



OPELIKA HOUSING AUTHORITY – OPELIKA, AL

REQUEST FOR PROPOSALS

CLEANING SERVICES

OFFICE & FACILITY BUILDINGS

"2021 Cleaning Service RFP"

December 15, 2020

Housing Authority of the City of Opelika
1706 Toomer Street
P. O. Box 786
Opelika, AL 36803-0786

Matthew McClammey, Executive Director

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1. INTRODUCTION

The Opelika Housing Authority will be accepting proposals for cleaning services for multiple facilities, located at 1706 Toomer Street, 1202 Samford Place, 316 Pleasant Drive and 500 Raintree Street until 11:00 AM Central Standard Time on January 15th, 2021, at the Central Office of the Authority located at 1706 Toomer Street, Opelika, AL 36801.

The required specifications and proposal forms are attached.

A pre-proposal conference shall be held, depending on the pandemic circumstance, at 500 Raintree Street, Opelika, AL 36801 or via ZOOM, on Friday, January 15th, 2021 at 3:00PM Central Standard Time.

Site visits will be coordinated between December 21st, 2020 and December 29th, 2020, on an individual basis and by interested bidder's request. Please contact Robin Avery, Administrative Assistant, at (334) 748-8115 or ravery@opelikaha.org to schedule your site visit.

The Opelika Housing Authority reserves the right to reject any or all proposals or to waive any informalities. Proposals should be delivered to the Opelika Housing Authority, P.O. Box 786, Opelika, AL 36803 no later than 11:00 AM Central Standard Time Friday, January 15th, 2021 with the words "**2021 Cleaning Service RFP**" and the contractors name written on the front.

2. SCOPE OF WORK

The Professional Cleaning Service Contractor is to satisfy the needs of the Opelika Housing Authority for a complete professional cleaning service proposal. The Contractor proposal shall be priced out per building.

3. CONTRACTOR'S INSURANCE

- I. The following is required insurance. **At the time of proposal submission**, the Contractor shall furnish the Owner with Certificates of Insurance showing the following insurance is in effect in full force and will insure operations under the contract. All insurance shall be carried with companies which are financially responsible and authorized to do business in the State in which project is located.
- II. Commercial General Liability which is comprehensive general liability insurance with bodily injury and property damage. The minimum amount of required coverage is \$1,000,000.00 per accident. The policy shall cover all operations of the Contractor in connection with the project, including use of all equipment, hoists, and vehicles on the project site. The Opelika Housing Authority shall be added as "additional insured" on the Contractor's liability policy.
- III. Automobile Liability on owned, non-owned and hired motor vehicles used on or in connection with the site(s) for a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per accident.

- IV. Workers Compensation Insurance: w/c to be carried on anyone working on Opelika Housing Authority property (including the owner).
- V. Expiration or cancellation of any insurance becomes due to expire during the contact period. The Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the Owner and its Contracting Officer. All Certificates of Insurance, as evidence of coverage, shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least a 30-day written notice has been given to both the Owner and its contracting Officer.
- VI. Non-compliance. The Owner shall monitor the insurance policies obtained by the Contractor to ensure the required coverage is kept in force at all times during the contracting period.
- VII. The contractor shall furnish Owner copies of all required state, county and municipal licenses. All licenses shall be maintained and in effect during the entire contracting period.

4. TERMS OF CONTRACT

- I. The Contract shall be for a period of one (1) year with the option of one (1) additional and optional year being available.
- II. **Payment Terms:** Contractor understands that while the Housing Authority normally pays invoices within fourteen (14) days, contractor agrees to a period of thirty (30) calendar days net due for payment for each invoice submitted.

III. Proposal

This proposal shall remain in effect for the term of the Contract following the date of the proposal opening and may not be withdrawn during that time without the consent of the Opelika Housing Authority. The Contractor understands and agrees that the Opelika Housing Authority may add or delete, via written change order, work items to this contract and allow the Contractor to adjust pricing as mutually agreed upon through a written change order.

