



**Solicitation Information
November 9, 2016**

RFP # 7551118

TITLE: Facility Management & Janitorial Services for the RI Higher Education & Industry Center

Submission Deadline: December 6, 2016 at 2pm

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purbidinfo@purchasing.ri.gov no later than November 21, 2016@ 5pm .Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP#7551118 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**MANDATORY PRE BID CONFERENCE: THURSDAY, 11/17/16 AT 10AM.
RI HIGHER EDUCATION & INDUSTRY CENTER, 23 FRIENDSHIP ST., WESTERLY, RI 02891**

ANY VENDOR WHO INTENDS TO SUBMIT A PROPOSAL IN RESPONSE TO THIS SOLICITATION MUST HAVE ITS DESIGNATED REPRESENTATIVE ATTEND THE MANDATORY PRE BID CONFERENCE. VENDOR'S FAILURE TO ATTEND AND REGISTER AT THE PRE BID CONFERENCE SHALL RESULT IN DISQUALIFICATION OF THE VENDOR'S BID PROPOSAL.

**Surety Required: Yes
Bond Required: Yes**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Board of Education Officer of the Postsecondary Commissioner-Rhode Island Higher Education & Industry Center, is soliciting proposals from qualified firms, individuals and organizations to provide facility management and janitorial services for the Rhode Island Higher Education & Industry Center (referred to as "Facility") in accordance with the terms of this solicitation and the State's General Condition of Purchase (available on the Internet at www.purchasing.ri.gov)

The RI Board of Education wishes to obtain a facility management and janitorial services vendor to include, but not limited to, the following: management of your own janitorial staff and outside vendors, maintenance of the builds and grounds in a clean, safe, manicured manner and provision of the necessary equipment, materials and supplies to maintain the buildings and grounds.

This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public bid opening and reading of responses by the Division of Purchases pursuant to the request, other than to name those offerors who have submitted proposals.

This solicitation and any subsequent contract award are subject to the Division of Purchases' Procurement Regulations, the General Conditions of Purchase (available at www.purchasing.ri.gov) and the Bidder Certification Form.

The initial contract period will be three years (beginning from the time of issuance.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. Proposals faxed

or emailed to the Division of Purchases will not be considered. For the purpose of this solicitation, the official time clock is located in the reception area of the Division of Purchases, (Dept. of Administration) One Capitol Hill, Providence, RI.

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for performing all contracted services. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors proposed to be used are identified in the proposal.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.

The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.

In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This is a requirement only of the selected vendor.*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The Division of Purchases reserves the right to accept or reject any and all proposals submitted in response to this solicitation, to waive minor irregularities, to award in part, or to negotiate with an Offeror, as necessary, to serve the best interests of the State.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. - (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090.

The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website at www.mbe.ri.gov.

SECTION 2: SCOPE OF WORK/RESPONSIBILITIES OF THE CONTRACTOR

The services performed by the contractor shall conform to the following objectives of the State:

1. Maintain the appearance of the Facility and grounds. The overall objective is to develop a program that will create and maintain a clean and safe environment for visitors, students and employees.
2. Determine and implement the appropriate level of staffing for building and ground maintenance.
3. Establishment of a quality assurance program to maintain and preserve the desired level of service.
4. Establish benchmarks and best practices and a system for measuring effectiveness, improvements and progress.
5. Implement management of maintenance and custodial services in a cost effective manner.

THE CONTRACTOR SHALL:

- A. Provide an onsite manager (full-time is not necessary) to provide supervisory, administrative and technical direction to their staff to maintain the buildings and grounds in a safe and clean condition. The manager will report to the Executive Director of the Facility on a regular basis regarding the needs and progress of the Facility and grounds. The State shall retain the right to request that the contractor replace any assigned manager(s) for any reason deemed to be in its best interest.
- B. The contractor shall provide additional technical and management support as requested by the State.
- C. Manage labor costs, supply costs and outside vendor costs in an efficient manner.
- D. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the janitorial services covered by this Request at the frequency and during the times specified in the description of work contained in ATTACHMENT "B".
- E. Furnish all coordinating management, training, technical personnel, and special projects personnel as may be required during the term of the contract-these personnel shall be the direct agents and employees of the contractor, and may include, if required, a non-working resident supervisor who shall be the contractor's chief manager and agent in the performance of the services to be rendered hereunder;
- F. If required for the location, furnish its personnel with suitable identical uniforms approved by the State for use in performance of their duties herein;
- G. Instruct its personnel to go about their work in a quiet manner, always respectful of the rights of the State-profanity and obscenity will not be permitted, and the lunch periods, coffee breaks and smoking shall be restricted to designated areas;

