REQUEST FOR PROPOSAL for JANITORIAL SERVICES

The St. Lawrence County Industrial Development Agency, (“Agency”) is seeking proposals for professional janitorial services (Contractor) for the Agency’s facility located at 19 Commerce Lane, Canton, New York 13617.

Scope of Work: The Contractor will be responsible for cleaning areas within the outline on the attached Floor Plan (“Target Area”). The Target Area includes, but is not limited to, building entrances, corridors, offices, conference rooms, restrooms, etc. The services to be provided are detailed on the attached cleaning schedule (“Cleaning Schedule”). Cleaning of glass and windows will be limited only to the glass and windows at the main entrances of the building. Handling of trash and recyclables will be minimal as these are part of the Staff’s weekly routine.

The Contractor will not be required to provide cleaning or dusting of any staff office furniture, desks, or file cabinets. The contractor is not expected to move any office furniture larger than a chair to perform necessary cleaning.

With the exception of cleaning the glass at the main entrances, no other exterior work is required.

The Agency will supply all cleaning supplies necessary to effectuate proper and thorough cleaning. The Contractor will provide the Agency advanced notice of supplies needed.

The work must be performed once every two weeks and must be carried out after 12:00 PM Friday and before 9:00 AM Monday.

Additional Work: Proposals must also include an hourly rate for services above and beyond those described in the Scope of Work. Additional work is of the type that requires attention once or twice during the year. Examples of additional work include cleaning of windows, light fixtures, and air vents.

Proposals: Proposals for the Scope of Work must be submitted based on a “per month” rate. Proposals for Additional Work must be submitted on a “per hour” rate. Proposed rates must be guaranteed for not less than 12 months.

Term: Contract will run from August 1, 2019 through July 31, 2020. With an option for two renewals extending through July 2022.

Potential contractors are encouraged to schedule a walk-through of the facility to ensure clarity of the Target Area and the Scope of Work. Contact the Contracting Officer, Rich Williams RWilliams@slcida.com or 315-379-9806 to schedule an appointment.

Proposals will be evaluated based on Cost, References, Experience and Completeness. The successful bidder will be required to provide proof of General Liability Insurance in the amount of $1,000,000 with the St. Lawrence County Industrial Development Agency listed as additional insured. The successful bidder will also be required to provide Workers Compensation benefits as required by New York State Contractors. Service providers will be required to complete confidentiality agreements.

Proposals will be received until 1:00 PM Tuesday July 23, 2019. Proposals may be submitted via fax to (315) 386-2573, email to KGilbert@slcida.com or hand delivered to: St. Lawrence County Industrial Development Agency, 19 Commerce Lane, Suite 1, Canton, New York 13617. The St. Lawrence County Industrial Development Agency reserves the right to reject any and all proposals, and waive informalities, if in its opinion such action would be in its best interest.

All proposals must include the following: A) Completed “Proposal Form” (attached); B) Completed “Statement of Non-Collusion in Bids or Proposals” Form (attached); C) Company Description [an introductory letter, including background on the company, years in business, types of clients served and company location(s)]; and D) References [Include no less than 3 references from similarly-sized office clients. Each reference must clearly indicate the individual’s name, title, company, phone and/or email address, and years of service provided by respondent.].
Proposer:

Company Name
Principal in Charge
Address

Primary Contact
Title
Office Phone
Mobile Phone
Email

(The St. Lawrence County Industrial Development Agency is a tax-exempt organization. Please do not include New York State Sales Tax in the quoted price.)

Bids:
A. **Scope of Work**: *Per-Occurrence* Bid to Provide the Services Described under “Scope of Work.”
   Provide the per-month bid in both written and numerical terms.
   
   Dollars | $

B. **Additional Work**: *Per-Hour* Bid to Provide the Services Described under “Additional Work.”
   Provide the per-hour bid in both written and numerical terms.
   
   Dollars | $

C. **Comments**

The undersigned certifies they can provide the services outlined in this RFP and guarantee the proposed rates for not less than 12 months.

Signature: ____________________________________________

Type or Print: _________________________________________

Title: _______________________________________________

Date: _______________________________________________
STATEMENT OF NON-COLLUSION IN BIDS OR PROPOSALS TO PUBLIC AUTHORITY
REQUIED BY SECTION 2878 OF PUBLIC AUTHORITY LAW

By submission of this bid or proposal, the bidder and each person signing on behalf of the bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

(1) Prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; and

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award, nor shall any award be made where (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder(s) cannot make the foregoing certification, the bidder shall so state and shall furnish below a signed statement which sets forth in detail the reasons therefore:

[AFFIX ADDENDUM TO THIS PAGE IF SPACE IS REQUIRED FOR STATEMENT]

Request for Proposal: Janitorial Services
Proposal Number: 19-CLN-01

Identifying Data:
Potential Contractor: 
Address (Street): 
Address (City, State, Zip): 
Telephone: 

Subscribed to and affirmed under penalty of perjury under the laws of the State of New York, as an authorized official of the potential contractor:
Certifier Name: 
Certifier Title: 
Certifier Signature: 
Date of Certification: 

Joint or combined bids by companies or firms must be certified on behalf of each participant.
CLEANING SCHEDULE

1. **Public Restrooms:** Sweep and mop floor. Clean and disinfect toilets (bowls and rims). Clean and disinfect handsinks and counters. Polish mirrors and empty trash with each visit. Replenish handsoap and toilet paper, as needed. Wash and sanitize toilet partitions and tile wall surfaces every other visit.

2. **Staff Restrooms:** Sweep and mop floor. Clean and disinfect toilets (bowls and rims). Clean and disinfect handsinks and counters. Polish mirrors and empty trash with each visit. Replenish handsoap and toilet paper, as needed. Wash and sanitize wall surfaces every other visit.

3. **Kitchenette:** Sweep and mop floor. Empty trash, clean sink and counter with each visit. **Contractors do not have to wash dishes.**

4. **Hallway:** Sweep and mop tiled hall, entryways and clean water fountain with each visit.

5. **Entrances:** Sweep and mop hall and entryways. Clean glass doors, windows, sills and window ledges, (inside and out) with each visit.

6. **Carpets:** Vacuum carpet throughout common areas with each visit.
   a. Office carpets are to be vacuumed every other visit. This work is to involve only moving office chairs for vacuuming. There is to be no other disruption of the office’s contents. There are no other services called for in the office spaces.

7. **Conference/Meeting Rooms:** Are to be cleaned as long as they are unoccupied. Carpet is to be vacuumed and chairs cleaned/repositioned with each visit. Sink, counter and tables are to be cleaned with each visit. Tables with papers, equipment, etc. on them do not require any servicing. Empty trash and any recyclables with each visit. Window sills and window ledges to are to be cleaned during every other visit.

8. **Reception:** Vacuum carpet in reception area with each visit. Vacuum chairs, dust/clean coffee table, end stand and chair rails every other visit.

9. **Other:** On rare occasion, the contractor may be asked to service a particular item which, in the opinion of the Agency, lacks the significance to be considered “additional work.” Should the Contractor disagree with the service designation, he/she should discuss the matter with the Facilities Manager before providing the service.

10. **If a door to a staffperson’s office is closed, it is not to be serviced. This rule shall supersede any and all office-related cleaning guidelines.**