



A proud partner of the American Job Center network.

Request for Quotes Janitorial Services

INQUIRIES SHOULD BE DIRECTED TO:

Becky Powers, Chief Financial Officer
Capital Area Michigan Works!
bpowers@camw.net

Equal Employment Employer/Program
Auxiliary Aids and Services Available upon Request to Individuals with Disabilities
Michigan Relay Center Callers Use 711 or 1-([844](tel:844-578-6563))-578-6563

I. GENERAL INFORMATION

A. DESCRIPTION OF ENTITY

Capital Area Michigan Works! (CAMW!) is a local unit of government formed under Michigan Public Acts 7 & 8 of 1967 (Ex.Sess.) through an Urban Cooperation Act Agreement. CAMW! is the administrative entity for delivering state/federally-funded programs to strengthen workforce development in Clinton, Eaton, and Ingham Counties in Michigan.

The primary purpose of the CAMW! American Job Centers are to provide labor exchange and workforce development services for employers and job/career seekers. Connecting with Business. Strengthening our Workforce.

A major focus of CAMW! is to strengthen the regional economy by assisting employers in finding and retaining qualified employees, and by assuring the labor force meets the needs of the employers.

B. PURPOSE

This Request for Quotes (RFQ) is for the purpose of providing commercial cleaning services at the CAMW! 2110 South Cedar Street location of approximately 30,000 square feet. The continued service is contingent upon acceptable performance.

PLEASE NOTE: The building is not currently open to the public so the full cleaning schedule listed under Section D: Specifications will not start until specific requirements of the CAMW! Re-Engagement plan have been met. CAMW! will keep the vendor posted on any changes throughout this unprecedented time. CAMW! is requesting two monthly cost quotes as laid out in Section D: Specifications for cleaning.

C. RFQ STIPULATIONS

As a recipient of Federal and State funds, CAMW! must procure on an open, competitive basis. A quote must clearly set forth all responses in the format required by the RFQ in order to be considered. Any proposals may be rejected in whole or in part. CAMW! reserves the right to rescind this RFP in whole or in part. CAMW! shall not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

To ensure the integrity of this procurement, bidders shall make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is not

specific, possible problem areas could include the following: conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities, and sectarian activities. Bidders that are found to violate the abuse standards will be disqualified. Bidders are required to report immediately any violations in these areas or in problem areas that may later be defined.

Information provided by a proposer that is willingly, knowingly and purposely false, inaccurate or misleading, will be grounds for not considering a proposal for funding, for not awarding a contract, or for canceling a contract if awarded.

Any bidder that attempts to exchange information with any other potential bidder for gaining competitive advantage shall be subject to disqualification. In addition, any bidder who attempts to discuss its proposal with, or offer anything of value to any CAMW! officer, director, staff person, agent or representative during this procurement process, shall be subject to disqualification.

CAMW! operates an equal opportunity procurement process. Upon request, CAMW! can make this RFP available in large print or alternative format. Auxiliary aids and services are also available upon request to individuals with disabilities. TDD Service available through the Michigan Relay Center at 1-844-578-6563 or 7-1-1.

Neither the proposer nor anyone, with whom the proposer shall contract, shall discriminate against any person employed or applying for employment concerning the performance of the proposers' responsibilities under this agreement.

The successful bidder shall be required to comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, genetics, familial status, veteran status, height, weight, arrest without conviction political affiliation or belief, or any characteristic or activity protected by Federal or State laws and regulations.

1. Disclaimer/Right to Reject/Cancel/Terminate

This RFP does not commit Capital Area Michigan Works! to award a contract, to pay any cost incurred in the preparation of a proposal to this request, or to procure or contract for services. CAMW! reserves the right to accept or reject any or all proposals received as a result of this request. CAMW! can cancel this RFP, in part or in its entirety, if it is in its best interest to do so.

CAMW! may require selected offerors to participate in negotiations, and to submit such costs or other revisions to their proposals as a result of negotiations. CAMW! is not liable for costs incurred by the offerors prior to the signing of a contract and/or written authorization from CAMW! to proceed with the services.

a) Termination Prior to Completion:

CAMW! reserves the right to terminate its commitment if the successful bidder fails to make sufficient progress toward completion of the project or if CAMW! receives funding reductions which make the proposed project unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of CAMW!.