- H. Require all personnel to wear a name tag (supplied by the contractor during the performance of their duties;
- I. Prohibit its employees from disturbing paper on desk tops and other work surfaces, opening desk drawers and cabinets, or using telephones or other office equipment. NOTE: IF WASHING OF DESK TOPS AND/OR OTHER WORK SURFACES IS REQUESTED IN ATTACHMENT "B", THE AGENCY COORDINATOR WILL DIRECT EMPLOYEES, AT THE APPROPRIATE TIME, TO REMOVE ALL PAPERS, EQUIPMENT AND PERSONAL ITEMS FROM THE AREA SO THAT THE CLEANING CAN BE ACCOMPLISHED BY THE CONTRACTOR;
- J. Provide the necessary custodial supplies, materials and equipment to maintain the Facility in a clean and safe condition.
- K. Furnish and maintain all necessary cleaning equipment, needed to adequately perform the required services as described in ATTACHMENT "B";

Equipment and supplies which, in the opinion of the State, is of improper type or design (etc.), or otherwise inadequate or inappropriate for the purpose intended shall be removed from the premises and replaced by equipment or supplies approved by the agency coordinator for the State;

- L. The State will provide all the ground maintenance supplies, materials, and equipment. The contractor shall manage the maintenance of this equipment. Costs associated with the maintenance, repair and replacement of ground maintenance equipment is the responsibility of the State.
- M. The contractor shall manage the maintenance of this equipment. The contractor shall be responsible for overseeing the purchasing process for ground maintenance supplies, materials and equipment.
- N. Assure that contractor personnel comply with the requirements of the R.I. Department of Environmental Management's State Office Recycling Program and Regulations for Reduction and Recycling of Commercial and Non-Residential Solid Waste, which include:
 - a. Separate collection of source separated recyclables,
 - b. Maintaining the separation of recyclables from other rubbish,
 - c. Placing recyclables in designated bags, or other containers,
 - d. Any other duties necessary to maintain the recyclability of collected materials;
- O. Insure that bottles and containers containing hazardous or toxic materials shall be properly marked and stored at all times; and
- P. In addition to the work specified herein, the following duties shall be assumed by contractor personnel:
 - a. Upon arrival at the work site, provide/complete SIGN-IN SHEETS/TIME CARDS, copies of which will be retained by both the Contractor and the Building Superintendent;
 - b. Report fires, hazardous conditions, and items in need of repair or replacement including but not limited to lights, faucets, toilets, etc.,
 - c. Close windows and turn off lights when not in use,
 - d. Lock rooms in security areas after cleaning, returning keys to the

- designated office,
- e. Return personal items lost or discarded in the building to the designated office, and
 - f. Lock doors and otherwise secure the building upon leaving the premises.

Q. Vendor employees

- a. Vendor must provide a current list of workers. Additionally, vendor must provide a clear copy of the worker's current driver's license or R.I. identification card.
- b. Vendor must provide the names of newly hired employees forty-eight (48) hours in advance to agency.
- c. All vendor employees/representatives must be cleared through BCI before being authorized to work in the building. All BCI's to be performed at the vendors expense.
- d. Vendor must notify agency upon termination of an employee.
- e. Vendor must comply with all State and Federal laws.

CONTRACTOR PERSONNEL--The following requirements apply to all personnel of the contractor who may be directly involved in the work:

- A. Personnel shall be physically able to perform their assigned tasks, and shall be free from any communicable disease (the State reserves the right to require that personnel be given a physical examination by a licensed physician without cost to the State, with a certificate of such examination furnished to the State's agency coordinator prior to the beginning of the employee's service);
- B. Personnel shall be capable employees, thoroughly trained and qualified in the work assigned to them; and
- C. All site personnel shall be subject to such security clearance as the State may require.

