



CITY OF LITTLE ROCK, ARKANSAS

REQUEST FOR PROPOSALS

FOR

12TH ST POLICE STATION JANITORIAL SERVICES

BID #C15010

RFP Issue Date:

5/28/15

Responses Due By:

4:00 p.m. on June 18th, 2015

City of Little Rock, Arkansas Request for Proposals For Janitorial Services

Project Intent

The City of Little Rock is seeking qualifications from janitorial service companies in the central Arkansas area in order to establish an annual contract for Janitorial Services for the City of Little Rocks 12th Street Station located at 3917 West 12th Street.

Scope of Services

Services will include all routine janitorial services normally associated with a specialized, two story, secure office building. This building is a LEED (Leadership in Energy and Environmental Design), green building program, Silver Certificate structure and all cleaning solutions and materials must conform to those standards. General cleaning will include trash removal, dry and wet mopping, vacuuming, glass and mirror cleaning, dusting and polishing, cleaning and upkeep of both floors of this structure. A schematic of each floor is part of this RFP.

Specific Services and Frequency

Listed below are the specific services and the frequency that each service is expected to be provided for both floors of the structure. Selected contractor shall provide sufficient personnel employees and direct supervision for the below listed services. As this is a LEEDS (Silver Certified structure, raised, carpeted flooring is critical to the integrity of the second floor. The area designated “Retail Space” is not included in this request.

A. Daily Frequency

1. Sweeping/Dry Mopping – all vinyl tile, concrete and ceramic tile floor surfaces inside building will be swept and/or dry mopped after completion of work shift; designated employee smoking areas on exterior of buildings will also be swept to remove cigarette butts and other trash. All outside sidewalks, steps and immediate concrete apron as well as the area designated as the “sally port” will be included.
2. Wet Mopping – all vinyl and ceramic tile floors will be wet mopped daily; concrete surfaces will be mopped as needed and acrylic chair pads will be washed as needed.
3. Vacuuming – all carpeted offices, rugs and floor mats will be vacuumed after the completion of the work shift.
4. Trash Removal – trash will be collected from all office waste cans, as well as break room and bathroom trash receptacles after completion of work shift; all receptacles will have plastic liners replaced as needed; collected materials will be placed into trash bags and securely tied before removal. All bags will be deposited into appropriate outside containers to be designated at the start of the contract. Any loose non-monetary items found in locker rooms and break rooms will be discarded. Monetary items will be turned in immediately to the Desk Officer on the first floor.

5. Bathroom Facilities – all toilets, urinals, sinks and showers will be completely washed and sanitized; soap dispensers will be checked and refilled to capacity; hand towel dispensers and toilet paper dispensers will be checked and refilled; paper towel dispensers, soap dispensers, toilet paper dispensers, electric hand dryers, mirror shelves and toilet stands will be cleaned thoroughly; all mirrors will be cleaned. All witness and prisoner interview rooms, especially the prisoner toilets, will be completely washed.
6. Furniture Cleaning – all break room tables will be wiped down completely.
7. Other Cleaning – all window sills will be wiped thoroughly, all water fountains will be cleaned completely.

B. Twice-Per-Week Frequency

1. Glass Surfaces – all glass surfaces including interior door glass, furniture tabletops, and non-bathroom mirrors will be cleaned.
2. Dusting – all office furniture, baseboards, top of employee lockers, air conditioning vents/return air duct covers, window blinds, and picture frames.
3. Bleaching – all porcelain bathroom fixtures and shower stalls will be cleaned with bleach.

C. Once-Per-Week Frequency

1. Buffing – all vinyl floor surfaces will be given a high-speed buffing.
2. Miscellaneous – damp wipe all telephones; remove spider webs where visible.

D. Once-Per-Month Frequency

1. Polishing – all general office furniture, countertops and wooden desks (tops & sides) polished with a commercial furniture polish furnished by the City; all excess will be removed.
2. Windows – all exterior windows will have both inside and outside surfaces washed.

E. Twice-Per-Year Frequency

1. Vinyl Tile Flooring – all vinyl floor tile surfaces will be completely stripped and refinished. Dates for this service will be determined by the Facility Manager.
2. Carpet Cleaning – all loose carpets and throw rugs will be shampooed; floor mats are excluded from this service. Dates will be determined by Facility Manager.
3. Walls – Wash down all walls in all facilities.

