

SANDOVAL COUNTY, NEW MEXICO

**DEPARTMENT OF PUBLIC WORKS
MULTI-STEP INVITATION TO BID**



JANITORIAL SERVICES

ITB# FY14-PW-14

ISSUED: MARCH 31, 2014

BIDS DUE BY: 2:00 PM (MST) ON APRIL 29, 2014

Contractor (Printed)

Date

Contractor (Signature)

Date

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1. MULTI-STEP INVITATION TO BID LEGAL NOTICE

This Multi-Step Invitation to Bid for Janitorial Services is issued on behalf of the Sandoval County Department of Public Works. To be considered, each bidder must submit two (2) sealed packages including: ONE (1) ORIGINAL AND THREE (3) COPIES IN A LABELED AND SEALED TECHNICAL RESPONSE ENVELOPE to this MULTI-STEP INVITATION TO Bid (ITB) without an included price; and ONE (1) ORIGINAL AND THREE (3) COPIES IN A LABELED AND SEALED COST RESPONSE ENVELOPE for the SANDOVAL COUNTY JANITORIAL SERVICES.

The bid documents must be signed in ink by an official authorized to bind the bidder to its provision. Sealed Bids will be received at the Sandoval County Finance Office at 1500 Idalia, Building D (NW corner of NM 528 and Idalia), Bernalillo, NM 87004 and must be clearly marked **SANDOVAL COUNTY JANITORIAL SERVICES: ITB# FY14-PW-14**.

For this Multi-Step sealed bid procurement, cost response bids will be considered **ONLY** in the second phase and **ONLY** from those bidders whose unpriced technical offers are found to be acceptable in the first phase. Bidders with acceptable technical offers will be notified regarding the time and place of the public bid opening of the qualified Cost Response Bid Packages.

For more information please contact Liz Otten, Procurement Officer: (505) 404-5873 or lotten@sandovalcountynm.gov or visit: www.sandovalcounty.com.

Sandoval County reserves the right to reject any and all bids, waive any and all informalities or irregularities and the right to disregard all non-conforming or conditional bids and to contract in a manner deemed in the best interests of the County.

Advertising Date:
March 31, 2014

2. SUMMARY

This is a Multi-Step sealed bid procurement, and priced bids will be considered **ONLY** in the second phase and **ONLY** from those bidders whose unpriced technical offers are found to be acceptable in the first phase. Bidders with acceptable technical offers will be notified regarding the time and place of the public bid opening of the qualified Cost Response Bid Packages.

Sandoval County intends to seek and obtain professional janitorial services, by a reputable provider to perform necessary janitorial services to ten (10) County owned and leased facilities, located within County limits.

3. BID SUBMITTAL REQUIREMENTS

A. To be considered, each bidder must submit two (2) sealed packages including:

- 1) A sealed technical response to this Invitation to Bid (ITB) **without** an included price; and
 - 2) A sealed cost response for the services requested. The bids must be signed, in ink, by an official authorized to bind the bidder to its provision.
- B. Bid Cost Responses and Technical Responses must be clearly marked with the name of the Bidder, "Attn: Liz Otten," and the following statements on the outside bottom left corner of the sealed envelope:
- Envelope 1 - "**Sandoval County Janitorial Services Technical Response**"
 - Envelope 2 - "**Sandoval County Janitorial Services Cost Response**"
- C. Sealed envelopes must be received by **2:00 p.m. on April 29, 2014**. The bidder is responsible for the timely receipt of their bid by the Finance department. Late or faxed bids will not be considered.
- D. Each Envelope must contain one (1) original and five (5) identical copies and must be submitted to the Sandoval County Finance Department located on the 2nd floor of the Sandoval County Administrative Building at 1500 Idalia Road, Bldg. D, in Bernalillo, New Mexico or packages containing both sealed envelopes may be mailed to the Sandoval County Finance Department, Attn: Liz Otten, P.O. Box 40, Bernalillo NM 87004, clearly marked "Bid for Janitorial Services." Please note that the Procurement office open between 8 am to 12 pm and 1 pm to 5 pm weekdays.
- E. Format: Bids should be 8 ½ x 11 inches, bound in a single document and organized in sections following the other specified under content

4. TECHNICAL RESPONSE:

- A. Bidders must submit written narrative responses to the following topics (*To be included in first sealed envelope*)
- 1) Project Approach
Describe your understanding of the Counties needs, taking into account the required criteria listed by the County. Identify the methods your firm will use to meet the requirements.
 - 2) Firm Description
Provide a description of your firm and list relevant information about capabilities, rate of service, and length of time in existence.
 - 3) Relevant Experience
Describe relevant experience your firm has with providing Janitorial services for other government entities or similar size organizations.
 - 4) Key Personnel Qualifications
Identify key personnel assigned to the project, their respective roles, and a synopsis of their relevant experience.

5) References

List of public agencies or clients for whom similar work has been performed. Provide the name, title, and phone number of a contact person. The County may request a copy of a similar plan prepared by your firm for another client.

6) Insurance

Provide copies of all insurance and bonds needed.

5. COST RESPONSE

Schedule of Charges

Provide a complete fee schedule with hourly billing rates for all who will work on the project. Include all charges and fees, hidden charges or fees will not be recognized by the County. Include job description for all personnel and any relevant training they have received.

6. QUALIFICATIONS

Pre-Qualification for this RFB will be evaluated based upon the following factors (*To be included in first sealed envelope*):

A. Capability, Qualifications and References

- 1) Statement of Qualifications should indicate the ability of the contractor to meet the terms of the RFB.
- 2) Statement of Qualifications should indicate the competence of personnel whom the bidder intends to assign to the project.
- 3) Qualifications will be measured by training and experience, with particular reference for previous work experience in facilities of equal or greater size to that described in the ITB.
- 4) Emphasis will be placed upon the qualifications of bidder's project manager.

B. Work Plan Requirements

The contents of the Work Plan shall include, at a minimum, the following:

- 1) Number of employees to be assigned to project
- 2) Number of hours per day each employee will be assigned
- 3) Start and end times for employees
- 4) Description of cleaning methods

C. Bidders who intend to submit bids will be required to attend a mandatory pre-bid meeting and walk through of the ten facilities.

This will provide an opportunity for the bidder(s) to ask any questions of the bid, and receive clarity of the intent of the bid through mutual understanding. The walk through is scheduled for **9:00 a.m. on April 16, 2014**. The Assistant Director of Facility Maintenance

will coordinate the pre-bid meeting and walk through. Please meet at the reception desk at the Sandoval County Administration Building located at 1500 Idalia Road, Building D., Bernalillo, NM 87004.

- D. The Content of this RFB, its attachments, the bid and any mutual understandings resulting from oral presentations will become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of a proposed contract. Sandoval County further reserves the right to interview the key personnel assigned by the successful bidder to this project. **Sandoval County reserves the right to reject** any and all bids. To waive any irregularities or technicalities that is in the best interest of the County.

7. OBJECTIVE

The County wishes to secure timely, consistent, and cost effective janitorial services, from one contractor, to ensure clean and safe office facilities for employees and persons doing business with the County and its staff.

The Objectives of the County are as follows:

- A. Clean buildings. The definition of clean means “free of dirt, pure, spotless, sanitary, sterile, and uncontaminated”. The ultimate responsibility of the vendor is to provide facilities that are uniformly clean, hygienic, orderly, attractive, which will reflect favorably upon the County and the Contractor.
- B. Variances in user traffic, building renovation work, weather conditions and other uncontrollable and unpredictable factors will determine the actual frequency requirements necessary to maintain County Standards.
- C. To contract for cost efficient and effective janitorial services. The County reserves the right to add services or delete services specified in the Contract as requirements change during the course of the contract. Prices for services to be added to the Contract will be mutually agreed to by Sandoval County and the contractor. A Contract amendment will be issued for each addition/deletion.
- D. Timely removal of trash, dirt, dust, cobwebs, and other waste. Including exterior trash waste bins and exterior portals walls and windows.
- E. Minimal interruptions of County operations.
- F. Ensure consistent and reliable janitorial services from one contractor for all County owned/leased facilities.

8. SCOPE OF WORK

The contractor shall perform the duties, functions and all other work described in the below Schedule of Duties in a consistent and professional manner. The contractor shall furnish, at its own expense, all labor, materials, machinery and

appliances that may be necessary or appropriate for the performance of the work, including all related management, supervisory and administrative services.

The following duties shall be performed on a five (5) day per week (Monday through Friday) schedule or as directed by the Manager of Facility Maintenance.

* Bidders are also to submit an alternative bid for services and cost associated with performing Carpet shampoo and cleaning, three times per year, for each of the facilities and or as needed basis.

A. Daily Tasks

1. Dust mop and wet mop all appropriate areas.
2. Empty and wipeout wastebaskets, and replace trash bags in containers
3. Clean partitions and doors, including washing partition glass (where applicable)
4. Clean door side windows
5. Clean walls (entire height)
6. Dust mop and wet mop all vinyl and tile floors
7. Vacuum carpet and floor mats completely, move furniture (chairs and other small items) and put back in place, with a HEPA vacuum.
8. Clean entrance door glass- interior and exterior
9. Clean interior of exterior glass in public waiting areas, in all buildings
10. Dust partitions, windowsills, pictures, open areas on desktops, office equipment, air registers, counters, benches, chairs, shelves, walls and vending machines.
11. Clean carpet spots and spots or stains on upholstery.
12. Clean and sterilize restrooms and kitchen/break areas thorough cleaning and disinfecting of all restrooms to include: sinks, toilets, urinals, trashcans, light fixtures, faucets, handles, counters, floors and mirrors
13. Clean kick plates and baseboards
14. Scrubbing of tile/vinyl floors will consist of dust mopping, then scrubbing with scrubbing machine (provided by contractor)
15. Cleaning and buffing floors will consist of dust mopping, then wet mopping, then applying buffing solution, then buffing, then dust mopping. (Buffing machine provided by contractor)
16. Mondo flooring will be cleaned as needed by method recommended by manufacture.
17. All floor mats are to be removed before scrubbing, buffing, or vacuuming the floor and then returned after the cleaning is completed.
18. Sift all ashtray urns, removing cigarette butts and any trash.
19. Areas directly outside of facilities will be cleaned and trash cans will be serviced.
20. County will provide toilet paper, paper towels, soap, hand sanitizer, toilet seat covers and sanitary napkin disposal bags. Contractor will stock all buildings daily.

- B. Weekly
 - 1. Vacuum upholstered furniture
 - 2. Dust wood ceilings removing cob webs and dust.

- C. Monthly
 - 1. Interior and exterior of all lower windows will be cleaned monthly. Interior windows in upper floors will be cleaned monthly.
 - 2. Provide inspection reports for all facilities. Due the first of each month.
 - 3. Provide Facility manager with estimated count for toilet paper, paper towels, soap, hand sanitizer, toilet seat covers and sanitary napkin disposal bags.

- D. Quarterly
 - 1. Higher level exterior windows will be cleaned quarterly.
 - 2. Seal, buff, and/or apply wax to tile/vinyl floors with a high quality finish.
 - 3. Carpet shampoo and cleaning.

- E. Unit Prices for:
 - 1. Price per square foot for seal, buff and wax.
 - A. VCT flooring
 - B. Ceramic Tile flooring
 - C. Rubber flooring (Mondo)
 - D. Brick
 - E. Wood
 - F. Concrete
 - 2. Price per square foot for shampooing carpet and upholstery
 - 3. Cost to set up a 120 person event (*Include this information in second sealed envelope labeled "Cost Response"*)
 - A. Includes setting up tables and chairs
 - B. Clean up trash after event is complete
 - C. Tear down event and put tables and chairs back in storage

9. GENERAL BID REQUIREMENTS

- A. First Sealed "Technical Response" Bid Document shall include the following:
 - 1) Name of firm or company, business address, name of contact person, person, telephone number, fax number and email address (if applicable).

 - 2) References, especially government organizations, preferably governmental entities in New Mexico; and specifically in the Albuquerque and Santa Fe area.

 - 3) Description of your firm, personnel and services provided.

- 4) Reason(s) why you believe your firm should provide these services to Sandoval County.
 - 5) Copies of all applicable licenses and insurance certificate (i.e., worker's compensation, general liability, unemployment compensation, etc.).
 - 6) Any other pertinent information that you believe will assist the County in understanding your company and assurances if awarded the contract, i.e., most recent financial statement, bonding certificate.
 - 7) Any prior experience providing services to Sandoval County. (Lack of prior experience with Sandoval County will **not** disqualify any bidder.)
 - 8) Changes made to the RFB as the result of a response by the County, to questions or concerns raised through correspondence with prospective bidders, will be in writing and provided to each bidder until (insert time and date here).
- B. First Sealed "Technical Response" Bid Document shall include the following:
- 1) Price of services per facility and aggregate.
 - 2) Number of hours that you project will be necessary to perform the described duties, per facility and aggregate.

*Please note: All information contained in a bid is subject to disclosure unless clearly marked "CONFIDENTIAL".

10. LIABILITY

Sandoval County assumes no responsibility or liability for cost incurred by the contractor prior to the signing of an agreement. Total Liability of Sandoval County is limited to the terms and conditions of any contract resulting from this RFB.

11. INDEMNIFICATION

The contractor shall indemnify and hold harmless Sandoval County and its agents and employees from and against all claims, damages, losses, and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, materials, and equipment required to produce the services required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting there from; and 2) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The contractor assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the contractor and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

12. GENERAL CONDITONS

In the event the premises specified described herein are removed from service so that they are not used in whole or part, the fees set forth in the contract shall be proportionately reduced based on the remaining duties and functions described in the Schedule of Duties.

Insurance required during entire length of agreement is as follows:

1. Worker's compensation coverage per statutory requirements
2. Liability coverage as follows:

<u>Bodily Injury</u>	<u>Property Damage</u>
\$1 million per person	\$1 million each accident
\$1 million each aggregate	\$1 million aggregate

The contractor shall comply with any and all rules and regulations established by the County regarding security, building use, and conduct of the contractors employees on the Counties premises.

The contractor shall have a designated agent on the premises to provide adequate and continuous supervision at all times that its employees are working.

The contractor shall promptly remove any of its employees who, in the judgment of the County, either has performed his/her duties unsatisfactory or has violated the agreement.

In the event activities are scheduled or occur on the premises, which interfere with the contractor's normal cleaning schedule, the contractor shall rearrange such schedule so that the work is performed before, and/or after the activity.

The contractor is not required to rearrange work to be performed on Saturday, Sunday, or holidays.

The contractor, including all outside contractors, shall comply with all County and OSHA safety policies.

The agreement shall not be automatically renewed. Termination of agreement shall be for any reason by either party with a thirty (30) day written notice.

Contract shall be for an initial one year period with the owner option to renew for an additional three years.

All employees of the successful bidder will be required to have a background check, which will be paid by the successful bidder, to determine if the employee can be assigned to this project, particularly in facilities occupied by the Sheriff department and other facilities the County designates.

13. OTHER CONSIDERATIONS

- A. The County reserves the right to reject any and all bids. This request for bids does not commit the County to award a contract, pay any cost incurred in the preparation of bids, or to procure or contract for supplies or services.
- B. The County reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Bids, if it is in the best interest of the County to do so. The County may require the selected bidders to participate in negotiations, and submit such price, for revisions of the bid that may result from negotiations.
- C. Contractor may perform services in offices that contain confidential and private materials that shall not be reviewed or disclosed. Contractor may be asked to sign confidentiality statements or assure the County that confidentiality will always be maintained where required.
- D. The successful bidder will be required to submit a political contribution statement as required by N.M.S.A 13-1-191.1. This is not a qualification for the award of this contract. Sandoval County will furnish the successful bidder with the statute referred to in this paragraph.

14. QUESTIONS

Questions should be directed to:

Peter Nieto
Deputy Director Public Works
2708 Iris NE, Rio Rancho, New Mexico
Telephone (505) 771-8500

15. SANDOVAL COUNTY FACILITIES

	16. BUILDINGS	APPROX SQ. FT.	DAYS CLEANED	MONTHLY COST PER BUILDING
1	SANDOVAL COUNTY COURTHOUSE 711 CAMINO DEL PUEBLO, BERNALILLO, NM	29894	M, T,W,T,F	
2	SANDOVAL COUNTY EMS BUILDING 314 MELISSA ROAD, BERNALILLO, NM	2722	M,W,F	
3	NEW ADMINISTRATION BUILDING 1500 IDALIA ROAD, BLDG. D BERNALILLO, NM	69,384	M,T,W,T,F	
4	SANDOVAL COUNTY JUDICIAL COMPLEX 1500 IDALIA ROAD, BLDG. A BERNALILLO, NM	42,000	M,T,W,T,F	
5	SANDOVAL COUNTY HEALTH COMMONS 1500 IDALIA ROAD, BLDG. B BERNALILLO, NM	14,000	M,T,W,T,F	
6	SANDOVAL COUNTY MAGISTRATE COURT 100 MONTOYA ROAD, BERNALILLO, NM	10,000	M,T,W,T,F	
7	SANDOVAL COUNTY SOLID WASTE OFFICES 2700 IRIS ROAD, RIO RANCHO, NM BREAK ROOM	800 300	M,W,F M,W,F	
8	SANDOVAL COUNTY PUBLIC WORKS BUILDINGS ROAD AND FLEET MAINTENANCE BUILDING, SHOP 2708 IRIS ROAD, RIO RANCHO, NM	2062 2600	M,T,W,T,F M,W,F	
9	LA PLAZUELA TRANSIT STATION 1500 IDALIA ROAD, BLDG. C BERNALILLO NM	1600	M,W,F	
10	El Zocalo Complex	12850	M,T,W,T,F	
	CONTACT INFORMATION: Peter Nieto Deputy Director Public Works 2708 IRIS NE RIO RANCHO, NM 87144 771-8500			

17. UNIT PRICE FORM

		SQ Ft cost	Unit Cost	
1	Seal, buff and wax: SQ Ft Cost <ul style="list-style-type: none"> • VCT Flooring • Ceramic Tile Flooring • Rubber Flooring (Mando) • Brick Flooring • Wood Flooring • Concrete Flooring 			
2	Shampoo carpet Shampoo upholstery			
3	Set up 120 person event – Unit Cost per event <ul style="list-style-type: none"> • Set up tables and chairs • Clean up trash before and after event • Tear down event and put tables and chairs back in storage 			
4				
5				
6				
7				
8				
9				
10				
	CONTACT INFORMATION: Peter Nieto Deputy Director Public Works 2708 IRIS NE RIO RANCHO, NM 87144 771-8500			

18. APPENDIX C: CONFLICT OF INTEREST AFFIDAVIT

STATE OF NEW MEXICO)
) ss.
COUNTY OF SANDOVAL)

I, _____ (name), being first duly sworn upon my oath, depose and state the following:

I am a former employee of _____ (name of Department/Agency), having separated/retired from state employment as of _____ (date).

I am a current employee of _____ (name of Department/Agency), or a legislator with the state, or the family member (spouse, parent, child, sibling by consanguinity or affinity) of a current employee or legislator with the state. Being a current employee or legislator or family member of a current employee or legislator of the state, I hereby certify that I obtained this Agreement pursuant to Sections 10-16-7 or 10-16-9 NMSA 1978, that is, in accordance with the Procurement Code except that this Agreement has NOT been awarded via the sole source or small purchase procurement methods.

The Department/Agency and I have entered into an agreement in the amount of \$_____.

Section 10-16-8.A(1) NMSA 1978 of the Governmental Conduct Act does not apply to this Agreement because I neither sought a contract with the Department/Agency, nor engaged in any official act which directly resulted in the formation of the Professional Services Agreement while an employee of the Department/Agency.

To the best of my knowledge, this Agreement was awarded in compliance with all relevant provisions of the New Mexico Procurement Code (13-1-28, et. seq., NMSA 1978).

FURTHER, AFFIANT SAYETH NOT.

NAME

Subscribed and sworn to before me by _____ (name of former employee) this _____ day of _____, 20____.

NOTARY PUBLIC
My Commission Expires:

Not applicable / Reason:

Printed name and title:

Signature and date:

19. APPENDIX F: RESIDENT VETERANS CERTIFICATION

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans’ preference to this procurement:

Please check one box only:

- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.
- I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

“In conjunction with this procurement and the requirements of this business’ application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or forfeit of award of the procurement involved if the statements are proven to be incorrect.

NOT APPLICABLE

SIGNATURE: _____ DATE: _____