

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL JANITORIAL SERVICES

As Requested by

**THE SOUTHERN SANDOVAL COUNTY ARROYO
FLOOD CONTROL AUTHORITY**



RFP No. 2013-06

PROPOSAL DUE DATE: October 2, 2013

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Submission Instructions to Offerors:

1. Proposal due date: October 2, 2013, at 3:00 p.m. local time. Proposals will be received by the Fiscal Services Department, Southern Sandoval County Arroyo Flood Control Authority, 1041 Commercial Dr. SE, Rio Rancho, New Mexico 87124.
2. Submit 1 Original and 3 copies of your Proposal in a sealed envelope or container.
3. This RFP is issued by the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), Fiscal Services Department, which is the sole point of contact during the procurement process. Communications initiated by Offerors with members of the Governing Body or SSCAFCA personnel, other than as coordinated by Fiscal Services Staff, shall be grounds for Offeror disqualification.
4. Proposals must be submitted in a sealed package or envelope listing the following information on the outside:

**Professional Janitorial Services
RFP No. 2013-06**

5. **Point of Contact:** This Request for Proposals (RFP) is issued by SSCAFCA, Fiscal Services Department, which is the sole point of contact during the procurement process (the "Point of Contact"). Communications initiated by a respondent to this RFP (the "Offeror") with members of the Governing Body or SSCAFCA personnel, other than as coordinated by the Point of Contact noted below, shall be grounds for Offeror disqualification. Any inquiries or requests during this procurement shall be submitted to the following Point of Contact:

**Southern Sandoval County Arroyo Flood Control Authority
Fiscal Services Department
Attention: Deborah Casaus, Fiscal Services Director
1041 Commercial Dr. SE
Rio Rancho, NM 87124
(505) 892-5266
dcasaus@sscafca.com**

Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA)

PROFESSIONAL JANITORIAL SERVICES REQUEST FOR PROPOSALS RFP No. 2013-06

1. INTRODUCTION

1.1. Overview. Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA), a political subdivision of the State of New Mexico, requests qualification based competitive sealed proposals for an Insurance Agent of Record.

1.2. Scope of Work/Specifications. Offerors should demonstrate their ability to provide the following services:

1.2.1 Clean the SSCAFCA office building four times per week (Tuesday, Wednesday, Thursday and Friday). Additional services beyond the four times per week may be required occasionally. See Exhibit A for detail of services to be performed. The office building is approximately 10,000 square feet, has many “green” features and includes a 5,000 square foot addition that is “LEED Platinum” certified.

2. CONDITIONS GOVERNING PROCUREMENT

2.1. Overview. This section of the Request for Proposals (RFP) contains the schedule for the procurement, describes the major events and milestones and specifies general conditions governing the procurement.

2.2. Schedule of Events. SSCAFCA will make every effort to adhere to the following schedule:

Action	Responsibility	Date	Time
Issue RFP	SSCAFCA	September 11, 2013	NA
Deadline to Submit Written Questions	Potential Offerors	September 23, 2013	5:00 PM
Response to Written Questions	SSCAFCA	September 26, 2013	5:00 PM
RFP Addenda	SSCAFCA	If applicable, no later than September 26, 2013	5:00 PM
Submission of Proposals	Offerors	October 2, 2013	3:00 PM
Proposal Evaluation (Including time for Interviews, and Best and Final Offers)*	Evaluation Committee	October 3-9, 2013	
Notify Offerors of Selection	SSCAFCA	October 11, 2013	
Finalize Contract (upon SSCAFCA Board approval)	SSCAFCA/Offeror	October 18, 2013	
Protest Deadline	Offerors	10 days following notification of award	

*Offerors will be notified by the Fiscal Services Department if and when to expect interview and Best and Final Offer dates.

2.2.1 Written Questions and RFP Amendments. Potential Offerors may submit written questions as to the intent or clarity of this RFP until the date and time specified in the schedule of events. All written questions must be sent by email and addressed to the Point of Contact. Written responses to written questions and any RFP amendments will be will be posted to SSCAFCA's website at the following address:

<http://www.sscafca.org>

It is the responsibility of all potential Offerors to check the website for questions and responses and to ensure that all addenda have been received before submitting their proposal.

2.2.2 Submission of Proposal. All Offeror proposals must be received by SSCAFCA no later than the date and time specified in the Schedule of Events. Proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Proposals must be hand delivered or mailed to:

**Southern Sandoval County Arroyo Flood Control Authority
Attention: Deborah Casaus, Fiscal Services Director
1041 Commercial Dr. SE
Rio Rancho, New Mexico 87124**

Proposals must be submitted in a sealed package or envelope listing the following information on the outside:

**Professional Janitorial Services
RFP No. 2013-06**

SSCAFCA shall not be responsible for proposals that are mailed and not received by the time specified in this section. Receipts for hand delivered proposals may be issued by SSCAFCA (upon request).