2. Small and Minority Owned Businesses, Women's Business Enterprises

Capital Area Michigan Works will make an effort to utilize small and minority owned businesses, women's business enterprises and Labor surplus area firms when possible.

An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

3. Award

Upon conclusion of final negotiations with the successful bidder, Capital Area Michigan Works! may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. CAMW! reserves the right to request additional data or to request an oral presentation in support of written proposals. **Please do not contact Capital Area Michigan Works! to check the status of proposals.**

4. RFQ Appeal Process

A bidder wishing to appeal the decision of the Administrative Board must adhere to the following procedure:

A bidder can request a copy of the quote rankings. The rankings will be mailed to the bidder if requested in writing within five (5) working days after a decision is reached.

A bidder may appeal action taken on the proposal by requesting a review. The appeal for the review shall state the basis of the appeal founded on violation of the law and regulations and/or existing contracts. The basis shall be explicitly stated and make specific reference to appropriate sections of law, regulations and/or contracts.

An appeal will not be accepted if it attempts to modify or include additional information to the original proposal/quote. However, in the event incomplete, inaccurate or other than current data and information was entered into the evaluation process by CAMW!, CAMW! may rectify such errors prior to initiation of Step #2. Current is defined as data and information in the possession of CAMW! at the time of the submission of the original proposal.

a. Review and Appeal Process

Step #1 - Within five (5) working days after a decision has been rendered by the Administrative Board to accept a proposal; the applicant must submit a request in writing that the appellant's proposal receive a second review. The request for the second review must be received by CAMW! no later than the close of business on the fifth working day after the decision has been rendered.

Step #2 - Within fifteen (15) working days of receipt of the request for the second review, the Chief Executive Officer of CAMW! (or designee) will convene:

- (1) Chair of the Administrative Board;
- (2) CAMW! staff member(s) who reviewed the original proposal; and
- (3) Representative(s) of the bidder's organization.

The Chief Executive Officer of CAMW! (or designee) will chair the meeting. The purpose of this meeting is to provide a second review of the appellant's proposal based on information presented in conformance with paragraphs above.

Step #3 - Within five (5) working days after the meeting in Step #2, the chair of the Administrative Board and the staff member(s) who reviewed the appellant's proposal will prepare a recommendation for the Administrative Board.

Step #4 - At the next regularly scheduled Administrative Board meeting following the action in Step #3, the Administrative Board will take action on the recommendation developed in Step #3. If the appellant receives support from the Administrative Board, the staff will enter into negotiations with the appellant to develop a satisfactory outcome. If the appellant does not receive support from the Administrative Board, the appeal is denied. The appellant will be notified in writing, within five (5) working days following the Administrative Board meeting, of the disposition of the appeal. The Administrative Board's decision in Step #4 is final.

D. SPECIFICATIONS:

The offeror must include all labor and **separate cleaning supply costs** for the cleaning duties as listed below:

I. POST COVID-19

a. Schedule

The offeror must be able to provide the cleaning service Monday-Friday between the hours of 5:00 –9:30 p.m. excluding State holidays.

b. Five Times/Week

Area A (See attachment A)

- Empty trash and recycle cans, wipe out and replace liner as needed
 - Trash and recycled paper must be taken to the dumpsters at the back of the parking lot
 - Recycled paper must be put in trash bags and thrown away in Granger dumpster marked recycled cardboard
- Vacuum carpet
- Sweep and mop bathroom floors
- Wipe down clear plastic floor mats and wheel base of chairs as needed
- Spot clean walls, doors, windows (interior only), and light switches as needed
- Wipe off all counters and tables in conference rooms and classroom

Area B

- Empty trash and recycle cans, wipe out and replace liners as needed
 - Trash and recycled paper must be taken to the dumpsters at the back of the parking lot
 - Recycled paper must be put in trash bags and thrown away in Granger dumpster marked recycled cardboard
- Empty trash container outside of the front doors
- Vacuum carpet and mats
- Wipe down clear plastic floor mats and wheel base of chairs as needed
- Sweep and mop public bathrooms tiled floors
- Spot clean walls, doors, windows (interior only) and light switches as needed
- Wipe off all tables, including tables in staff work area behind reception
- Clean front entryway windows inside and outside, includes cleaning walk-off mat area

Area C

- Empty trash and recycle cans, wipe out and replace liners as needed
 - Trash must be taken to the dumpsters at the back of the parking lot
 - Recycled paper must be put in trash bags and thrown away in Granger dumpster marked recycled cardboard
- Vacuum carpet
- Sweep and mop bathroom floors
- Wipe down clear plastic floor mats and wheel base of chairs as needed
- Spot clean walls, doors, windows (interior only) and light switches as needed
- Wipe off all counters and tables in conference rooms and break room

Area D

- Empty trash and recycle cans, wipe out and replace liners as needed
 - Trash must be taken to the dumpsters at the back of the parking lot
 - Recycled paper must be put in trash bags and thrown away in Granger dumpster marked recycled cardboard
- Vacuum carpet
- Sweep and mop bathroom floors
- Wipe down clear plastic floor mats and wheel base of chairs as needed
- Spot clean walls, doors, windows (interior only) and light switches as needed
- Sanitize/wipe off all counters and tables in conference rooms.

c. Rest Room Cleaning (Every day)

- Empty trash and sanitary cans, replace liners
- Sweep and mop floors
- Clean and sanitize toilets and urinals
- Clean and sanitize sink, counter tops and mirrors, polish chrome
- Refill and clean all dispensers
- Spot clean walls and doors

d. Open Duties, but not inclusive to the following:

- Dust all partition tops, baseboards, inside emergency door frames, chairs and remove cobwebs (**as needed**)
- Clean inside windows, including doors, and wipe down window frames for cobwebs (**as needed**)
- Dust/vacuum all air vents (**quarterly**)
- Buff floors in restrooms, break room and entrance way (**as needed**)

II. DURING COVID-19

The cost would include the following, list not all inclusive:

- Empty trash and replace liner as needed.
 - Trash and recycled paper must be taken to the dumpsters at the back of the parking lot.

- Recycled paper must be put in trash bags and thrown away in Granger dumpster marked recycled cardboard.
 - Empty trash container outside of the front doors
- Vacuum carpet, especially in the front door area, as needed.
 - Sanitize, sweep, and mop all bathroom floors, as needed.
 - Sanitize common touch areas: door handles, light switches, elevator buttons, etc.
 - Clean front entryway windows inside and outside, includes cleaning walk-off mat area.
- e. **The Offeror must submit costs for supplies based on Attachment “B” spreadsheet.**
- f. **The Offeror must submit three (3) references**
- Include number of years’ experience of assigned cleaners, if available.
- g. The Offeror must submit a certificate of liability and proof of bonding insurance.

E. INSTRUCTIONS ON QUOTE SUBMISSION

1. Closing Submission Date

Monday, August 10, 2020 by 5:00 p.m.

Late quotes will not be considered.

2. Inquiries

a. Inquiries concerning this RFQ should be directed to Becky Powers, Chief Financial Officer at bpowers@camw.net. **Inquires must be submitted by 5:00 p.m. on Tuesday, July 28, 2020. Answers to inquires will be posted on our website by 5:00 p.m. on Monday, August 3, 2020.**

b. Tour of Facility/Inquiries

A tour of the building will be given on **Tuesday, July 28, 2020 at 11:00 a.m.** **This will be the only time for a tour; attendance is not required.** Questions will be answered at this time. However all inquiries and/or questions concerning this Request for Quotes can be emailed to Becky Powers, Chief Financial Officer at bpowers@camw.net **by 5:00 p.m. on Tuesday, July 28, 2020. All inquiries and/or questions will be posted at www.camw.org by 5:00 p.m. on Monday, August 3, 2020.**

3. Instructions to Prospective Bidder

Proposals may be submitted via U.S. mail or Emailed to bpowers@camw.net. **One original** must be submitted by the closing submission date and time. Label/Reference package and submit quotes to:

**JANITORIAL SERVICES RFQ
To the Attention of:
Becky S. Powers, Chief Financial Officer
Capital Area Michigan Works!
2110 S. Cedar Street
Lansing, MI 48910**

Late proposals will not be considered.

- a. Bidders must respond completely and accurately to any and all questions and other items calling for information. Failure to do so will subject the proposal to disqualification.
- b. Bidders must adhere strictly to the proposal instructions and format. Failure to do so will subject the proposal to disqualification.
- c. Potential bidders will be able to download the RFQ from the CAMW! website (www.camw.org)
- d. The following parts specifically require responses and/or signatures from the bidder:

**Part I Cover Sheet and Proposal Offeror Information
(Signature required)**

Part II Contract Requirements (Signature required)

Part III Proposal Narrative Instructions

e. Attach three (3) reference letters.

f. Include Attachment B.

4. Payment

Capital Area Michigan Works! will negotiate a payment schedule with the contractor awarded a bid. The award will go to the responsible firm whose proposal is most advantageous to the CAMW! and programs based on price and other evaluation factors.

If a new vendor is selected, the start of services will be negotiated with Capital Area Michigan Works!

QUOTE EVALUATION

A. SUBMISSION OF QUOTES

All quotes shall include a **copy of the bidder's cost and any additional requested materials**. These documents will become part of the contract.

B. NONRESPONSIVE QUOTES

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The quote is not received timely in accordance with the terms of this RFQ.
2. The quote is not adequate to form a judgment by the reviewers.
3. The quote does not follow the specified format.

C. EVALUATION

Evaluation of each quote will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
1. Cost of service	0-50
2. Demonstrated effectiveness (References)	<u>0-50</u>
Maximum Points:	100

D. REVIEW PROCESS

Capital Area Michigan Works! may at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals. However, Capital Area Michigan Works! reserves the right to make an award without further discussion of the quotes submitted.

Therefore, proposals/quotes should be submitted initially on the most favorable terms. Capital Area Michigan Works! will award a contract to the responsible company/organization whose quote is most advantageous to the agency and programs based on price and other evaluation factors.

PART I

PROPOSAL TO CAPITAL AREA MICHIGAN WORKS!

PROPOSAL OFFEROR COVER SHEET AND SUMMARY INFORMATION

Organization Name: _____

Address: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Email address: _____

Employer Tax ID: _____ DUNS# _____
(If applicable)

Type of Organization: Private for Profit Private Non-Profit
 Public Government Other (specify)

The Certification Statement below must be signed by an official authorized to bind the Offeror in a sublease/contract.

Signature

The above signed does hereby accept all the terms and conditions of the Request for Proposal (RFP), including RFP stipulations and specifications. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been fully authorized by the organization submitting the proposal and that the submitting agency is an Equal Opportunity Employer (if applicable).

Printed Name

Title

Date

PART II

CERTIFICATIONS

On behalf of the Offeror:

The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.

- A. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to any employee of the Offeror.
- B. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for restricting competition.
- C. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- D. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- E. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- F. The individual signing certifies that the Offeror, and any individuals to be assigned to the organization does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.

Organization Authorized Signature

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to be best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1325, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

Organization Authorized Signature

Date

**Certification Regarding Debarment , Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19222).

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

Organization Authorized Signature

Date

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this ____ day of _____, 20__.

_____, Notary Public

_____ County, State of Michigan Acting in _____ County, Michigan

My Commission Expires: _____

PART III

A. SUMMARY INFORMATION

	Monthly Cost	Annual Cost
Normal Cleaning Schedule (Post COVID-19)		
During COVID-19 Modified Schedule*		

*CAMW! will negotiate and communicate with vendor as the needs change when Re-engagement of the Public increases.

PROPOSAL NARRATIVE INSTRUCTIONS

IF APPLICABLE or IF THERE IS MORE INFORMATION WANTED BASED ON THE DELIVERABLES AND OR EVALUATION CRITERIA