

Workforce Connections

Southern Nevada Workforce Development Board

Request for Proposal (RFP)

For

Janitorial Services and Supplies

Release Date: September 1, 2017

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I. Introduction

Workforce Connections (WC) is a public agency by virtue of the fact that is governed by a consortium of City and County governments, and has been determine the administrative entity for the Local Workforce Development Area (LWDA) approved by the Governor to administer funds provided under Title I of the Workforce Innovation and Opportunity Act (WIOA).

A. Authority

Public Law (P.L.) 113-128 Workforce Innovation and Opportunity Act.
2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
State Compliance Policy (SCP) 3.9 Procurement; and
Workforce Connections Policy Admin-010-06 Procurement – Acquisition.

B. Purpose

Under this RFP, Workforce Connections is requesting proposals from qualified entities to provide professional Janitorial Services and Supplies for its administrative office and the comprehensive one-stop center located at: 6330 West Charleston Blvd., Suite 150 and Suite 190, Las Vegas, NV 89146.

In order to be considered as responsive, proposers must respond to this solicitation in accordance with the requirements, specifications and provisions addressed in this solicitation.

Proposals must delineate a business approach that the successful proposer will accomplish all of the service specifications in a cost-effective and efficient manner as outlined in this solicitation.

This solicitation does not commit Workforce Connections to accept any proposal. Workforce Connections is not responsible for any costs incurred by the proposer in the preparation of a proposal in response to this solicitation. Workforce Connections reserves the right to reject any or all proposals, cancel this RFP, or to accept or reject any or all items in the proposal if such actions are determined to be in the best interest of Workforce Connections.

Workforce Connections reserves the right to negotiate with any proposer after proposals are reviewed if such action is deemed to be in the best interest of Workforce Connections.

II. Calendar of Events

RFP Timeline Janitorial Services and Supplies	
Event	Date ¹
RFP publication date	September 1, 2017
Mandatory on-site visit	September 8, 2017 - 9:00 a.m.
Last day to submit RFP related questions	September 18, 2017
Proposals due	September 22, 2017 – 2:00 p.m.
Public proposal opening	September 22, 2017 – 3:00 p.m.
Evaluation of proposals	September 25, 2017
Recommendation for contract award	October 24, 2017
Contract negotiations	To be determined
Contract start	December 1, 2017
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¹ Dates are subject to change.

III. General Provisions

A. Instructions for Submitting Proposals

1. A signed unbound original of the proposal must be delivered to Workforce Connections administrative office on or before **September 22, 2017 no later than 2:00 p.m.**
2. Workforce Connections hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m.
3. Proposals must be submitted in a sealed envelope and marked, “**Request for Proposal – Janitorial Services and Supplies**”. The name and address of the proposer must be also clearly marked on the envelope. All proposals will be time-stamped by Workforce Connections upon receipt.
4. If a proposer elects to send their proposal via U.S. Postal Services, UPS, or any other type of delivery service, the proposer is responsible for requesting proof of delivery date and time from their chosen carrier.
5. Proposers must not email or fax the proposal. Proposals received after the indicated closing date and time will not be accepted.
6. Any proposer may modify their proposal at any time prior to the scheduled closing date and time for proposals submission. Modifications must be submitted under the same specifications required for the original proposal with a statement to replace the original proposal.
7. All proposals will become property of Workforce Connections and will be available for public inspection.

B. Format

1. Proposers must follow the format set forth herein and provide all of the requested information. Narratives must be typed in 12-point Times New Roman font on plain white paper with margins of 1” on all four (4) sides, double spacing and one (1) sided printing. Keep narratives as concise as possible while providing all requested information. Each narrative must contain a heading that clearly indicates the narrative category is addressing. Attachment(s) must be properly labeled indicating the proposal section and number to which it does refers.
2. All proposals must be signed by a representative with authorization to bind the proposer. Proposals that do not meet the format requirements as specified in this section will be considered non-responsive.