BUILDING MAINTENANCE MANAGEMENT SERVICES:

- A. Establish a Preventive Maintenance Program: Oversee a sound preventive maintenance program, including use of computerized preventive maintenance system, on all major electro/mechanical equipment. Such program and system is subject to the prior approval of the State.
- B. Implement a Work Order system to track outstanding issues.

ADMINISTRATIVE, FINANCIAL AND MATERIAL MANAGEMENT SERVICES:

- 1. Budget Preparation and Financial Analysis: Provide annual budget preparation assistance for the Facility. Provide monthly budget analysis and explanation of variances of actual expenditures to budgeted expenditures. Provide statistical data as requested.
- 2. Purchasing: In accordance with State policies, provide consultation and technical advice in preparation of specifications for procurement of parts, supplies and services incidental to operations as requested. Recommend vendors as necessary.
- 3. Receipt-Storage-Issuance of Materials: Provide consultative and technical advice regarding the receipt, inspection, storage, safeguarding, and issuing of materials or items purchased.
- 4. Equipment Replacement/Performance: Recommend annually or more often, if necessary, the needs for replacement of capital equipment. Also, make recommendations for changes in existing equipment, or measures to extend its useful life or performance, as appropriate.

5. Regulatory Requirement: Implement and maintain programs to ensure all custodial functions comply with local, State of Rhode Island and Federal regulations and other regulatory agencies.
6. Ensure compliance with all state, federal regulations that relate to facilities management.
9. Provide capital project over-site and supervise outside vendors performing construction projects.
10. Manage Administrative office record retention/destruction policies and procedures.
11. Review and approve facilities related invoices and submission to the Executive Director and/or Accounts Payable.

SAFETY AND RISK MANAGEMENT SERVICES:

1. Assist in collection of available documentary evidence of structural safety and building safety compliance (such as Statement of Construction and Fire Protection) as needed for accreditation requirements.
2. Maintain on file documents and certification of compliance with the requirements of applicable local, Federal and Fire Marshal laws and regulations.
3. Make recommendations to the Executive Director to facilitate compliance with applicable building codes, fire prevention codes, State of Rhode Island and/or Federal Occupational Health & Safety Codes, and Life Safety codes.
4. Maintain good safety practices within the Facility and keep equipment, spaces and shops in tidy condition.
5. As requested, assist the Emergency Management of the Facility in preparation of its external and internal disaster planning and emergency operation procedures.

QUALITY CONTROL SERVICES:

1. Perform routine facility inspections. These inspections will be documented and supplied to the Executive Director.
2. Maintain records of work accomplished by the Contractor for review by the Executive Director upon request.
3. The State shall retain complete and final jurisdiction in all determination of the quality of services provided by the Contractor.

ADDITIONAL SERVICES:

1. Develop and maintain written standards, procedures, schedules, daily journals and other records required by regulating and accrediting agencies and good business management practices and/or as may be required by the State.
2. Develop and maintain operating instructions for all major mechanical equipment.
3. Develop and maintain individual and preventive maintenance instructions for each preventive maintenance requirement.
4. Maintain a National Manufacturers index for items, parts, supplies and equipment.
5. Make line and staff support personnel available on a scheduled and on-call basis, to provide effective quality, technical support and consulting capabilities.

CUSTODIAL SPECIFICATIONS:

1. As part of this program, the contractor shall provide all custodial chemicals, supplies and equipment at contractor's expense.
2. Provide custodial staff to meet the specifications on Attachment B.
3. Daily spot mop/cleaning and weekly floor clean. Tile floors to be waxed yearly and burnished every two weeks. Other flooring types to be maintained per manufacturer's instructions.
4. Provide the necessary supplies and equipment for the custodians to use for proper performance of their duties as a part of the custodial program.
5. Provide training equipment, films, slides, videos, literature, daily work schedules, project schedules and training manuals to be used in the training of custodial personnel.