F. As Needed

1. Light Fixtures – all light fixtures will be periodically checked and dim or non-functioning bulbs will be reported to the Facility Manager.

2. Miscellaneous – this may include, but not limited to, lesser services such as restocking feminine hygiene product dispensers, cleaning trash receptacles, removing graffiti from toilet stalls and walls, wiping handprints off all walls, cleaning public access phones, microwaves, exterior of vending machines and cleaning grout on ceramic floor tile, replace urinal blocks and screens, cleaning all steel interior and exterior doors.

III. WORK SCHEDULE

The 12th Street Station is a twenty-four hour police facility, with normal business activities from 6:30 am to 5:30 pm, Monday through Friday, except holidays. The successful bidder will provide their services following completion of each scheduled workday, Saturday included during a holiday week.

The holidays observed by the City are:

New Year's Day

Dr. Martin Luther King's Birthday

Presidents Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Christmas Day

Work is requested to start after 7:00 P.M. and be completed before 5:30 A.M. each scheduled day, unless approval has been granted by the Facility Manager. Schedule is anticipated to be Monday through Friday and Sunday.

IV. SUPPLIES AND EQUIPMENT

The City of Little Rock will provide all cleaning supplies, and paper products. Supplies will include soaps, paper products, urinal blocks and screens, bleach, floor finish, wiping cloths, glass cleaners, furniture polish, and trash can liners, light bulbs and general purpose cleaners which meet LEEDS specifications. Equipment provided will include dry and wet mops; mop buckets, and trash receptacles. The contractor will be responsible for providing vacuums, high-speed buffer and any other specialized equipment.

V. INSURANCE AND BONDING

The successful bidder shall provide to the City of Little Rock proof of workmen's compensation insurance and post a bond covering theft and breakage in the amount of \$250,000 for the term of the contract.

The successful bidder will certify to the Purchasing Agent and the Facility Manager that all employees have successfully passed a criminal background inquiry, at the successful bidder's expense. Any person arrested and convicted of a Criminal Misdemeanor or greater offense WILL NOT be eligible to work in or around this Facility.

VI. DURATION OF CONTRACT AND BILLING

The contract will be for an initial one year period with the option to extend the contract for two additional one-year renewals if both parties are in agreement to exercise this option. If either party elects not to accept the one-year renewals then the contract will cease on the contract anniversary date and a bid will be resubmitted to the public.

The initial bid price will be in effect for the first year. If at the completion of each year of the contract both parties opt to exercise the annual extension option, the bidder will be allowed to increase their monthly contact fee by the percentage increase of the most recent Urban Consumer Price Index as reported by the Federal government prior to each contract extension.

The bidder will bill monthly for services rendered the previous month. Invoice must be detailed.

VII. AREA:

Approximate square footage of this facility is: 40,000 *

* These figures are for reference only. The City does not guarantee the accuracy of figures. The City will not be responsible if any vendor makes a mistake in the bid pricing based upon these figures. It is the responsibility of each vendor to insure accuracy of these figures. Interested parties are encouraged to inspect the facility prior to submitting bid proposals. The following individuals can be contacted for additional information or to arrange a site visit to each building:

Facility Manager

Captain Marcus Paxton

501-404-3082

SUBMISSIONS: The submission procedure will be a two (2)-step process. Submissions must be submitted in two (2) parts placed in a sealed package, with each part to be in a separate sealed envelope. One sealed envelope is to contain janitorial services qualifications as detailed below and the second envelope is to contain the amount bid for a one-year contract. It is the intent of the City to receive proposal submittals that are specific and thorough, yet concise and to the point, with a minimal amount of marketing material or “boilerplate” language. All materials submitted become the property of the City of Little Rock and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided. The City of Little Rock will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage. The City of Little Rock reserves the right to reject any and/or all applications.

