



NOTICE

REQUEST FOR BIDS

Cleaning Services

July 15, 2023

Due August 15, 2023

Cleaning Services Specifications

Instructions/Information to Prospective Bidders

Invitation to Bid

The Youth and Family Project, Inc. (YFP) is requesting proposals for Cleaning Services for the agency building in West Bend, WI. If you are interested in bidding an intent to bid response is requested and due by August 15th.

Schedule of Events

Release of RFP July 15, 2023

Deadline for submission August 15, 2023

Selection of Service provider on or about August 22, 2023

Inquiries

Questions regarding this RFP are to be submitted to info@youthandfamilyproject.org with “**Cleaning Services**” in the subject line. Providers interested in submitting a proposal may request to schedule an agency walkthrough with Beryl Tofte at 262-338-1661 or info@youthandfamilyproject.org.

Process for Submitting Proposal

Proposals delivered on the day of the deadline must be received at the Youth and Family Project, Inc. Office located at 630 Elm Street, West Bend, WI by 5:00 p.m. Mailed proposals shall be sent to The Youth and Family Project, Inc., 630 Elm Street, West Bend, WI 53095. Proposal should be clearly marked: “**Cleaning Services**” on the outside of the envelope. Emailed proposals shall be sent to info@youthandfamilyproject.org with “**Cleaning Services**” in the subject line. Proposals received after due date will be rejected. The proposal offer acknowledges the right of YFP to accept or reject any or all proposals and to waive any informality in any proposal received.

Information Required with Proposal

The proposal should include the following:

- Estimated cost
- References (Page 6)
- W-9
- Certificate of Insurance

Supplies

The service provider shall provide all cleaning equipment and supplies including floor cleaning products, polishes, cleaning/disinfectant wipes, vacuums, brooms, etc. YFP will supply bath tissue, bathroom hand towels, and trash can liners.

As an alternative in the proposal, please indicate project cost if YFP supplies all cleaning products.

Description of Work – Floors One & Two (square footage: 3,564)

A. The general areas to be serviced once per week include the following: Lobby & Entrance, Restrooms, General Office Areas, Private Offices, Meeting Room and Stairwells.

1. Empty wastebaskets, replace liner, recycle material in proper receptacles
2. Dust and disinfect (where appropriate) furniture, including desktops, computers, equipment, tables, and chairs with treated cloth
3. Vacuum carpeting and runners (as needed)
4. Damp mop all tile floors (as needed)
5. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets
6. Wipe clean and polish all splash areas
7. Scrub toilet with a liquid abrasive and flush afterwards
8. Sweep floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
9. Clean and sanitize door handles
10. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture
11. Remove trash recycling to appropriate outside receptacles
12. Inspect area; secure doors and lights (doors found locked shall be re-locked)

Overall Requirements

- Janitorial services shall be performed after between 8:00 and 10:00 am or after 7:00 pm. The service provider must not interfere with any scheduled meeting(s).
- The following holidays are excluded: YFP holidays – New Years, Memorial Day, 4th of July, Labor, Thanksgiving, Thanksgiving Friday, and Christmas (24th, 25th, 26th).
- The janitorial service shall provide a working supervisor capable of fluently speaking, reading, and writing English.
- For security purposes, the service provider shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to YFP. In addition, all janitorial staff assigned to YFP must be bonded and insured. All janitorial staff shall wear a work uniform or name badge that clearly displays the company name.
- The service provider warrants, covenants and otherwise agrees that the

personnel it sends to YFP shall be responsible individuals, free of felony convictions.

- The service provider may not substitute any employee on YFP property without prior notification to YFP. In the event that a substitute employee is to be utilized, they must report it to YFP 24-hours in advance.
- The service provider's personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases.
- YFP telephones shall not be used by the service provider's personnel.
- Under no circumstances shall the service provider's personnel be allowed to bring visitors, children, or other relatives into YFP building.
- The service provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of YFP facility caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by YFP.

Overall Requirements – continued

Qualified service provider shall follow all current employment laws and contain all of the following procurement provisions, as applicable:

- Equal Employment Opportunity Act
- Copeland "Anti-Kickback" Act
- Davis – Bacon Act
- Contract Work Hours and Safety Standards
- Rights to Inventions Made Under a Contract or Agreement
- Clean Air Act and the Federal Water Pollution Control Act
- Byrd Anti-Lobbying Amendment
- Debarment and Suspension
- Remedies
- Termination
- Affirmative Consideration of Minority, Small Business and Women-Owned Business

Qualifications and Experience

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business
- Have adequate personnel and equipment to perform the services in adequate manner
- Have satisfactorily furnished services of familiar size and scope for a period of at least 12 months

Selecting Proposal

YFP reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for

all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. In submitting a proposal, each service provider acknowledges that they have read and understand these requirements.

Evaluation Criteria

The following criteria will be used to evaluate each service provider's proposal:

- Adequacy of the proposed methodology of the vendor
- Skill and experience of key personnel
- Demonstrate company experience
- Compliance with administrative requirements of the request for proposal format, due date, etc.
- Vendor's financial stability
- Vendor's demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by vendor
- Ability/commitment to meeting time deadlines
- Cost
- Minority – or women-owned business status of vendor

Rejection of Proposal

The Youth and Family Project, Inc. reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of The Youth and Family Project, Inc.

Confidentiality

All information presented in this RFP, including information subsequently disclosed by The Youth and Family Project, Inc. during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

Project Deliverables

All recommendations identified during this engagement will be documented and reviewed with The Youth and Family Project, Inc. management. All deliverables produced during the engagement are for the sole use of The Youth and Family Project, Inc. management. All work papers, analyses and final reports will remain the property of The Youth and Family Project, Inc.

Cost of Bid

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and The Youth and Family Project, Inc. shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

Vendor Name: _____

Contact information: _____

References

Provide at least three (3) references

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Authorized Representative (Print/Type): _____

Signature: _____

Date: _____

Please attach a quote on letterhead including:

- Hourly rate
- Proposed schedule of services
- Scope of services and anticipated amount of time required to complete work each week
- Total Monthly Service Cost Estimate