C. Questions

1. All questions related to this solicitation must be submitted via e-mail to: rpfjanitorialservices@snvwc.org. Questions received after the deadline, as specified on Sec. II, will not be answered. The proposer must include the solicitation title in the subject line of the e-mail.
2. Responses to questions received will be posted on Workforce Connections website. Proposers are responsible for checking the website for any updated information with respect to this solicitation or responses to submitted questions.
3. Workforce Connections is neither bound by, nor responsible for, any oral representation, clarification, or changes made to this RFP by Workforce Connection's employees, unless such clarification or changes are provided to proposers in a written addendum from Workforce Connections via Workforce Connections' website.

D. On-site Visit

1. Proposers must attend an on-site inspection of each of the facilities in order to become familiar with all aspects of the job that may affect the performance and cost of the project. Scheduled dates and times are addressed on Sec. II of this solicitation. Proposals from those entities that do not attend the mandatory on-site inspection will be considered non-responsive. A copy of floor plans will be hand delivered to attendees.
2. A written version of this RFP can be obtained at Workforce Connection's administrative office located at 6330 West Charleston Blvd. Suite #150 Las Vegas, NV 89146, or by simply accessing Workforce Connections website at: <http://nvworkforceconnections.org>

E. Right to Cancel

Workforce Connections reserves the right to delay, amend, reissue, or cancel all or any part of this solicitation at any time without notice. Workforce Connections also reserves the right to modify this RFP process and timelines if determined to be in the best interest of Workforce Connections.

F. Modifications

1. At the discretion of Workforce Connections, if determined necessary to amend any part of this solicitation, an addendum will be posted on Workforce Connection's website. Proposers are responsible for checking the website frequently in order to remain informed with respect to this solicitation.
2. Proposers must insert the information indicated in the RFP package. Failure to acknowledge any addendum made to this RFP will result in disqualification and rejection of the proposal.

G. Assurances

1. With the submission of a proposal, the proposer assures that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. The proposer also assures that it has not been disqualified or otherwise prevented from proposing on, or completing a Federal, State or local government project because of a violation of law or safety and labor standards.
2. With the submission of a proposal, the proposer assures that no funds awarded as a result of this solicitation will be used, or proposed for use, to encourage or induce the relocation of a business or part of a business if such relocation will result in the loss of employment for any employee of such business at its original location and such original location is within the United States.
3. Workforce Connections is an equal opportunity employer/program and requires that the successful proposer comply with non-discrimination and drug free workplace applicable laws and associated regulations as appropriate.
4. With the submission of a proposal, the proposer assures that the entity or organization it represents has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.
5. With the submission of a proposal, the proposer assures that the entity or organization it represents has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

H. Ex Parte Communication

Proposer or proposer's representatives shall not communicate with any Board member, Local Elected Officials (LEOs) Consortium member or Workforce Connections staff member after the publication of this solicitation. No Board members, LEO member or staff members shall initiate or accept any type of communication regarding any bid under consideration. Written communication to any board, LEOs and Workforce Connections staff member from potential contractors attempting to influence the outcome of the selection will be distributed immediately to Workforce Connections Executive Director or designee for review and action. Proposers who attempt to improperly influence the proposal review and/or the evaluation process in any way may be disqualified.

I. Protest

1. Workforce Connections will consider a bona fide protest with respect to its procurement actions. Any entity may file a protest with respect to this solicitation consistent with the procurement protest standards specified in Workforce Connections Policy Admin-010-08 located on the Workforce Connections website. The written protest must be submitted to Workforce Connections Executive Director.
2. Failure by the proposer to request timely clarifications with respect to any omission or inadequacy will not release the proposer from this responsibility. Signing of the “Affirmation Form” will be considered a thorough understanding of the intent and scope of work of this solicitation.

J. Public Record

1. Federal, State and local laws and regulations mandates public access to public government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for clarification, exception, amendment, response to this solicitation, or any other written communication between Workforce Connections and the proposer, will be available for public inspection.
2. If the proposer believes that any written communication, as appropriate, between the proposer and Workforce Connections contains proprietary or confidential information the proposer must request that Workforce Connections withhold from public disclosure such information by submitting in a separate envelope such information marked as “Proprietary” or “Confidential” and must include the name of the RFP and proposer. Proposer must not designate the entire proposal as proprietary or confidential.
3. If the proposer requests that Workforce Connections withhold from disclosure information identified as confidential, the proposer understands and agrees to assume all responsibilities for any litigation, objection or procedure resulting from the non-disclosure.
4. The proposer shall indemnify, hold harmless and defend Workforce Connections from and against all liabilities, claims, actions, damages and expenses, including but not limited to attorney’s fees and costs that may be awarded to the party requesting the proposer’s information.
5. The proposer shall hold the Local Elected Officials (LEOs), the respective counties and cities, Workforce Connections, their officers, agents, and employees harmless from any and all claims, court costs, fees and penalties, settlements, judgements, legal costs and any other liabilities of any kind arising from the withholding of the proposer’s information.