GROUNDS MANAGEMENT SPECIFICATIONS:

1. The contractor will assume full responsibility for all grounds maintenance services. In case of winter storms, the contractor is required to coordinate and cooperate with the hired vendor to ensure the parking lot and sidewalks are in safe traveling condition before, during, and after the winter storm.
2. The State shall provide all the ground maintenance materials, supplies and equipment at the State's expense. The contractor shall be responsible for i) scheduling, managing, directing and training all ground maintenance personnel, ii) providing training materials on safety and operation of the ground maintenance equipment, iii) ordering all ground maintenance materials, supplies and equipment for the Town, and iv) scheduling maintenance, service and repair of equipment.

PERSONNEL SPECIFICATIONS:

1. All on-site contractor personnel must be professionally outfitted and easily identified with name of employee and the contractor's name clearly visible.
2. The State will provide a staff member to assist the on-site manager with clerical tasks as needed but these will be discussed with the Executive Director upon issuance of a contract.

AGENCY COOPERATION-The State shall provide to the contractor:

- A. Use of and access to storage space and janitors' closets on the premises-all storage areas will be maintained by the contractor in a neat and orderly condition; and
- B. The necessary use of all utilities, including water, sewer, electricity, and in-house telephone service-however, the contractor shall insure that telephones are reserved for business purposes only.

INDEMNITY AND INSURANCE:

The successful bidder(s) shall indemnify and save and keep the State harmless against any and all losses, costs of damages, claim expenses, or claims arising from the damage of the property of others occurring as a result of the work covered by this Request.

Additionally, the successful bidder(s) shall show evidence of coverage with a company or companies licensed to provide business insurance in the State, with minimum coverage as follows:

COMPREHENSIVE GENERAL LIABILITY INSURANCE

Bodily Injury	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
Property Damage	\$500,000 each occurrence
	\$500,000 annual aggregate

WORKERS' COMPENSATION INSURANCE

Coverage B \$100,000

or evidence of self-insurance or other representations of financial responsibility satisfactory to the State, at the discretion of the Purchasing Agent. Evidence of coverage must be provided by successful bidder(s) within 48 hours of request. It is a mandatory requirement for award.

INSPECTION OF WORK: The contractor is expected to be self-monitoring with respect to the performance of work against this contract and its quality.

A. the contractor shall submit a DAILY REPORT to the State's agency coordinator, Executive Director, identifying areas cleaned and services performed, and

B. Once each week (or on such other schedule as may be acceptable to the State), the agency coordinator, Executive Director, and the contractor's supervisor shall make an inspection tour of the building to identify any deficiencies in performance, and to define any corrective action as may be required. The State also reserves the right to make inspections without the contractor when deemed necessary. THE SUBMISSION/COMPLETION OF THE ABOVE DESCRIBED REPORTS WILL BE STRICTLY ENFORCED.

NOTE: Documentation of such inspections shall constitute due notice to the Contractor of discrepancies or deficiencies. Failure to respond to such notice and to permanently remedy the discrepancies or deficiencies in a prompt and timely manner shall constitute breach, and form grounds for termination, at the discretion of the State, within thirty (30) days of written notice issued by the Division of Purchases.

Copies of the Daily Reports of the quality of performance will be retained by the agency coordinator and the contractor. Daily Reports will be distributed to the Division of Purchases as a "back up" to Complaint Reports (DP-65), when necessary.

DELIVERABLES/PROGRAM OUTCOMES:

1. Contractor shall design and implement, with concurrence of the State, Standard Operating Procedures. The procedures shall be to coordinate efforts, skills, and other designated resources through the establishment of a clearly defined custodial plan. The primary

- objectives shall include a clean and safe environment and the ability to provide the designated levels of custodial services.
2. Contractor shall provide clearly defined routines, record requirements, inspections, operating instructions, and administrative procedures essential to the functioning of the facility. A training manual containing individual custodial responsibilities and schedules shall be maintained onsite and used in the training of new employees.
 3. A monthly walkthrough of the buildings shall be made by the account manager (onsite manager) in the company of the Executive Director or designee and a report of findings/building/ground conditions and corrective actions (if necessary) will be issued to the Executive Director.
 4. A monthly management report detailing all of the work performed by the contractor during the month shall be issued to the Executive Director.
 5. The State will perform periodic inspections of the building and grounds to gauge the level of cleanliness.

PENALTIES: All Contracts must be complaint free within 60 days of inception or they are subject to immediate cancellation and possible suspension of the Vendor. Poor performance or lack of performance after the first 60 days will be addressed in the same manner.

