCA reserves the right to accept or reject any or all bids, part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.

Review Process: UCCA may, at its discretion, request meetings with any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Answers to any questions submitted to one Bidder will be furnished in writing to all Bidders. UCCA 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 Bidder can propose.

Brand Name or Equivalent: All brand and model names specified in this solicitation are included solely as examples and are not meant to specify one product over another. Bidders should bid products that have similar features to the examples provided but are in no way restricted to bidding products from a specific manufacturer.

Debarment/Suspension: All Bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal, state, or local contracts and thus ineligible to receive federal, state, or local dollars as compensation for work completed in relation to the services included in the RFP.

Post-Award Debarment: The awarded Contractor shall notify UCCA immediately should the awarded contractor become barred or suspended from eligibility to receive compensation under federal, state, or local contracts.

Advertising: In submitting a proposal to UCCA, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.

Confidentiality: In submitting a proposal, the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt from this provision.

Cost of Preparing Bids: All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and UCCA will not reimburse any costs incurred in preparation of this proposal. All responses will become the property of UCCA once submitted in response to this RFP.

V. GENERAL CONTRACT TERMS & PROVISIONS

Small and/or Minority-Owned Businesses: Efforts will be made by UCCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms (2 CFR 200.321).

Availability of Funds: All payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal. The awarded contract is contingent upon funding being available for the term of the contract and the recipient shall have no right of action against UCCA if UCCA is unable to perform obligations under this contract as a result of the suspension, termination, withdrawal, or failure of funding to UCCA or lack of sufficient funding of UCCA for this contract.

General Indemnity: The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify UCCA assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the Executive Director, the Board of

Directors, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outlined above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.

Independent Contracting: Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

North Carolina Charitable Solicitation: Financial information about Union County Community Action, Inc. and a copy of our Charitable Solicitation License are available from the State Solicitation Licensing Branch at (919) 807-2000. This license is not an endorsement by the State.

Termination: Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

CONTRACTOR VIOLATION PROCEDURES

***Bidders must read, certify, and return this form with the submitted bid.**

Safety/Liability Related Issues

All safety/liability-related offenses will require the Contractor to attend a mandatory meeting with UCCA and may result in immediate termination of the contract.

First Offense:

A first safety/liability offense will result in a verbal and written warning sent to the Contractor via certified mail or electronic correspondence. Depending of the nature of the violation, the first safety/liability related offense may constitute immediate termination of the contract.

Second Offense:

A second safety/liability, offense will result in a written warning sent to the Contractor via certified mail or electronic correspondence. A second offense may constitute immediate

termination of the contract.

Third Offense:

A third safety/liability offense will result in termination of the contract.

Non-Safety/Liability Related Issues

First Offense:

The first non-safety/non-liability offense will result in a verbal warning to the Contractor.

Second Offense:

A second non-safety/non-liability offense will result in a written warning sent via certified mail or electronic correspondence to the Contractor. A second non-safety/non-liability offense may require the Contractor to attend a mandatory meeting with UCCA.

Third Offense:

A third non-safety/non-liability offense will result in a final written warning issued to the Contractor via certified mail. A third non-safety/non-liability offense will require the Contractor to attend a meeting with UCCA. After this meeting, UCCA, at its sole discretion, may choose to terminate the contract for cause.

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____

CERTIFICATION STATEMENT

By submitting this bid, the potential Contractor certifies the following:

- Site Investigation: The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, ground water table or similar physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, the character of equipment and facilities needed prior to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. Field measurements shall be taken at the site by the Contractor to verify all data and conditions affected by the work.
- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The Bidder is not debarred or suspended from receiving compensation under federal, state, or local contracts.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and noted below. Do you have any exceptions to this bid? If so, describe below:

Therefore, in accordance to this RFP and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this RFP at the prices quoted providing this RFP is accepted within 60 days from the date of submission.

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____

VENDOR PROFILE & CERTIFICATION

Item: Janitorial Services RFP
Agency: Union County Community Action, Inc.

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process. I (we) further certify that the entity represented in this submitted proposal is not barred from receiving federal funds.

Legal Name of Person/Entity Represented:

Telephone:

Fax:

Email:

Mailing Address:

Physical Address:

Social Security/Federal Employer Identification Number:

DUNS Number:

Authorized Signature:

Date:

Typed or Printed Name:

Title:

UNION COUNTY COMMUNITY ACTION, INC.
BIDDER DISCLOSURE OF DEBARMENT AND SUSPENSION STATUS

- (1) The Offeror certifies, to the best of its knowledge and belief, that—
- (i) The Offeror and/or any of its Principals—
 - A. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
 - B. Have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) contract or subcontract; violation of Federal or State antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property
 - C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;
 - D. Have not within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.
 - (2) "Principal," for the purposes of this certification, means an officer, director, owner, partner, or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).
 - (3) The Offeror shall provide immediate written notice to the Buyer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - (4) The certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Buyer may render the Offeror non responsible.
 - (5) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a). The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - (6) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Contractor, the Buyer may terminate the contract resulting from this solicitation for default.

Individual/Entity Represented: _____

Signature: _____

Name: _____

Title: _____

REFERENCES

Bidders must provide contact information for three (3) professional references. References should consist of previous customers who purchased goods or services similar to those described in this RFP.

Reference #1

Company: _____

Contact: _____

Telephone: _____

Email: _____

Reference #2

Company: _____

Contact: _____

Telephone: _____

Email: _____

Reference #3

Company: _____

Contact: _____

Telephone: _____

Email: _____