References: The successful contractor will be required to provide three (3) references to satisfy the Opelika Housing Authority of the Contractor's ability to perform under this contract. It is requested that the bidder submit a listing of similar work performed previously with his/her bid.

The Contractor is to submit a list of qualifications and self-assets.

Proposal Award: The Opelika Housing Authority will evaluate and award the contract to the most responsive and responsible bidder to the requirements of the proposal. Opelika Housing Authority will use the following factors to rate each proposal.

All Documents of this proposal must be filled out completely to be used as a qualified proposal.

5. EVALUATION FACTORS

- I. Contractor's experience performing cleaning services with similar industrial or commercial settings as well as governmental agencies. Provide the contact person, address, and telephone number for each reference.
➤ POINTS: 0 to 25

- II. Qualifications of key personnel. In particular, identify the site supervisor/foreman and his or her qualifications to provide and oversee this work. Qualifications such as contractor's licenses, education, and experience in cleaning management.
➤ POINTS: 0 to 25

- III. Price representing the greatest value to the OHA.
➤ POINTS: 0 to 25

- IV. Number of employees able to assign to job.
➤ POINTS: 0 to 15

- V. Statement that insurance coverage is in compliance as outlined above.
➤ POINTS: 0 to 10

6. COMPANY/FIRM INFORMATION

Company Name: _____

Company Mailing Address: _____

Company Physical Address: _____

Federal I.D. or Social Security Number: _____

Company Telephone Number: _____

Company Fax Number: _____

Authorized Representative: _____

Office Home Telephone Number: _____

Cellular Phone Number: _____

Date: _____

All Documents of this proposal must be filled out completely to be used as a qualified proposal.

7. SPECIFICATIONS

- Contractor shall provide all labor, equipment, and materials to perform the following services at each building:
- Completely clean each building (Clean and dust wood furniture; clean vacuum/wipe down all chairs; dust all appliances *except computer screens*; dust surfaces under all appliances; clean door windows; clean and polish wood furniture; clean and disinfect all sinks, faucets, and horizontal surfaces; clean cabinets, walls, and ceiling fans; clean windows if present; and empty all ash urns).
- **Daily**-Perform touch-up cleaning (Wipe down all horizontal surfaces to include desks and tables, remove trash, and wash dishes); clean restrooms (sanitize entire area, mop floors, clean commode and faucets, stall locks, door handles, and replace toiletries as required), empty trashcans, clean exterior and interior of refrigerator, clean exterior and interior of microwave, clean sinks, clean dishes, remove spider webs, spot clean walls, door facings, light switches, door knobs, replace toiletries, replace air fresheners, replace hand soap, and vacuum and mop floors, sweep door mats and entrance pathway.
- Contractor is to supply all consumable items, equipment, materials, and supplies including paper products, trash bags, polish, floor stripper, wax, shampoo, etc. to perform all services.
- **Periodic Services Required:**
 - All tiled floors are to be stripped and waxed every six months.
 - All carpeted floors are to be vacuumed and shampooed every six months.
 - All tiled floors are to be buffed every month.

At a minimum, the contractor shall perform the following area specific tasks each day of cleaning:

- **Break Rooms and Kitchen**
 - Wash, dry and store any dishes
 - Clean out and disinfect sinks
 - Clean and disinfect faucets and handles
 - Clean and disinfect counter tops and under all appliances on the counter top
 - Clean all cabinet exteriors
 - Clean and disinfect all tables and wipe down all chairs
 - Empty trashcans and take out trash
 - Sweep, mop, or vacuum floors as required
 - Strip and wax tile floors as required, but not less than once every six months
 - Clean glass and/or shiny appliances, including inside of microwave
 - Wipe out refrigerator and clean exterior of refrigerator and clean interior when needed
 - Clean windows, if present
- **Bathrooms**
 - Clean and disinfect bathroom stall locks, door handles and all toilets and urinals, inside and out, top to bottom
 - Clean and disinfect sinks, tubs or showers, stalls, glass, counter tops and floors
 - Clean walls as required
 - Sweep and mop floors as required
 - Empty all trashcans and take out trash

