

# REQUEST FOR PROPOSAL

## DISTRICT ADMINISTRATIVE OFFICES CLEANING SERVICES

### RFP#160602

The Hurricane Valley Fire Special Services District (District) hereby solicits proposals from qualified Bidders for the cleaning of the District's Administrative Offices.

The District's selection will be based on its evaluation of the written proposal(s), Bidder's qualifications and experience, client references, the services which the Respondent is willing to provide and the overall fee structure. The District may engage more than one firm or individual for services if it is determined that it would be in the best interest of the District.

Proposals in whole or in part must be received by the District's administrative office on or before 2:00 PM, August 4, 2016. Proposals must be clearly marked, "District Administrative Offices Cleaning Services RFP#160602." Bidders must submit an original proposal and two (2) copies.

MISCELLANEOUS REQUIREMENTS: The District will not be responsible for any expenses incurred by a Bidder in preparing, submitting, or presenting a proposal. All proposals shall provide a straightforward, concise delineation of the Bidder's capabilities to satisfy the requirements of this request. Emphasis should be on the completeness and clarity of content.

The District reserves the right to waive any informality in proposals, to accept or reject any or all proposals for any reason, to negotiate with any Bidder and to select one or more of the Bidders deemed to have submitted a proposal which in the judgment of the District's Board is in the best interest of the District.

Proposals may be held by the District for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the proposals prior to the award of a contract.

#### INTRODUCTION

The District has an Administrative Control Board/Chief Administrative Officer form of administration with the fire chief operating as the CAO. The District responds to approximately 2,200 fire and emergency medical calls for service annually. Like most Districts, the Hurricane Valley Fire SSD is involved in a variety of activities which require a diversity of emergency response and the associated facilities.

## **THE PROPOSAL**

### SCOPE OF SERVICES

The successful Bidder shall be responsible for cleaning services for the fire district administrative offices located at 202 East State Street, Hurricane, Utah. The successful Bidder must be bondable, complete a criminal history background check and engage in a high standard of professionalism.

Accepted proposal(s) shall include as a minimum the following cleaning services and/or information:

1. General office cleaning.
  - i. Vacuum carpeted floors.
  - ii. Sweep and mop hard surface floors.
  - iii. Dust shelving, desks, vents, window sills and other necessary items.
  - iv. Wash windows and mirrors.
  - v. Clean bathroom urinals, toilets and shower.
  - vi. Empty garbage bins and dispose of garbage.
  - vii. Clean the outside of administrative offices entry doors.
  - viii. Polish wood furniture on a needed, not less than, monthly basis.
  - ix. Clean countertops and hard surface desktops.
2. Replace HVAC filters on a monthly basis.
  - i. Filters provided by the District.
3. Replace non-functioning light bulbs.
  - i. Light bulbs provided by the District.

### QUALIFICATION AND EXPERIENCE

The proposal must identify the main office location of the firm which will be providing services to the District. The proposal should demonstrate the qualifications, competence, and capacity of the company to complete the services for the District in each of the listed service areas. The Bidder making a proposal must describe their expertise in providing the services required by the District.

The successful Bidder must have entered a minimum of five (5) like agreements for like services within the last 10 years.

### CLIENT REFERENCES

List a minimum of five clients who have received services for like services within the last ten (10) years and references with addresses and phone numbers who may be contacted by the District in connection with the proposal.

### OTHER REQUIRED NARRATIVE TOPICS

GOOD STANDING AND LICENSE: The Bidder submitting a proposal must be in good standing and licensed to complete the required work within the State of Utah.

GOING CONCERN: The Bidder shall have been in operation completing services of similar scope, size and of this type for a period of not less than 10 years. The Bidder shall have completed a minimum of five (5) like fire service agreements in not less than ten (10) years. The intent of this specification is to ensure as much single source responsibility as possible for the services proposed by the Bidder.

The Bidder shall disclose any pending or anticipated litigation between the Bidder and any other party or parties that might affect this contract.

ACCESS, AVAILABILITY AND TIMELINE: Each Bidder must identify the number of like services and times the services are scheduled which may interfere with the services provided to the District.

CONTRACT FOR SERVICES: The Bidder that is selected by the District will be required to sign a contract and additional terms and provisions may be included in the contract with the initial term of one (1) year, with the ability of the District and at the District's sole discretion to extend the agreement an additional five (5) years.

In addition, the District anticipates that the following provisions will become a part of that contract.

COMPENSATION: Each applicant must state the compensation that will be required for the services of the applicant. Invoice is to be mailed or hand delivered on a monthly basis to the Hurricane Valley Fire SSD Administrative Offices located at 202 East State Street, Hurricane, Utah 84737.

Applicants shall also list any services that will be provided free of charge.

ALTERNATIVE PROPOSALS: If alternative proposals are submitted, the Bidder should explain the reasons for the alternative(s) and its comparative benefits. Each Proposal submitted will be evaluated on its own merits. Proposals taking **total exception** with the specifications of this RFP will be considered non-responsive and will not be accepted.

AUTHORIZED REPRESENTATIVE: The Proposal must contain the signature of a duly authorized officer or agent of the company empowered with the right to bind and negotiate on behalf of the company for the amounts and terms proposed.

ANTI-COLLUSION: The submission of a Proposal constitutes a representation and agreement that the Bidder, its partners, or assigned agents have not divulged its Proposal to, or colluded with, any other potential Bidder, manufacturer or dealer or any other party to the Proposal.

RIGHT TO REJECT: District reserves the right to reject any or all Proposals and to waive any informality or technicality in any Proposal in the interest of District. District shall not be held liable for reimbursement of expenses incurred by the manufacturer or dealer related to the preparation of a qualification in response to this RFP.

RELATIONSHIP OF THE PARTIES: In assuming and performing the obligations of any Contract, District and any Bidder shall each be acting as independent parties and neither shall be considered or represent itself as an employee of the other.

TAXES - DISTRICT IS EXEMPT: District is exempt from the payment of any federal excise or any Utah sales tax.

HOLD HARMLESS CLAUSE: The Bidder shall indemnify the District from all suits, actions or claims of any kind brought on account of any injuries or damages sustained by any person in consequence of any negligence in performing contract work, or on account of any act or omission by the Bidder or from any claims or amounts arising or uncovered under any law, bylaw, ordinance, regulation, or decree, violated by such Bidder.

INSURANCE: The Bidder shall be required to carry Professional Liability Insurance. Proposals must specify the carrier and coverage limits. The successful applicant or applicants shall provide to the District a certificate of proof of insurance and shall maintain required insurance coverage.

BONDING: The successful Bidder and workers assigned to complete the work must qualify for and present a Bond in the amount mutually agreed upon in the contractual document.

UNAVAILABILITY: The Bidder must provide advance notification to the District/CAO or his/her designee of times when Bidder will be unavailable to provide the listed services.

SELECTION PROCESS: Proposals shall be reviewed by a selection advisory committee with a recommendation made to the District Board. Membership on the committee shall be determined by the District Board and may include staff, board members and anyone else the District Board deems appropriate. The committee shall make a recommendation to the District Board who shall make a final selection.