MODIFICATION AND TERMINATION: The State reserves the right to modify the level(s) of service required for any location/building covered by this Request and to make equitable adjustment to rates or fees as a result, or to suspend or terminate services in their entirety at any time during performance, thirty (30) days following written notice to the Contractor.

PROPOSAL CONTENT & FORMAT:

1. Capability, capacity, and experience of the qualified firm.
 - a. Contractor's past experience-describe your firm's past experience providing the services requested in this RFP and the firm's capacity and capabilities related to providing facilities management services
 - b. Provide at least three (3) references from current customers where front line employees are on the customer's payroll not the contractor's. Please provide customers' names, addresses, phone numbers, start dates and type of services provided.
 - c. Evidence of financial stability-please provide the firm's last two annual reports.
2. Staff and contractor qualifications.
 - a. Resumes of key staff who will be involved in this project or will likely be involved in this project.
 - b. The assigned staff must possess 3-5 years of prior experience leading projects of similar size, scope, and content. Provide evidence of experience providing facilities management services of similar size and scope.
3. Approach/Methodology-Describe the approach/methodology to be used to provide the services requested and the stated goals included in this RFP. Indicate and identify those capabilities and resources to be provided from within the contractor's organization versus those to be

acquired through the use of third party employees or subcontractors. If subcontractors are to be employed in the performance of the specified services, provide a written narrative describing the rationale used for utilizing these resources for the purpose of this contract.

4. Work Plan-In detail, describe the framework within which the tasks described in the Scope of Work will be completed. Include a timeline with deliverables. Provide evidence of a support organization sufficient to deliver the proposed services. Include a proposed organization chart and any other pertinent information which demonstrates the contractor's corporate capability to successfully perform the requested management services.
5. Contract Cost- Costs should be listed in aggregate per year. Please complete the attached Cost Proposal sheet.

SECTION 3: TECHNICAL PROPOSAL

The Technical Proposal must contain the following sections:

Qualifications, Capability and Capacity of the Offeror's Organization and Staffing

This section shall include identification of key staff and/or subcontractors proposed as members of the customer service team, and the duties, responsibilities, and concentration of effort which apply to each (as well as statements of prior experience and qualification).

APPROACH PROPOSED

This section shall describe the offeror's understanding of the State's requirements, including:

- The proposal's intended and desired results.
- A description, discussion, and justification of the approach proposed to be taken and the technical issues that will or may be confronted at each stage on the project. It shall describe the benefits and services to be provided (including loss prevention programs and rehabilitation services), administrative procedures to be followed, customer service contacts, required client information and schedules, reports to be provided to customer management, and contract performance metrics. Any changes to the terms listed under the Scope of Work shall be explained in detail.
- A work plan description including a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to implement and administer the contract, the assignment of key customer service staff and concentration of effort for each, and the attributable deliverables and service metrics for each.

PREVIOUS EXPERIENCE AND BACKGROUND

This section shall include the following information:

At least three references of current clients with Facility Management and Janitorial Service similar in size.

A description of the business background of the offeror (and all subcontractors proposed), including a brief description of their financial position, history of the firm.

A history of book-of-business rate increases for the last five years.

SECTION 4: EVALUATION AND SELECTION

Proposals must score a minimum of 55 out of 70 technical points to warrant further consideration. The 55 minimum score determines a "qualified vendor". Technical proposals scoring 55 points, at a minimum, will have the accompanying cost component opened and evaluated.

The submitted cost proposal will reflect pricing for a three-year term with the option to renew for one additional two-year term. Accordingly, respondents should price for the maximum five year contract term.

Responses will be evaluated using the following criteria:

Qualifications of the firm	25 points
Customer service staff qualifications	10 points
Insurance coverage provided	25 points
Loss prevention and rehabilitation services provided	10 points
Total Possible Technical Score	70 points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points*	30 points
Total Possible Points	100 points

*The Low bidder will receive 100% of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(low\ bid/vendors\ bid) * available\ points$$

For example if the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B' cost points are calculated as follows:

$$\$65,000/\$100,000*30=19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for "qualified" status.

