Gateway Community Action Partnership

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| REQUEST FOR PROPOSALS  JANITORIAL SERVICES PROVIDER(S) |

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| Date:  May 2, 2016  To:  Potential Janitorial Service Providers  From:  Gateway Community Action Partnership  Subject:  Request for Proposal for Janitorial Services  Action Requested:  You are invited to review and respond to the attached Request for Proposal  Project Title: Janitorial Services RFP  RFP Number: GCAP-5-2016  Deadline:  See attached RFP Schedule  For further information, please write to:  Ms. Nakia Ames  Gateway Community Action Partnership,  110 Cohansey Street, Bridgeton, NJ  names@gatewaycap.org | |  |  | | |
| **JANITORIAL SERVICE PROVIDERS**  **RFP SCHEDULE** | | | **DATES** |

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|  | Events |  |
| 1 | Issue RFP | 5/2/2016 |
| 2 | Deadline for submission of written Questions by potential Janitorial Service Provider. | 5/10/2016 |
| 3 | Answers to Questions are submitted no later than | 5/17/2016 |
| 4 | Proposal Due Date and time: | 5/27/2016  2 P.M. |
| 5 | Determine Short List of Janitorial Service Provider(s) along with Interview dates, times and locations for interviews | 6/2/2016 |
| 6 | Interviews | 6/9/2016  (Estimated) |
| 7 | Notice of Intent to Award is announced | 6/13/2016  (Estimated) |
| 8 | Execute and Commence Contract | 7/1/2016 |

1. **PURPOSE OF THIS RFP**

Gateway Community Action Partnership is in need of janitorial services for locations in Mercer, Gloucester, Camden, Salem, Cumberland, Atlantic and Cape May counties in New Jersey, as well as Philadelphia, PA. This RFP is the means for prospective Janitorial Service Provider(s) to submit their qualifications. The facilities to receive janitorial services include classrooms, administrative and support offices, parking lots and/or structures, and undeveloped land. More than one Janitorial Service Provider may be contracted with to provide these services.

1. **SCOPE OF WORK/PROPOSAL SPECIFICATIONS**

The work covered in this specification includes furnishing all labor, equipment, some

supplies and supervision necessary to complete janitorial service. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided.

These specifications will apply to the present locations. Minor alternations

in the physical layout or change in operation will not affect the provisions of the

contract. The janitorial task and frequency schedule indicates the **minimum acceptable**

**cleaning frequencies.**

The Contractor will employ only personnel who are trained and proficient in

performing janitorial services, using modern equipment, methods, and techniques.

All janitorial personnel shall present a neat, clean and well groomed appearance

and be of good moral character. GCAP reserves the right to require the

replacement of any employee whose deeds or conduct is believed to be detrimental

to the program.

The Contractor’s employees shall not utilize any GCAP telephones, office

equipment or furnishings. The Contractor shall provide GCAP, and keep current, a list of all employees, by name, title and address, which are under the employ of the Contractor and assigned work under this contract.

All janitorial employees are required to:

a. Wear distinctive and/or identifiable uniform.

b. Wear clearly readable identification.

c. Pass security clearance through the approved GCAP background check.

Upon completion and during the sequence of their duties, janitorial personnel will

turn off all lights in unoccupied areas unless otherwise directed. It is also the

responsibility of the janitorial personnel to check for open or unlocked doors and

windows and to close and secure them. When difficulty is encountered in keeping

areas locked or windows closed and locked, GCAP shall be immediately notified.

1. **BUILDING SECURITY**

The Contractor shall be responsible for maintaining the security of

the building. Lock and unlock doors as required to clean an

immediate area. Entire floors shall not be unlocked at any one time,

as this reduces security.

The Contractor shall lock all building outside entry doors between

4:00 and 4:05 p.m. nightly, unless otherwise advised.

Notices and schedules of meetings, including times and location, will

be provided monthly by GCAP.

GCAP employees with keys may enter the building at any time.

After working hours, GCAP employees without keys must show GCAP identification

card.

Prior to leaving the building each night, the Contractor shall check to

see that all outside doors are locked and that the building is secure.

Emergency phone numbers will be provided to the Contractor. The

Contractor shall notify the appropriate person in a timely manner of

any difficulties in securing the building.

Any conditions in the facility that may require repair shall be reported to GCAP

in writing. For example, dripping faucets, damaged walls, burned out lights, etc.

1. **RIGHTS**

GCAP reserves the right to reject any and all Proposals in whole or in part, as well as the right to issue similar RFPs in the future. This RFP is in no way an agreement, obligation, or contract.