Part 1: A sealed envelope labeled “**BID# C15010 - Janitorial Services Qualifications**” is to contain **an original and 5 copies** of the following:

1. **Firm.** List the name, address, and phone number of the primary firm or individual submitting the qualifications. State whether or not the proposal is a joint venture. List all other firms that are part of the proposal.
2. **Current Work.** Provide a list of all services provided to any LEED certified building. If no LEED Certified structure, then the three (3) largest contracts currently underway.
3. **Project Leader and Team.** List the name, title, telephone number, and primary qualifications of site supervisor or team leader, which should include qualifications related to LEED and/or major cleaning requirements where environmental air quality is mandatory. This person will be the primary contact person and must be directly involved in all phases of the work.
4. **Reference Projects.** Provide a brief synopsis for three (3) current projects involving work with LEED or facilities where in-door environmental air quality is regulated. Also include location of job, name of client, contact person, email address and phone numbers of the projects above described.
5. **Approach.** Provide a detailed work plan, describing the approach to be taken, in outline format, for providing the services as requested above. Discuss any additional concerns that occur in reviewing the existing conditions and requirements of this RFP. **ALL respondents are strongly encouraged to contact the Facility Manager to arrange for a tour of the building BEFORE submitting your proposal.**
6. **Schedule.** Discuss your capability to adhere to the schedule of work outlined above and any impedance to the completion of requested services within the time-frame outlined above.
7. **Additional Information.** Any information you feel is pertinent to describing your firm and its qualifications for undertaking this project up to and including your methodology for ensuring the eligibility of staff who will be performing services within the building and its grounds, any methods to ensure quality product is delivered and procedures for resolving conflicts or concern from the tenants.

NOTE: Bidders who include any financial information in the envelope for Part 1 – Janitorial Services Qualifications, including costs or fees for previous work or costs or fees proposed for this Work, shall be disqualified from consideration. The bid amount financial information is to be provided only in the envelope for Part 2.

Part 2 shall be the signed bid placed in a sealed envelope labeled “**BID# C15010 - Janitorial Services Price**”, which shall be written on the attached Part 2, showing the amount bid for the one-year contract. It shall be signed and dated by a representative of the bidding company.

Parts 1 and 2 (the two separately sealed and labeled envelopes) shall be placed in a sealed package labeled “**BID# C15010 - Janitorial Services**” and delivered to the Purchasing Agent at the address listed below by the bid deadline, which is no later than 4:00 p.m. (Local Time) on June 18th, 2015.

Submission of Proposals: The address for the submission of proposals is as

follows: Mr. Abdoul Kabaou
Purchasing Manager
City of Little Rock
500 West Markham, Room 300
Little Rock, Arkansas 72201

Failure to follow instructions in this RFP will be cause to reject the bid.

Any proposals received other than as stated above or that are received after the above-stated time and date will not be considered. It shall be sole responsibility of the bidder to have the proposal delivered to the Purchasing Office for receipt on or before the above-stated time and date.

Selection Process

As approved by the City Manager, a selection committee will review all applicable submissions and will score each proposal according to criteria for selection noted within this document and record their scores on a selection-rating sheet (see attached sample sheet). After scoring and ranking all proposals, the committee may elect to conduct reference interviews and structured personal interviews with the qualified firms in order to make its final selection.

Those firms whose submissions achieve an average score of 90% or above on Part 1 by the selection committee will be considered qualified and only qualified firms are eligible to have their Part 2 financial information considered. The lowest priced qualified proposal will then be chosen to secure a contract for recommendation to Little Rock Board of Directors.

Additional Information

If you have any other questions or need any additional information, please call James L. Foster, Administrative Services Manager, at 501-244-5470 or email jfoster@littlerock.org

**Selection Rating for
Providers of Professional Services**

Firm's name submitting prospectus: _____

<u>Criteria</u>	<u>Weight</u>	<u>Score</u> 1 low – 10 high	<u>Weighted Score</u>
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Experience	40%	_____	_____
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Demonstrate overall firm's local experience and capability for handling janitorial projects of similar type and complexity, which should include current LEED projects or where in-door air quality is mandatory.

Team	25%	_____	_____
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Provide credentials and experience of professionals assigned to manage the projects, which **must** include LEED experience or where in-door air quality is mandatory.

Approach	20%	_____	_____
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Discuss philosophy and overall approach to the proposed work to include customer satisfaction surveys, work completion reports and complaint resolution procedures.

Schedule	15%	_____	_____
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Note firm's ability to complete projects in a timely manner and within budget.

Total	100%		_____
			10.0 max

Score each criterion using a 10.0 to the top firm of your choice. Other firms should then be scored 0.0 to 9.9 relative to top firm.

Initial and date

PART 2

City of Little Rock Police Department Bid No. C15010

The amount bid for the 12th St Police Station Janitorial Services is \$ _____
per year.

Name of Company: _____

Signature of Authorized Company Representative: _____

Printed name of representative signing this bid: _____

Date: _____