Notwithstanding the above, the State reserves the right to accept or reject any or all offers, and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

SECTION 5: PROPOSAL SUBMISSION

Interested offerors may submit proposals to provide the services covered by this Request on or before the date & time indicated on page one of this solicitation. Proposals received after this time and date will not be considered. The official time clock is located in the reception area of the Division of Purchases.

Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked:

"RFP #7551118: Facility Management and Janitorial Services for the RI Higher Education and Industry Center, Westerly, Rhode Island" Bid opening date 12/6/16 at 2pm, to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

Proposals must include the following:

- A completed and signed three page R.I.V.I.P. generated bidder certification cover sheet, downloaded from the R.I. Division of Purchases Internet home page at www.purchasing.ri.us.
- *A separate signed, sealed, and separate detailed Cost Proposal.*
- *A separate Technical Proposal* as described.
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.

In addition to the multiple hard copies of proposal required, Respondents are requested to provide their proposal in electronic format (CD-Rom, disc, or flash drive). Microsoft Word/Excel or PDF format is preferable. Only one (1) electronic copy is requested and it should be placed in the proposal marked "original".

Concluding Statements

Notwithstanding the above, the State reserves the right not to award this contract, to request best and final offers, or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further,

The State may, at its sole option, elect to require presentation(s) by Offerors clearly in consideration for award.



RI DIVISION OF PURCHASES

REQUESTS FOR BIDS – JANITORIAL SERVICES

ATTACHMENT “B” – AGENCY WORKSHEET

GENERAL INFORMATION/SPECIFICATIONS

DATE: 09/29/2016

AGENCY: 085

LOCATION: Westerly Higher Education & Industry Center

AGENCY COORDINATOR: Amy Grzybowski

PHONE # 401-741-2855

STATE “ESTIMATED SQUARE FOOTAGE OF ALL AREAS TO BE CLEANED”: 34,500
(SUPPLY FLOOR PLAN, IF AVAILABLE)

BREAKDOWN –TILE _____
CARPET _____
VCT _____

A. IS AN “INITIAL CLEANUP” FOR A THIRTY (30) DAY PERIOD NECESSARY BASED ON THE CURRENT CONDITION OF THIS BUILDING?

YES NO

B. CONTRACT PERIOD – FROM: _____ TO: _____

ROUTINE CLEANING

C. SPECIFY TIME FRAME WITHIN WHICH WORK MUST BE DONE: (indicate AM or PM)
FROM: 9PM TO: 6AM

D. DAYS OF WEEK WORK TO BE PERFORMED:

MON TUE WED THU FRI SAT SUN

NOTE: SCHEDULED WORK DAYS/WORK HOURS THAT ARE NOT WORKED FOR ANY REASON, INCLUDING, BUT NOT LIMITED TO, HOLIDAYS, BAD WEATHER, POWER FAILURES, VENDOR EMPLOYEE ABSENCE, ETC., MUST BE DEDUCTED FROM VENDOR’S INVOICE BEFORE SUBMITTING IT TO THE STATE. THE DEDUCTION SHALL BE CALCULATED BY DIVIDING THE MONTHLY RATE BY EITHER THE MONTHLY SERVICE DAYS OR MONTHLY SERVICE HOURS, AS MAY BE APPLICABLE TO THE INSTANCE.

SPECIAL CLEANING

E. REGULAR SERVICE OF DAY PORTER DURING THE DAYTIME HOURS FOR THE PURPOSE OF CONTINUAL CLEANING OF BATHROOM, BREAK ROOMS, OR WHATEVER IS REQUIRED – A DAY PORTER IS IN ADDITION TO REGULAR CLEANING (indicate AM or PM):

FROM: N/A TO: _____

DAYS OF WEEK WORK FOR DAY PORTER:

MON TUE WED THU FRI SAT SUN

F. DEPOSIT WASTE IN OUR RECEPTACLES (DUMPSTERS): YES NO

NOTE: ALL PLASTIC BAGS MUST BE SUPPLIED BY THE VENDOR – NO EXCEPTIONS ALLOWED.

G. REMOVE ALL WASTE DAILY FROM BUILDING AND GROUNDS: YES NO

H. RESTROOMS, TELEPHONES AND WATER FOUNTAINS MUST BE DISINFECTED PER SPECIFICATION NO. 6620-005 TYPE III, DATED 6/3/99.

I. NO PROPANE POWERED EQUIPMENT IS ALLOWED IN STATE BUILDINGS – NO EXCEPTIONS ALLOWED.

CHECKLIST FOR JANITORIAL SERVICES

SERVICE REQUIRED FREQUENCY OF SERVICE	DAILY	TIMES WEEKLY	TIMES MONTHLY	TIMES YEARLY
<u>ROUTINE SERVICES</u>				
1. EMPTY ALL WASTEBASKETS, RECEPTACLES AND REPLACE LINERS AS NEEDED;	<input checked="" type="checkbox"/>	—	—	—
2. WASH ALL WASTEBASKETS IN OFFICE(S) AS NEEDED;	<input type="checkbox"/>	1		
3. WASH ALL WASTE RECEPTACLES IN LUNCHROOMS;	<input type="checkbox"/>	1	—	—
4. DUST ALL OFFICE FURNITURE AND EQUIPMENT – FILES, ETC.;	<input type="checkbox"/>	—	1	—
5. DUST ALL BUILDING SURFACES WITHIN REACH – WINDOW SILLS, DOOR AND WINDOW FRAMES, PANELS, WALLS, ROOM DIVIDERS, CHAIR RAILS, BASEBOARDS, MOLDINGS, HANDRAILS, LEDGES, ETC., USING A TREATED CLOTH;			1	—
6. WASH AND SANITIZE ALL DRINKING FOUNTAINS USING <u>GERMICIDAL</u> CLEANER;	<input checked="" type="checkbox"/>	—	—	—
7. DUST ALL HIGH PARTITIONS, PIPES, VENTS, MOLDINGS, ETC.;			—	4
8. DAMP WASH AND POLISH ALL BUILDING SURFACES WITHIN REACH – WINDOW SILLS, DOOR AND WINDOW FRAMES, PANELS, WALLS, ROOM DIVIDERS, CHAIR RAILS, BASEBOARDS, MOLDINGS, HANDRAILS, LEDGES, ETC., USING A TREATED CLOTH;			—	4
9. DUST ALL BLINDS;				2
10. REMOVE FINGERPRINTS, MARKS AND SMUDGES FROM WOODWORK, WALLS AND PARTITIONS;	<input type="checkbox"/>	1	—	—
11. CLEAN AND POLISH BRIGHT METAL WORK;	<input type="checkbox"/>	—	1	—
12. VACUUM ALL VENTS (EXPOSED GRILL WORK);			2	—
13. WASH RUBBER FLOOR MATS;	<input type="checkbox"/>	1	—	—
14. CLEAN CHALKBOARDS AND CHALK TRAYS, DRY METHOD;	<input type="checkbox"/>	1	—	—
15. WASH LIGHT FIXTURES;			1	—
16. WALL WASHING:				4
STAIRWAY			—	4
HALLWAY			—	4
CORRIDOR			—	4
CLASSROOM			—	4
OFFICE			—	4
OTHER AREAS – SPECIFY: _____				

CHECKLIST FOR JANITORIAL SERVICES

SERVICE REQUIRED FREQUENCY OF SERVICE	DAILY	TIMES WEEKLY	TIMES MONTHLY	TIMES YEARLY
17. WASH ALL ENTRY GLASS – DOORS (INSIDE AND OUTSIDE), PARTITIONS, DIVIDERS, ETC.;	<input type="checkbox"/>	3	_____	_____
18. WASH ALL EXPOSED GLASS SURFACES – GLASS PARTITIONS, INTERIOR GLASS DOORS, DISPLAY CASES, DIRECTORY BOARDS, MIRRORS, GLASS DRAFT WINDOWS SHIELDS, ETC.;	<input type="checkbox"/>	1	_____	_____
19. REPLACE BURNED OUT LIGHTS FROM AGENCY'S STOCK;	<input checked="" type="checkbox"/>	_____	_____	_____
20. SWEEP STOOPS AND SIDEWALK AREAS (ONLY AREAS LISTED); _____	<input type="checkbox"/>	3	_____	_____
21. POLICE AREA ADJACENT TO BUILDING AND REMOVE BOTTLES, PAPERS, CIGARETTE BUTTS, ETC.;	<input type="checkbox"/>	3	_____	_____
<u>LAVATORIES:</u>				
22. <u>CLEAN RESTROOMS – FLOORS, URINALS, TOILET BOWLS, SEATS, COMPARTMENTS, FIXTURES AND WALLS WITH A QUARTENARY GERMICIDAL SOLUTION, WHICH IS EPA REGISTERED ACCORDING TO GSA PROCEDURES;</u>	<input checked="" type="checkbox"/>	_____	_____	_____
<u>FLOORS:</u>				
23. SWEEP AND/OR DUST MOP ALL FLOOR SURFACES WITH TREATED MOPS;	<input checked="" type="checkbox"/>	_____	_____	_____
24. SWEEP AND DUST STAIRS, LANDINGS AND HANDRAILS: FRONT: _____ OTHERS SPECIFY: _____	<input checked="" type="checkbox"/>	_____	_____	_____
25. WET MOP ALL TRAFFIC LANES – ENTRIES, HALLS, ETC.;	<input checked="" type="checkbox"/>	_____	_____	_____
26. WET MOP ALL OFFICES, CLASSROOMS, ETC.;	<input checked="" type="checkbox"/>	_____	_____	_____
27. WET MOP STAIRS AND LANDINGS – FRONT: _____ <u>OTHERS, SPECIFY:</u> _____	<input checked="" type="checkbox"/>	_____	_____	_____

CHECKLIST FOR JANITORIAL SERVICES

SERVICE REQUIRED FREQUENCY OF SERVICE	DAILY	TIMES WEEKLY	TIMES MONTHLY	TIMES YEARLY
28. VACUUM ALL CARPETING IN TRAFFIC AREAS, STAIRS, LANDINGS, CORRIDORS, ENTRANCES;	<input checked="" type="checkbox"/>	_____	_____	_____
29. VACUUM ALL CARPETING IN OFFICES, CLASSROOMS, ETC.; SPECIFY: _____	<input checked="" type="checkbox"/>	_____	_____	_____
30. SPOT CLEAN ALL CARPETING, AS NECESSARY TO REMOVE SPILLS, SMALL AREAS, ETC.;	<input type="checkbox"/>	1	_____	_____
31. SPRAY CLEAN AND MACHINE POLISH ALL NON- CARPETED FLOORS IN TRAFFIC LANES, CORRIDORS, ENTRANCES, ETC.;	<input type="checkbox"/>	_____	1	_____
32. SPRAY AND MACHINE POLISH ALL OTHER NON- CARPETED FLOOR AREAS: _____	<input type="checkbox"/>	1	_____	_____

JANITORIAL SERVICES – FLOOR MAINTENANCE

FLOOR SERVICE: STRIP, SEAL AND FINISH

- A. MACHINE STRIP AND REFINISH ALL NON-CARPETED FLOORS IN TRAFFIC AREAS, CORRIDORS, ENTRANCES, ETC.

- B. MACHINE STRIP AND REFINISH ALL NON-CARPETED FLOORS IN CLASSROOMS, OFFICES, ETC.

SPECIFY: Annually

NOTE:

AGENCY MUST SPECIFY THE TYPE OF FLOOR CLEANING CHEMICALS AND EQUIPMENT THAT WILL BE USED AT THE SPECIFIC LOCATION. THE OFFICE OF PURCHASES RECOMMENDS A "HIGH SPEED FLOOR CARE SYSTEM". YOU CAN SPECIFY ANY ONE OF THESE "SYSTEMS" LISTED OR ANY SYSTEM EQUAL TO THOSE LISTED.

FREQUENCY OF FLOOR SERVICE WILL BE DIRECTED BY THE AGENCY COORDINATOR AND MUST BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED INSTRUCTIONS FOR PROPER MAINTENANCE.

LIST CHEMICALS:

STRIPPER: Manufacturer's Standards
SEALER: Manufacturer's Standards
FINISH: Manufacturer's Standards
RESTORER: Manufacturer's Standards
CLEANER: Manufacturer's Standards

LIST EQUIPMENT:

MANUFACTURER _____
BRAND: _____
MODEL #: _____
SIZE: _____
RPM: _____