- Clean windows if present
- Replace toiletries (paper, paper towels, tissues, hand soap, etc.)
- Add air freshener as required
- **Offices and Other Rooms:**
 - Sweep, mop, and/or vacuum floors as required
 - Clean and dust all furniture
 - Clean glass, Mirrors, television screens, etc.
 - Strip and wax tile floors as required, but no less than once every six months
 - Clean and wipe down all tables and desks, and clean all chairs
 - Clean beneath all appliances in accordance with the preceding schedule
 - Feather dust and clean all office equipment *except computer screens*
 - Empty all trashcans and take out trash
 - Clean windows and wipe out window sills
 - Dust baseboards
 - Clean ceiling fans, if present
- **Lobby Areas:**
 - Clean & disinfect all chairs, tables and counter-top areas.
 - Sweep and Mop all lobby floors
 - Clean interior door mats and entrance pathway
 - Add air freshener as required
 - Clean and dusk window blinds, as necessary
 - Clean interior and exterior lobby windows and window sills
 - Empty and clean all trash bins and ash urns (if applicable).
- **Building Exteriors:**
 - Sweep exterior door mats and entrance pathway
 - Clean exterior window sills, as necessary
 - Clean interior and exterior lobby windows and window sills
 - Empty and clean all trash bins and ash urns (if applicable).

8. PROPOSAL: “Pricing for the following Cleaning Services”:

1706 Toomer Street Building: Building is to be cleaned Monday, Wednesday and Friday. Service day requirements may increase to five (5) days a week, when operational restrictions are lifted.

Please provide cost for Monday, Wednesday & Friday (**3-days**) cleanings \$_____.

Please provide cost for Monday through Friday (**5-days**) cleanings \$_____.

Please provide the “annual” cost for one year (**3-days per week**): \$_____.

Please provide the “annual” cost for one year (**5-days per week**): \$_____.

1202 Samford Place Building: Building is to be cleaned Monday, Wednesday and Friday. Service day requirements may increase to five (5) days a week, when operational restrictions are lifted.

Please provide cost for Monday, Wednesday & Friday (**3-days**) cleanings \$_____.

Please provide cost for Monday through Friday (**5-days**) cleanings \$_____.

Please provide the “annual” cost for one year (**3-days per week**): \$_____.

Please provide the “annual” cost for one year (**5-days per week**): \$_____.

316 Pleasant Drive: Building is to be cleaned Monday, Wednesday and Friday. Service day requirements may increase to five (5) days a week, when operational restrictions are lifted.

Please provide cost for Monday, Wednesday & Friday (**3-days**) cleanings \$_____.

Please provide cost for Monday through Friday (**5-days**) cleanings \$_____.

Please provide the “annual” cost for one year (**3-days per week**): \$_____.

Please provide the “annual” cost for one year (**5-days per week**): \$_____.

500 Raintree Street: Building is to be cleaned “**one day**” a week TBD for cleaning. Service day requirements may increase to three (3) days a week, when operational restrictions are lifted.

Please provide cost for one day a week cleaning (**1-day**) cleaning \$_____.

Please provide cost for Monday, Wednesday & Friday (**3-days**) cleanings \$_____.

Please provide the “annual” cost for one year (**1-day per week**): \$_____.

Please provide the “annual” cost for one year (**3-days per week**): \$_____.

TOTAL “ANNUAL” COST “ALL LOCATIONS COMBINED”: \$ _____

*****The Proposal shall be priced out per item of work so the Opelika Housing Authority may choose the appropriate work items in order to manage budget constraints.***

Contractors must provide a proposal on all items.

Business Name: _____

Owner(s) Name: _____

Address: _____

Phone: _____

Phone: _____

Fax: _____

Email: _____

All Documents of this proposal must be filled out completely to be used as a qualified proposal.