2.2.3 Proposal Evaluation. The evaluation and ranking of proposals will be performed by the Evaluation Committee during the time period noted in the Schedule of Events.

2.2.4 Selection of Finalist. The Evaluation Committee will select and the Point of Contact will notify the Finalist Offeror.

2.2.5 Oral Presentations and Interviews. The Evaluation Committee may request oral presentations or interviews by the Offerors. If this is required, the requested action will take place at the SSCAFCA office in Rio Rancho within the proposal evaluation timeframe specified the Schedule of Events.

2.2.6 Finalize Contract. The Contract will be finalized with the most qualified Offeror. In the event that mutually agreeable terms cannot be reached, SSCAFCA reserves the right to terminate negotiations with that Offeror. The Contract will be presented

to the SSCAFCA Board of Directors for its approval on the date specified in the Schedule of Events.

2.2.7 Protest Deadline. The ten (10) day protest period for Offerors shall begin on the day following the notification of the contract award and will end at 5:00 pm MT on the tenth calendar day following the notification of the contract award. Protests must be submitted in writing and must include the name and address of the protestant and the RFP number. It must also contain a statement of grounds for protest and be addressed and delivered to the Point of Contact.

2.3. General Requirements.

2.3.1 Offerors shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete proposals may be considered non-responsive and subject to rejection.

2.3.2 Proposals and any other information submitted by Offerors in response to this RFP shall become the property of SSCAFCA.

2.3.3 Proposals that are qualified with conditional clauses, alterations, or irregularities of any kind are subject to rejection by SSCAFCA, at its option.

2.3.4 It is incumbent upon each Offeror to carefully examine all specifications, terms, and conditions contained herein. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing, (facsimile transmissions acceptable, email is preferred) through the Point of Contact named above. SSCAFCA will not be responsible for any oral representation(s) given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given. If it becomes necessary to revise or amend any part of this RFP, notice may be obtained by accessing our web site. Respondents in their proposal must acknowledge receipts of amendments. **Each Offeror should ensure that they have received all addenda and amendments to this RFP before submitting their proposal.**

2.3.5 A proposal may be amended or withdrawn in person at any time BEFORE the scheduled due date and time of proposals provided a receipt for the withdrawn proposal is signed by the Offeror's authorized representative. An amendment must be a complete replacement for a previously submitted proposal and must be clearly identified in a transmittal letter signed by the Offeror's authorized representative. SSCAFCA reserves the right to request proof of authorization to withdraw or amend a proposal.

2.3.6 All information, documentation, and other materials submitted in response to this RFP are considered non-confidential and/or non-proprietary and are subject to public disclosure after the procurement is completed.

- 2.3.7** SSCAFCA may evaluate the proposals based on the anticipated completion of all or any portion of the project. SSCAFCA reserves the right to divide the project into multiple parts, to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals and temporarily or permanently abandon the project when deemed to be in SSCAFCA's best interest. SSCAFCA makes no representations, written or oral, that it will enter into any form of agreement with any Offeror to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.
- 2.3.8** SSCAFCA may, in the evaluation of proposals, request clarification from Offerors regarding their proposals, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.
- 2.3.9** By submitting a proposal in response to this RFP, the Offeror accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by SSCAFCA.
- 2.3.10** Offeror acknowledges and accepts that any expense incurred from the Offeror's participation in this RFP process shall be at the sole risk and responsibility of the Offeror.
- 2.3.11** SSCAFCA expects the highest level of ethical conduct from Offerors including adherence to all applicable laws regarding ethical behavior. The Procurement Code, NMSA 1978, Sections 13-1-28 through 13-1-199 (1984 as amended), imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- 2.3.12** After identifying the highest scoring Offeror, SSCAFCA will attempt to negotiate final terms of a Contract with such Offeror, on such terms as SSCAFCA deems in its best interest. SSCAFCA reserves the right to negotiate all elements of the Contract.
- 2.3.13** SSCAFCA shall evaluate any potential conflict of interests identified and determine if it is a direct conflict of interest. A direct conflict of interest shall be cause for disqualifying an Offeror from consideration. SSCAFCA's determination shall be final.

3. PROPOSAL FORMAT AND ORGANIZATION REQUIREMENTS

- 3.1. General Proposal Requirements.** Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of this RFP. Emphasis shall be placed on the quality, completeness, and clarity of content of the proposal.