1. **RFP PROCESS**

This RFP process and the RFP Schedule are subject to change at any time. Changes will be provided. Throughout this solicitation process, if there is any need for communication with GCAP with regards to any aspect of this RFP, such communication will be in writing.

With regard to the nature of the work being requested as well as this RFP itself, prospective Janitorial Service Provider(s) and their sub-consultants must not contact any GCAP personnel. Violation of this restriction will disqualify a firm from consideration.

Questions regarding the content of this RFP must be submitted no later than the date and time for submission of Questions specified in the RFP Schedule.

Proposals are submitted according to RFP Schedule.

Following submission of the Proposals, no further questions regarding the RFP will be answered, with the exception of questions regarding the RFP process itself. Any question regarding the RFP process shall be directed in writing.

Proposals are due on or before the date and time specified in the RFP Schedule It is the sole responsibility of the submitting Janitorial Service Provider to ensure that the Proposal reaches GCAP on or before the date and time specified. Submittals received after the deadline will be rejected without review. With the exception of Proposals delivered by hand, GCAP provides no receipts nor makes any notification of its receipt or failure to receive any Proposal.

All materials to be submitted may be sent by US mail, express mail, courier service of the prospective vendor’s choice, or by hand delivery to GCAP. E-mail submissions are not acceptable. If a Proposal is to be submitted by hand, it must be submitted only to Ms. Amy Loder. Please obtain a receipt from GCAP when submitting.

Submissions must be sent to:

Gateway Community Action Partnership

Attn: Ms. Nakia Ames

110 Cohansey Street

Bridgeton, New Jersey 08302

After an initial evaluation of the received Proposals for compliance with the requirements of this RFP, a short-list of qualified firms will be established.

GCAP will notify the short listed firms which have been established with their interview time and location.

Following selection, GCAP will contact the firm and proceed with the negotiation of the contract fee and execution of the contract.

If a satisfactory contractual agreement regarding services and fees cannot be reached between GCAP and the first selected Janitorial Service Provider within a reasonable period of time after notification of the Janitorial Service Provider selection, GCAP reserves the right to assign the work to another qualified Appraisal Service Provider.

1. **PROPOSAL SUBMISSION:**

Prospective Service Providers are hereby advised that in providing a Proposal to GCAP, they are, by virtue of the act of providing said Proposal, agree to be subjected to GCAP’s Rules governing Requests for Proposals.

Submit your Proposal to the address specified above on or before the date and time required. Submittals may be sent by registered mail, certified mail, express delivery service, or by hand delivery. Submittals received after the deadline will be rejected without review.

When submitting, submit all of the following materials:

Submit 3 written copies of your Proposal, in accordance with the all of the

requirements requested in this proposal.

The proposal shall include all of the following information. Failure to include all of the

required information **WILL** result in disqualification of a Bidder.

A. The responding vendor's qualifications, years in business, staff profile and experience to provide janitorial services required by GCAP.

(**Attach as Addenda A)**

B. W-9 Form

(**Attach as Addenda B)**

C. The number of salaried, full-time, and part-time hourly employees employed by the business currently.

(**Attach as Addenda C)**

D. A list of not less than five (5) organizations where the contractor is currently providing janitorial services. This list is to include the names and telephone numbers and contact personnel of each organization. The number of square footage and type of facilities presently being serviced and for how many years for each facility.

(**Attach as Addenda D)**

E. A list of three (3) organizations where the contractor is no longer providing janitorial services. This list is to include the names and telephone numbers of contact personnel at each organization.

(**Attach as Addenda E)**

F. Signed Certification of Form Note.

(**Attach as Addenda F)**

The Janitorial Service Provider(s) is/are expected to perform janitorial services for sites throughout the service area. The subject properties are located in urban, suburban and rural areas. In order to submit a Proposal and obtain a contract for provision of said services to GCAP, the Janitorial Service Provider must be willing to provide said services in as all sites in the counties you are applying for. Do not participate if you cannot meet this requirement. The selected Janitorial Service Provider(s) will be allowed to use subcontractors as it wishes, however, the Janitorial Service Provider(s) will remain the sole point of contact with GCAP, shall be completely responsible for the supervision and the acts of said subcontractors, and shall warrant the work of such subcontractors as if it were the Janitorial Service Provider’s own work.

List of sites for which appraisals are being requested:

**See Exhibit B**

1. **PROPOSAL EVALUATION PROCESS, INTERVIEWS, AND SELECTION**

In order to evaluate the Proposals, an evaluation team consisting of GCAP staff will be evaluating responses.

The evaluation team will initially determine if the Proposal submitted conforms to the requirements of this RFP. Prospective Consultants that submitted Proposals failing to meet RFP requirements will, as soon as practicable, be notified in writing.

The evaluation team will evaluate and grade the remaining Proposals with the qualifications being judged weighted as indicated below. In the process of grading the Proposals submitted, GCAP Staff may contact names provided in the Proposals in order to verify the experience and performance of the prospective Consultant, their key personnel, and their key sub-consultants, as appropriate.

Proposals should be prepared simply and economically providing a straight-forward,

concise description of the contractor’s ability to meet the requirements of the RFP.

GCAP may review and inspect the Contractor's activities during the term of this contract. After reasonable notice to the Contractor, GCAP may review any of the Contractor’s internal records, reports, or insurance policies.

1. **TERM**

This contract begins on July 1, 2016 through June 30, 2017 with the option to

automatically renew annually through June 30, 2018 unless terminated in accordance to Article 15.

1. **INDEMNIFICATION AGREEMENT**

The contractor will protect, defend and indemnify GCAP, its officers,

agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor’s own employees, and for loss or damage to any property, including property owned or in the care, custody or control of GCAP in connection with or in any way incident to or arising out of the

occupancy, use, service, operations, performance or non-performance of work in

connection with this contract resulting in whole or in part from negligent acts or omissions

1. **INSURANCE REQUIREMENTS**

The Contractor will maintain at its own expense during the term of this Contract, the

following insurance:

Workers' Compensation Insurance with New Jersey statutory limits and

Employers Liability Insurance with a minimum limit of $100,000 each

accident for any employee.

Comprehensive**/**Commercial General Liability Insurance with a combined

Single limit of $1,000,000 each occurrence for bodily injury and property

damage. GCAP shall be added as "additional insured" on general

liability policy with respect to the services provided under this contract.

Contractor shall be responsible to GCAP or insurance companies insuring GCAP for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage.

Contractor shall furnish GCAP with satisfactory certificates of insurance or a certified

copy of the policy. No payments will be made to the Contractor until the current certificates of insurance have been received and approved by GCAP. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish GCAP with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of

services under this contract. Certificates shall be addressed to GCAP, 110 Cohansey Street, Bridgeton, New Jersey, and shall provide for 30 day written notice to the

Certificate holder of cancellation of coverage.

1. **COMPLIANCE WITH LAWS AND REGULATIONS**

The Contractor will comply with all federal, state and local regulations, including but

not limited to all applicable OSHA/PEOSHA requirements and the Americans with

Disabilities Act.

GCAP may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

1. **EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor will not discriminate against any employee or applicant for

Employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex,

race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in

conspicuous places available to applicants for employment and employees. All

solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

1. **CRIMINAL BACKGROUND CHECK**

The Contractor will be responsible for payment of security screening as determined

by GCAP. Any employee of the vendor will be subject to an approved criminal

background check before entering GCAP buildings.

1. **TERMINATION OF CONTRACT**

Either party may terminate the contract without cause by

giving thirty (30) days written notice to the other party.

1. **PAYROLL TAXES**

The Contractor is responsible for all applicable state and federal social security

benefits and unemployment taxes and agrees to indemnify and protect GCAP against such liability.

1. **CHANGES IN SCOPE OR SCHEDULE OF SERVICES**

Changes mutually agreed upon by GCAP and the Contractor, will be

incorporated into this contract by written amendments signed by both parties.

1. **EXTENT OF CONTRACT**

This contract represents the entire agreement between the parties and supersedes

all prior representations, negotiations or agreements whether written or oral.

The term of the contract would begin July 1, 2016 through June 30, 2017 with the option to automatically renew annually through June 30, 2018.

1. **INSPECTION OF FACILITIES**

GCAP Management reserves the right before making an award to have the premise of the bidder inspected, or to take any other action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts and/or equipment for ability to comply with conditions of the bid.

1. **GENERAL CONDITIONS/SERVICE INFORMATION/AREAS**

DAYS/HOURS OF WORK

The specified janitorial services are to be provided five (5) evenings per week, Monday

through Friday, starting time will be 4:00 p.m. GCAP reserves the right to

modify and/or change the starting time if necessary.

The Contractor will schedule all work to be done on a non-interfering basis with the

building operation as far as is practical. The work schedule is to be approved by

Facilities Management.

The Contractor’s proposal is to include a schedule of the total number of employees

and labor hours to be worked on a daily and yearly basis for each location.

1. **GENERAL SPECIFICATIONS/EMPLOYEE SAFETY**

The Contractor is responsible for instructing and training their employees in

appropriate safety measures. Janitorial employees will be responsible for

maintaining a safe work environment while completing their tasks.

The Contractor shall comply with New Jersey’s Right to Know Law

which requires that all employers within the State comply with federal Hazard Communications Standards. These Standards specify that employers develop a written hazard communication program, which is to be made available for

workers and their designated representatives

1. **SUPERVISION AND CONTRACT ADMINISTRATION**

A checklist will be completed by the Contractor, or his designated supervisor,

ensuring that all required tasks are completed on a daily basis. **This checklist**

**shall be turned in to GCAP monthly with invoice.**

A monthly review of the contractor performance will be conducted between

Facilities and the contractor. Any deficiencies in performance will be delivered

to the contractor in writing.

Failure to provide supervision with requested conformance with the

Specifications will be considered deficient performance. **Failure to correct a**

**notice of deficient performance from GCAP will constitute cause for**

**termination of the Contractor.**

The Contractor will correct, within 24 hours, deficiencies for any task labeled as

daily weekly or monthly. The Contractor will correct, within 48 hours, any

deficiencies for any task labeled as semi-monthly, quarterly or annually. Should

the Contractor fail to correct these deficiencies within the time stated, GCAP

may take one or all of the following actions.

a. Correction of the deficiencies will be made by GCAP and

billed to the contractor or deducted from the monthly billing.

b. Procure service for correction of the deficiency from other

sources and hold the Contractor responsible for any costs

incurred.

1. **SUPPLIES**

For the treatment of various types of flooring, carpeting, furniture, etc., only such

material recommended and approved by the manufacturers and/or GCAP shall

be used.

The Contractor will provide all cleaning products to complete the contract.

GCAP will provide hand soap for dispensers, paper products such as, roll paper towels, c-fold paper towels, toilet paper along with trash can liners and trash bags as needed. If circumstances change, GCAP will work with contractor to provide adequate supplies

It will be the responsibility of the Contractor to contact GCAP in a timely manner for the delivery of the aforementioned products as determined by Facilities Management.

1. **EQUIPMENT**

All power and hand equipment will be furnished by the Contractor. The

Contractor shall be responsible for keeping all equipment and tools in good

repair. Any damage caused to the building or furnishings shall be the

responsibility of the Contractor. GCAP shall repair said damage and back

charge the Contractor for the costs. Any equipment found defective will be

removed from the premises by the Contractor.

Non-expendable items must be identified as the Contractor’s by marking it as

such in an identifiable manner.

The Contractor is solely responsible for equipment and tools stored on the

property. It is the intention of GCAP to provide a level of cleanliness suitable for a “World Class Service Organization”. Those Contractors unable to provide an appropriate

level of service will be terminated**.**

1. **MISCELLANEOUS SERVICES- ADDITIONAL NEEDS**

All additional services outside the scope of services will be performed based on a

written proposal and GCAP’s authorization for those services.

1. **JANITORIAL TASK & FREQUENCY SCHEDULE/FLOORS**

Restrooms, Offices, Entrances, Kitchens, Waiting Areas, Hallways, and Lunchrooms

See attached **Exhibit A – Specifications** for Daily, Weekly, and Bi-Annually scopes of work.

A separate bid is requested for the following **additional services**:

Strip & refinish tile floors **SEMI-ANNUALLY**

Shampoo carpets **SEMI-ANNUALLY**

1. **BID SHEET**

Please attach bid sheets for all sites, broken down by county in **Exhibit B**. Two bids are allowable per center/site. One bid should address everything on Exhibit A and one bid should address additional services.

If a multi-site discount is offered, please include on a separate bid sheet.

**PLEASE LIST ANY SERVICES THAT WOULD INVOLVE EXTRA CHARGES**

**SERVICE EXTRA CHARGE**

**$**

**$**

**$**

**$**

1. **CONDITIONS OF AWARD**

GCAP reserves the right to award Contractors on a per site basis. If Contractor is awarded site, they are not automatically awarded additional services.

**ADDENDA**

Attach requested **ADDENDA A through F** to the balance of this RFP.

**CERTIFICATION FORM NOTE**

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to ISSUER is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

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(Name of Respondent)

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(Signature of Authorized Representative

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(Typed Name of Authorized Representative)

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(Date)