IV. Proposal Technical Review

All proposals will undergo a technical review to ensure that the technical requirements of this solicitation have been met. Those proposals passing the technical review will be forwarded to the evaluation committee for review and evaluation. A proposal that fails to pass the technical review will be considered non-responsive. Technical review is open to the general public and conducted by Workforce Connections staff. The technical review checklist is as follows:

Requirements:	Please check one:
Proposal was submitted by deadline:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Cover page properly completed:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Correct proposal format in the following areas:	
Includes a table of contents	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
12-point times new roman font	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
1" margins all four (4) sides	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Double spacing	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Single sided printing	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Affirmation properly signed:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Floor plans suite 150 and 190 attached:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

V. Scope of Work Specifications

- A.** The purpose of this requirement is to outline the janitorial services requirements for the facilities operated by Workforce Connections that are included in this solicitation. The main objective of Workforce Connections is to secure a timely, consistent, and cost effective janitorial contract from one contractor, to ensure a clean and organized office environment for customers and employees of the One-stop Center and Workforce Connections administrative office.
- B.** The work covered under this requirement includes furnishing all labor, equipment, supplies and necessary and appropriate staff supervision for complete janitorial services. It shall be understood that in addition to these services, all tasks incidental to cleaning functions not specifically listed but normally included in general janitorial practices will be provided. Workforce Connections will consider innovative strategies and solutions that will best accomplish the anticipated outcome.
- C.** All cleaning materials, supplies and tools used in the performance of the work must be of a good commercial quality, appropriate for the purpose intended, and should provide results necessary to demonstrate high standards of cleanliness.
- D.** All cleaning processes must meet appropriate standards of safety and effectiveness for commercial facilities and must not damage the areas being cleaned. Workforce Connections reserves the right to prohibit the use of any process, material, supply or tool when it is determined that such process, material, supply or tool may cause damage to Workforce Connections property or be a risk to employees, the public or others using Workforce Connections facilities.
- E.** No portion or the work specified by this solicitation can be subcontracted or assigned without the prior approval of Workforce Connections. Request to subcontract or assign all or any portion of the work required under this solicitation must be submitted to Workforce Connections Executive Director or designee, at least 30 business days prior to the proposed effective date of the subcontract. The selected proposer must include in the request a detailed description of how the contractor plans to supervise the work performed by the subcontractor. The selected proposer will be responsible for the work done by any subcontractor.

Detailed Scope of Work

Frequency	Area	Work
Daily	Suite 150 and Suite 190	<p>Detail dust and clean: Thoroughly dust and clean accessible fixtures and office furniture including file cabinets, desks, credenzas, counter tops, display units, and window sills.</p>
		<p>Wall-to-Wall Vacuum: Detail vacuum accessible carpeted areas.</p>
		<p>Spot Clean Internal Glass: Spot clean internal partition glass to remove smudges and fingerprints. This includes entryway glass.</p>
		<p>Damp Mop Hard Surface Floors: Damp mop hard surface floors using a no-dip protocol and changing pad often to ensure removal of dirt.</p>
		<p>Empty Cans and Remove Trash: Empty trash that is contained in trash cans, in an area designated specifically for trash, or clearly labeled as trash and transport to customer's trash removal or storage area. Replace liners, spot clean receptacles as needed and take trash to designated area on customer premises.</p>
		<p>Clean and Disinfect Restrooms Clean and polish dispensers and fixtures. Clean and disinfect sinks tops, counters, toilets and urinals. Clean accessible walls and toilet partitions. Mop all floors using coded microfiber flat mopping system and disinfecting finished floor cleaner. Clean and disinfect mirrors thoroughly. Restock dispensable products such as paper towels, toilet paper, hand soap, toilet seat covers, liners and deodorant products from vendor inventory. Empty trash cans, replace liners, spot clean receptacles as needed and take the trash to designated area.</p>
		<p>Clean and Disinfect Breakrooms Clean and disinfect counter top, sink, tables and chairs. Spot clean refrigerator to remove smudges and fingerprints. Thoroughly clean inside and outside of microwaves with disinfectant cleaner.</p>
		<p>Sanitize Drinking Fountains Clean and sanitize drinking fountains and water coolers.</p>
<p>High Touch Point Clean and disinfect high touch points such as light switches and door knobs.</p>		