3.2. Number of Copies. Offeror must submit 1 original and 3 copies of its proposal in a sealed envelope or container.

3.3. Proposal Format.

3.3.1 Proposals shall be limited to a maximum length of 15 numbered pages, not including the Cover Letter, Table of Contents, dividers, the front and back cover and any documentation listed in Section 4.2.2. Please identify the requirement number in the proposals when responding to each.

3.3.2 Proposals shall be clearly divided into unique sections, which shall include:

- a. Cover Letter
- b. Table of Contents
- c. Other Required Documents
- d. Response to Desirable Requirements

3.3.3 Proposals shall be printed on letter-size (8-1/2" x 11") paper and bound or assembled with spiral bindings, stapled or in 3-ring binders. Graphics incorporated into the proposal may exceed the paper-size requirement. Any 11" x 17" pages shall be numbered as two pages. Drawings on 24" x 36" sheets shall be numbered as four pages.

4. SUBMISSION REQUIREMENTS

4.1. Overview. This section contains the mandatory and desirable proposal submission requirements as well as related information. Offerors must respond to the mandatory requirements and should respond to the desirable requirements of this RFP providing the required responses, documentation and assurances. Failure to respond to a desirable requirement will result in zero (0) points being awarded for that requirement, except for Section 4.3.3.

4.2. Mandatory Proposal Submission Requirements. Failure to comply with a mandatory requirement will result in disqualification of the proposal.

4.2.1 Cover Letter. Offerors must submit a cover letter summarizing why the Offeror is interested in this project. A party authorized to bind the entity submitting the proposal must sign the cover letter. The cover letter should include the following items:

- a. Identity of Offeror including business address, telephone number, fax number, and email address.
- b. A statement that the proposal is effective for 60 days from proposal due date.

- c. A statement that the Offeror will comply with all terms and conditions as stated in this RFP; or identification of any exceptions taken to any of the RFP terms.
- d. A brief list of any pending, settled, tried, or other litigation the firm has been involved in for the past five (5) years relating to professional engineering services performed by the firm, with a description of the case(s) and their current status, if applicable.

4.2.2 Other Required Documents. The following list of documents must be submitted with the proposal, but will not be counted towards the 15 page limit:

- a. **Disclosure of any Potential Conflicts of Interest.** Offeror shall either state they have no conflict of interest or disclose any potential conflict of interest. A potential conflict of interest includes, but is not limited to:
 - i. Accepting an assignment where duty to SSCAFCA would conflict with the Offeror's personal interest, or interest of another client.
 - ii. Performing work for a client or having an interest which conflicts with this contract.
- b. Certification of general liability insurance of at least one million dollars (\$1,000,000) per incident.
- c. **Campaign Contribution Disclosure Form.** In accordance with the Procurement Code, Section 13-1-28, all prospective contractors who are seeking to enter into a contract with a state agency or local public body (SSCAFCA) are required to file the attached "Campaign Contribution Disclosure Form" with that state agency or local public body, in this case SSCAFCA. This form must be filled out in its entirety and submitted with the offer.

4.3. Desirable Requirements. As SSCAFCA shall evaluate all of the proposals on the same basis, it is required that your proposal conforms in all respects to the specifications outlined in this RFP.

4.3.1 Experience of proposing company in providing janitorial services in government or commercial office space

- a. Provide background on organization/company, identifying key members of Offeror's team and key contracts for services provided.
- b. Provide qualifications of key team members shown in organization plan, including membership in professional organizations.

- c. Provide any unique knowledge and areas of expertise of key team members relevant to this scope of work.

4.3.2 Experience of assigned personnel in providing janitorial services in government or commercial office space

- a. State relevant experience of the company personnel who will be actively engaged in the proposed project.
- b. Provide a list of personnel that will be assigned to this contract and experience with other similar facilities along with the number of years in position.

4.3.3 Familiarity/experience with “green” buildings

- a. Provide examples of the Offeror’s experience with “green” cleaning products used by said Offeror and personnel’s familiarity with “green” products.
- b. Provide list of other buildings or facilities that Offeror has worked with that have a “green” or natural preference.

4.3.4 References

- a. Submit a list of three professional references related to janitorial services, including organizations name, address, email address and phone number.

4.3.5 Cost

- a. Provide a list of daily and hourly cost for items listed under Exhibit A.

4.3.6 Local experience working in Rio Rancho and/or Sandoval County.

- a. Provide a list of experience in Rio Rancho and/or Sandoval County.

4.3.7 Dedicated area manager or team lead for SSCAFCA

- a. Provide information on area manager or if a dedicated member of the janitorial team will be a consistent contact for SSCAFCA staff to contact.

4.3.8 Employees are background and drug tested

- a. Provide information on Offerors selection of staff and if any testing is required for employment such as background checks or drug testing.

4.3.9 Resident Contractor or Resident Veterans Contractor Preference.

- a. If applying for a resident contractor or resident veteran contractor preference for this RFP, Offeror must submit certificate issued by the New Mexico Tax and Revenue Department preference to obtain points. Only one preference may be applied to RFP scoring. Please see NMSA 1978, Sections 13-1-21 and 13-1-22.

5. EVALUATION OF PROPOSALS

5.1. Evaluation Points Summary. The following is a summary of evaluation factors and the maximum point factors assigned to each. These will be used in the evaluation of each Offeror proposal submitted.

RFP Section	Factor	Points
	<u>Mandatory Requirements-Pass/Fail</u>	
4.2.1	Cover Letter	Pass/Fail
4.2.1 a.	Identity of Offeror	Pass/Fail
4.2.1 b.	Statement that the proposal is effective for 60 days	Pass/Fail
4.2.1 c.	Statement of compliance with all terms and conditions	Pass/Fail
4.2.1 d.	List of pending, settled, tried litigation	Pass/Fail
4.2.2	<u>Other Required Documents</u>	
4.2.2 a.	Disclosure of Conflicts of Interests	Pass/Fail
4.2.2 b.	Certification of Professional Liability Insurance	Pass/Fail
4.2.2 c.	Campaign Contribution Disclosure Form	Pass/Fail
4.3	<u>Desirable Requirements</u>	
4.3.1	Experience of proposing company in providing janitorial services in government or commercial office space	20
4.3.2	Experience of assigned personnel in providing janitorial services in government or commercial office space	20
4.3.3	Familiarity/experience with “green” buildings	15
4.3.4	References	15
4.3.5	Cost information	15
4.3.6	Local experience working in the Rio Rancho or Sandoval County area	5
4.3.7	Dedicated area manager or team lead for SSCAFCA	5
4.3.8	Employees are background and drug tested	5
4.3.9	<u>Resident and Resident Veteran’s Preferences:</u>	
4.3.9	Resident Contractor Preference (See NMSA 1978, Section 13-1-22); OR	5
4.3.9	Resident Veterans Contractor Preference (Up to 10 points, See NMSA 1978, Section 13-1-22)	10
	TOTAL POINTS (Up to 110 possible)	110

5.2. Desirable Requirements. Failure to respond to a Desirable Requirement will result in zero points being awarded for that requirement.

5.3. Oral Presentation/Interview. SSCAFCA reserves the right to award a contract on the basis of proposals only or may require selected Offerors to be interviewed or make an oral presentation.

EXHIBIT A**JANITORIAL SERVICES REQUIREMENTS**

The Southern Sandoval County Arroyo Flood Control Authority
1041 Commercial Dr. SE, Rio Rancho, NM 87124

The building is approximately 10,000 square feet. Janitorial work is to occur outside of the normal business hours of 8:00 am to 5:00 pm, Monday – Friday. Any individual/company submitting a proposal must be able to work outside of those times.

ALL CLEANING SUPPLIES WILL BE SUPPLIED BY CONTRACTOR**1. CLEANING 4 TIMES PER WEEK, UNLESS STATED DIFFERENTLY**

- Entire Office Building (Exception: Board Room to be cleaned **weekly**)
- Vacuum carpet areas
- Sweep all hard-surfaced areas
- Mop all non-carpeted areas
- Dust/polish all furniture, ledges & horizontal surfaces (including window ledges and picture frames)
- Empty all trash receptacles and change bags as required
- Clean entry glass windows (front door and front windows)
- Sanitize all telephones (**weekly**)
- Spot clean all door jams and around wall switches
- Blinds (**monthly**)

2. RESTROOMS - (Four (4) restrooms)

- Sweep and mop all floors (using the proper cleaner), disinfect
- Wash and polish all basins and urinals
- Wash and sanitize both sides of all toilet seats and wipe down walls with disinfectant

- Clean mirrors
- Scrub and wipe down shower twice per month
- Empty all trash receptacles and replace bags

3. KITCHEN and BREAKROOM- (Two (2) kitchen areas and break room)

- Sweep and mop floor (using the proper cleaner)
- Dust all horizontal surfaces (including window ledges and picture frames)
- Wipe fronts of cabinets, microwave, refrigerator and other appliances
- Wipe countertops and tables
- Empty all trash receptacles and replace bags as needed
- Clean inside of microwave
- Clean inside of refrigerator (**monthly**)

4. MISCELLANEOUS SERVICES

- Vacuum upholstered furniture (**monthly**)
- All trash removed from the office to be taken to the dumpster and recycling to recycle trash can
- Cobweb control in all rooms

Annual/Semi-Annual cleaning (windows, walls, ceilings, shampooing carpets & upholstery etc.) to be included, but negotiated separately