Frequency	Area	Work
Weekly	Suite 150 and Suite 190	Spot Dust and Clean: Spot dust and clean visible soils on fixtures, office furniture including file cabinets, desks, credenzas, counter tops, display units, and window sills.
		Spot Vacuum/Clean High Traffic Areas: Spot vacuum and clean high-traffic areas as appropriate.
		Vacuum Furnishings or Wet Wipe: Vacuum fabric-covered furnishing and/or wet wipe other furniture to remove visible dust or soil.
		High and Low Dusting: Dust high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting.
		Clean and Disinfect Telephones: Clean and sanitize all telephones.
		Baseboards: Thorough dust and clean accessible baseboard areas.
		Restroom Mirrors: Polish all chrome and mirrors.

Frequency	Area	Work
Bi Weekly	Suite 150 and Suite 190	Dust Blinds, Jambs, Lights: Dust blinds, jambs, light fixtures and ceiling vents accessible from the floors.
		Thoroughly Clean Internal Glass: Thoroughly clean and disinfect internal partition glass.

Frequency	Area	Work
Four (4) times per year	Suite 150 7452 sq. ft.	Carpet Cleaning, including hot water extraction. As scheduled by Workforce Connections.
Six (6) times per year	Suite 190 4824 sq. ft.	Carpet Cleaning, including hot water extraction. As scheduled by Workforce Connections.
Four (4) times per year	Suite 150 & 190 994 sq. ft.	Strip and wax Hard surface floors in breakrooms, janitor closet, and IT rooms. As scheduled by Workforce Connections

VI. **Qualification Requirements**

Proposals are required to contain the following:

A. An executive summary which must not exceed four (4) pages including: a) an implementation plan describing in detail the methods, including controls by which the proposer manage projects of the type required by this solicitation, b) the implementation strategies the proposer anticipates to employ in carrying out the required work; c) a detailed description of efforts the proposer will undertake to achieve the requirements of the scope of work; and d) the proposer's understanding of the required scope of work.

B. Previous work history which must include: a) the proposer's qualifications and capacity to perform the work, effectively and efficiently, based on information from professional references (provide the name and contact information of at least two (2) entities or organizations who can attest to proposer's present and/or past work and professional performance preferably public entities); b) work history and resumes of those individuals who will be assigned to supervise the work (a minimum of two (2) years of prior experience in similar projects is required); c) proposer's detailed list with the primary contacts that will be available during business and service hours; and d) proposer's company size (provide number of employees); and d) proposer's knowledge of any applicable Federal, State regulations and codes governing janitorial services, supplies, material and facility maintenance.

C. Licenses and Liability Insurance

The proposer must be licensed to provide janitorial services. Provide a copy of a valid business license. The selected proposer will be required to provide the following:

1. Copy of valid Nevada State Business License;
2. Copy of valid City of Las Vegas Business License; and
3. Copy of valid certification of liability insurance. Workforce Connections must be listed as an additional insured.

D. Proposed Fees

The proposer is required to submit an all-inclusive monthly rate and a total annual cost that the proposer will incur for professional janitorial services and supplies. Pricing rationale should be included and clearly defined to ensure proposed fees can be compared and evaluated.

E. There is no commitment on the part of Workforce Connections to accept the lowest cost proposal or the conditions imposed by the proposers as a requirement of acceptance. Although there are significant evaluation factors presented, Workforce Connections reserves its right, without limitation, to consider any and all other factors that may significantly impact the proposal. Any and all fiscal obligations to the successful proposer under this solicitation are limited to funds allocated and received by Workforce Connections pursuant to its grant under WIOA.

VII. Proposal Review and Evaluation

A. Proposals submitted will be evaluated by an evaluation committee appointed by the Workforce Connections management team. The proposal review and evaluation process will be conducted in compliance with established requirements.

Evaluation Criteria		
Category	Maximum Point Value	Description
Qualifications	35 Points	Includes the proposer’s ability to perform the requested scope of work, proposer’s implementation strategies, plan and methods of controls to manage the project scope of work. Includes a clear understanding of the RFP and the project scope for work. Includes the proposer’s knowledge of those applicable regulations, codes related to the performance of janitorial services and related supplies and materials.
Performance	35 Points	Includes the proposer’s capacity to perform the work, prior experience and number of years in conducting work of similar scope for other entities, preferable public entities.
Licenses	5 Points	Includes the proposer’s required licenses
Fees	25 Points	Includes an all-inclusive monthly rate and a total annual cost that the proposer will provide for professional janitorial services and supplies

B. All proposals will first be evaluated to ensure responsiveness to this solicitation. Workforce Connections reserves the right to reject any proposal as non-responsive if the proposal does not meet the requirements of this solicitation. Workforce Connections reserves the right to request further information or clarifications from any or all proposers at any time during the evaluation process.

C. The review committee will evaluate and score all responsive proposals based upon the established evaluation criteria. Workforce Connections may reject any proposal in which the proposer’s approach, qualifications or fees are not considered acceptable by Workforce Connections. Workforce Connections may elect to negotiate with any proposer to obtain the best result for Workforce Connections prior to making a selection or recommendation for award of a contract.

VIII. Contract award and estimated amount

- A.** Only one (1) contract will be awarded as a result of this solicitation. The successful proposer is expected to negotiate and execute a contract and any subsequent amendment(s) with Workforce Connections that may be required to fulfill the services required by this solicitation.
- B.** The contract awarded as a result of this solicitation is anticipated to start December 1, 2017 and terminates November 30, 2018. Workforce Connections reserves the right to extend the contract for up to three (3) additional years.
- C.** A contract extension will be based on funding availability, satisfactory performance, and any other factors that Workforce Connection, in its sole discretion, deems appropriate.
- D.** The contract amount for the first contract period specified above shall not exceed \$50,000.00. Available funds under this solicitation are made available to Workforce Connections under Title I of the WIOA.
- E.** Award of a contract is subject to and contingent upon sufficient funds being appropriated or otherwise made available by State and/or Federal sources.
- F.** Workforce Connections reserves the right to incorporate its standard policies and procedures provisions into any agreement resulting from this solicitation, including any provision required by Federal or State policies, regulations or laws. The successful proposer is expected to fully comply with all terms and conditions specified in the contract agreement.
- G.** Workforce Connections reserves the right to negotiate the specific services to be provided based on the requirements of this solicitation and the terms of the winning proposal. If the successful proposer fails or refuses to execute the contract or any subsequent amendment within 15 business days of delivery, Workforce Connections may elect to cancel the award and may award the contract to another proposer.
- H.** Proposers will be notified in writing of Workforce Connections' decision with respect to their proposal. Formal notification of contract award and final execution are subject to the approval of the Workforce Connections Board and ratification of the Local Elected Officials Consortium.

IX. Proposal Cover Page and Instructions

The following information must be completed on a cover page and included with the proposal. A proposal without this cover page will be considered non-responsive.

Legal Business Name:

Business Address:

Business Phone:

Federal TAX I.D. #:

DUNS # (as appropriate):

Signatory Name:

Signatory Title:

Main Contact Person:

Contact Person Email:

Contact Person Phone #:

Signatory:

Date:

x. Affirmation

I affirm that the information within this proposal is true and accurate to the best of my knowledge. I acknowledge that I have read and understand the specifications and requirements of the Request for Proposal (RFP), and that my company is prepared to deliver the proposed services as described herein. Further, I certify that I am duly authorized to submit this proposal on behalf of my company. I also understand that by signing any contract initiated as a result of this proposal, my company is responsible for meeting each deliverable set forth in this RFP and complying with applicable Federal, State and local regulations. I fully affirm and understand that failure to deliver the services as set forth in this RFP may result in my company's proposal not being considered and/or the contract for the services denoted herein, being terminated.

Signatory:

Name:

Title:

Date:
