



WORKFORCE CONNECTIONS

Request for Proposal

for

JANITORIAL SERVICES & SUPPLIES

for

THE ONE STOP CAREER CENTER

and

THE ADMINISTRATIVE OFFICES

Published: October 16, 2013

MANDATORY JOB SITE INSPECTION: October 21, 2013 @ 9:30 AM

Location: Workforce Connections Administrative Office

6330 West Charleston Blvd., LV, NV 89146

Deadline for Submission of Proposals: November 13, 2013 @ 4:30 PM

(Late submissions will not be accepted)

WORKFORCE CONNECTIONS is an
Equal Opportunity Employer/Program
Auxiliary aids & services available upon request for individuals with disabilities
from WORKFORCE CONNECTIONS

Workforce Connections' hours of business operations are Monday - Friday, 8:00 a.m. to 5:00 p.m.

TABLE OF CONTENTS

SUMMARY

I. TABLE OF CONTENTS.....	Page 2
II. INTRODUCTION.....	Page 3
III. GLOSSARY OF ACRONYMS & DEFINITIONS.....	Page 4
IV. CALENDAR OF EVENTS.....	Page 5
V. PROPOSAL SUBMITTAL INSTRUCTIONS.....	Page 6- 7
VI. TECHNICAL REVIEW.....	Page 7 - 8
VII. SCOPE OF WORK & SPECIFICATIONS.....	Page 8 - 9
VIII. QUALIFICATION REQUIREMENTS,.....	Page 10
IX. PROPOSED FEES FOR SERVICE,.....	Page 10
X. PROPOSAL REVIEW & EVALUATION,.....	Page 10 - 11
XI. CONTRACT AWARD PROCESS,.....	Page 11
XII. PROPOSAL COVER PAGE & INSTRUCTIONS,,.....	Page 12
XIII. AFFIRMATION,,.....	Page 13

APPENDIX: Floor Plans of Suite 150 and 190 - must be included in proposal

**REQUEST FOR PROPOSAL
FOR
JANITORIAL SERVICES and SUPPLIES**

SUMMARY

Workforce Connections (WC) is a public agency that is co-located with southern Nevada's One Stop Career Center. WC's primary responsibility is to provide a variety of workforce development services for southern Nevada's residents and businesses. The funds to provide these services are made available to WC under the Workforce Investment Act (WIA) which is governed by U.S. Department of Labor (DOL).

I. INTRODUCTION

The intent of this Request for Proposals is to obtain the most qualified and experienced company to provide full janitorial services for the co-locations of Workforce Connections' administrative offices and the One Stop Career Center. These facilities are located at 6330 West Charleston Blvd., Suites 150 and 190, Las Vegas, Nevada, 89146. All proposals that are submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document.

Workforce Connections reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Proposals (RFP) at any time without prior notice. This RFP does not commit WC to accept any proposal, nor shall WC be responsible for any costs incurred in the preparation of responses to this RFP. WC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposals, and/or to award a contract in whole or in part of the RFP specifications and requirements herein as is deemed to be in the best interest of WC.

It is mandatory that any company who has an interest providing this service, and submits a response to this solicitation, must attend the On-site Job Inspection of each of the facilities. This inspection is scheduled for **October 21, 2013. **The proposals from entities, who do not attend the inspection, will not be considered.****

Proposals can be obtained on Workforce Connections' web site at: nworkforceconnections.org and Workforce Connections' administrative office located at 6330 West Charleston Blvd., Suite 150, Las Vegas, Nevada 89146.

II. BRIEF GLOSSARY OF ACRONYMS & DEFINITIONS

A. The designation of “**WC**” used throughout this document refers to Workforce Connections, is the entity requesting the janitorial services as denoted in this Request for Proposal.

B. The Request for Proposal and or **RFP** is a written statement from an entity that sets forth their requirements and specifications of needed services that is solicited from the general public of businesses through a competitive selection process.

C. The word **solicitation** means an invitation for bids, a request for technical offers, a request for proposals, a request for quotations or any other invitation or request by which WC invites participation in a procurement.

D. The words, “**proposer**”, “**respondent**”, “**organization**” and “company” are used interchangeably throughout this document and refers to the company submitting a proposal in response to this RFP.

E. The word “**may**” denotes permission.

F. The word “**must**” denotes imperative and/or necessary.

G. The word “**shall**” denotes imperative and/or necessary.

H. The term “**ex parte communication**” refers to communications that are directly or indirectly made by the respondent to influence a decision-making official, which is generally off the record and out of the presence of other parties. Ex parte communications are restricted by State, Federal and local regulations.

III. CALENDAR OF EVENTS

**Janitorial Services & Supplies
Request for Proposal Timeline**
(*All dates and locations are subject to change)

ACTIVITY	DATE*
Items submitted for newspaper publication	October 16, 2013
RFP Availability	October 16, 2013
Mandatory Job Site Inspection to be held at Workforce Connections' administrative Office: 6330 West Charleston Blvd., Ste. 150	October 21, 2013 9:30AM
Last day to submit RFP Questions All questions must be submitted by email to: acisneros@nvworkforceconnections.org	November 8, 2013
RFP Proposal Submissions Due Date: Must be submitted to Workforce Connections located at 6330 West Charleston Blvd., Suite 150, Las Vegas, Nevada, 89146	November 13, 2013
RFP Technical Review (<i>Open to General Public</i>) - to be held at 6330 West Charleston Blvd., Las Vegas, Nevada, Suite 150	November 14, 2013 9:30AM
Evaluation of Proposals	November 15, 2013
Recommendation for Contract Award	November 18, 2013
Contract Negotiations	November 20, 2013
Contract Start Date	November 25, 2013

IV. INSTRUCTIONS FOR SUBMITTING PROPOSALS

A. PROPOSAL FORMAT

i. All proposals must to be addressed, mailed and/or delivered to the following WC administrative office on or before **November 13, 2013 and no later than 4:30pm:**

**WORKFORCE CONNECTIONS
6330 West Charleston Blvd. Suite 150
Las Vegas, Nevada 89146**

WC's hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m.

ii. All proposals must be submitted in a sealed envelope and plainly marked, “**Request for Proposals**” with the name of the proposed description of services (**Janitorial**) and also the name and address of the “Proposer” clearly marked on the outside of the envelope in the upper left hand corner of the sealed envelope.

iii. All proposals shall be time-stamped by WC upon receipt. **Proposals may not be sent via e-mail or facsimile.** Please provide one (1) original, unbound response and two (2) stapled or bound copies of the proposal's response

iv. All respondents may request the withdrawal of a sealed proposal prior to the scheduled closing date and time provided. The request for withdrawal must be submitted to WC's Executive Director in writing.

v. All proposals submitted in response to this RFP shall remain valid for 120 calendar days from the scheduled closing date and time of the RFP.

vi. All completed proposals shall consist of typewritten pages utilizing 12” point font typing. **There is no limit to the number of pages.**

vii. All questions relating to the RFP must be submitted in writing to WC's administrative office no later than **November 8, 2013** which must be mailed and/or e-mailed to the following individual: acisneros@nvworkforceconnections.org

B. LATE PROPOSALS, MODIFICATIONS & ADDENDA

i. The RFP indicates a closing date and time by which the proposals must be received by WC. **[November 13, 2013]**. Proposals received after the denoted closing date and time will not be considered nonresponsive and shall be returned unopened to the Proposer.

ii. Any proposer may modify their proposal in writing at any time **prior to** the scheduled closing date and time for receipt of proposals. Proposal modifications must be submitted in

the same manner required for the original proposal. No modification should reveal the proposal price but should provide any addition and/or decrease of respondent's modification. The final prices or terms will not be known by WC until the opening of the proposals.

iii. When and/or if it becomes necessary for WC to revise any part of this Request for Proposals, a written addendum will be provided via WC's web site at: (nvworkforceconnections.org). WC is not bound by or responsible for any oral representations, clarifications, or changes made to this RFP by WC's employees, unless such clarifications or changes are provided to proposers and/or interested parties of the general public in a written addendum from WC via WC's web site.

iv. Each Proposer, upon receiving an addendum, shall insert this information in the RFP package. Failure to acknowledge any addenda may result in disqualification and rejection of the proposal.

v. Request for exceptions to the Request for Proposal's conditions should be attached to the proposal. If no exceptions/alternates are stated, it will be understood that all general and specific conditions of the Request for Proposals will be complied with, without exception. Exceptions may or may not be evaluated during the evaluation process and only if is determined to be in the best interest of WC.

C. EX PARTE COMMUNICATION

Workforce Connections discourages ex parte communication with any WC board member and/or staff member after the deadline of the publication and receipt of proposals.

No board member and/or staff member shall initiate or accept oral communication regarding any RFP under consideration. Any communication by telephone, email, letter, face-to-face conversation, or other off the record contact, is strictly prohibited. The restriction against an ex parte communication applies when a decision must be made on the record. Any discovered ex- parte communication will be provided to WC's Executive Director for review and possible reprimand. Respondents who attempt to improperly influence the proposal review and evaluation process in any way, shall be disqualified.

D. DISPUTES

i. Any respondent who has a dispute in connection with this Request shall have the right to protest their concern to WC. The aggrieved must document their protest in writing and indicate the reasons(s) for the protest, and forward the letter of protest to WC's Executive Director. The time limit for such action is (5) calendar days after the WC board has made the award of services official. Protests and complaints will be reviewed and processed in accordance with WC policy 3.5.

ii. Failure by the respondent to request clarification of any inadequacy, omission or conflict will not relieve the proposer of this responsibility. The signing of the Proposal Affirmation

form, however, will be considered as an implicitly that the Proposer has a thorough and comprehensive understanding of the intent and scope of work of this Request for Proposals.

V. TECHNICAL REVIEW OF PROPOSAL

All respondents' proposals will undergo a Technical Review. This review is conducted to ensure that the technical requirements of the RFP have been met. Those proposals passing the technical review will be forwarded to the Evaluation Committee for review. **Those proposals that fail any requirement of the technical review, will not be forwarded to the Review Committee for further consideration.** This review is open to the general public and is conducted by appropriate WC staff. The Technical Review checklist is as follows:

TECHNICAL REVIEW REQUIREMENTS	CHECK ONE:
Response to RFP Submitted by Deadline	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attended Mandatory Job Site	Yes <input type="checkbox"/> No <input type="checkbox"/>
Correct Proposal Format in the following areas: <ul style="list-style-type: none"> • Include a Table of Contents • 12 Point, Font Times New Roman • Margins: One-inch minimum (this applies to all margins) • Spacing : Double • Pages: Single Sided 	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Cover Page Completed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Affirmation Signed	Yes <input type="checkbox"/> No <input type="checkbox"/>
Floor Plans for Suites 150 and 190 are attached	Yes <input type="checkbox"/> No <input type="checkbox"/>

VI. PROPOSAL SCOPE OF WORK SPECIFICATIONS & REQUIREMENTS

Workforce Connections (WC) is soliciting proposals from companies to provide a wide range of **janitorial services and all associated supplies** that are necessary in order maintain the sanitary conditions of the One-Stop Career Center and WC's administrative offices. The successful proposer is required **to provide janitorial services to both of these two (2) noted facilities which total approximately 18,000 square feet.** An attachment to of the floor plans is included for review. It is also required that his attachment be included in the response to this RFP.

The scope of services includes, but not limited to, the following:

DAILY CLEANING <i>(after business hours)</i>
A. All Areas, (Lobbies, offices, office cubicles, hallways, etc.)
1. Empty all trash receptacles, replace liners, & remove trash to collection area
2. Vacuum Carpeting in all applicable areas
3. Clean with damp mop, all hard surface floors
4. Dust all horizontal surfaces, including, but not limited to, desk tops, book cases, filing cabinets, tables, and all other surfaces of this manner
5. Clean with damp cloth, all applicable horizontal areas, where needed, in order to remove spillages, coffee/tea rings, and all other removable markings
6. Damp wipe entryway and remove any visual finger prints, or markings
7. Clean and sanitize all drinking fountains
B. RESTROOMS
1. Empty all trash receptacles, replace liners & remove trash to collection area
2. Empty sanitary napkin receptacles and wipe area with damp disinfectant cloth
3. Clean, sanitize & disinfect with damp mop, all hard surface floors
4. Clean and sanitize all basins and toilet seats on all sides
5. Clean and sanitize urinals inside and outside
6. Clean and sanitize all hard horizontal restroom surfaces
7. Replace, when needed, all restroom deodorizes
WEEKLY & MONTHLY CLEANING <i>(after business hours)</i>
A. ALL AREAS, (Lobbies, offices, office cubicles, hallways, etc.)
1. Thoroughly vacuum as needed, all carpets including under furnishings, in corners and along base boards
2. Thoroughly damp mop and polish, as needed, all hard floors including under furnishings, in corners and along base boards.
3. Thoroughly dust, horizontal, vertically and in high areas, all desk, book cases, chairs, conference room tables, and all other hard reach visual areas.

(Please note that the some of the designated weekly and month janitorial services may or may not be required which will be at the sole discretion of WC)

VII. QUALIFICATIONS REQUIREMENTS

WC is seeking proposals from the most qualified and experienced company to provide janitorial services. In order assist WC to effectively and efficiently select the “Best” janitorial service, proposals are required to contain the follow information:

- Please provide an Executive Summary not to exceed three pages, which includes, but not limited to, respondent’s understanding of the scope of work to be performed; outlining of major points of the proposal and key, distinguishing factors of respondents service delivery which indicates respondents’ capability to provide the services needed;
- Please provide respondent’s previous work history which denotes the following:
 - (1) Respondent’s qualifications to perform scope of work based on information from references (*provide two (2) names, preferably public entities, and the contact numbers of individuals who can attest to respondent’s present and/or past performance*);
 - (2) Respondent’s years of experience providing janitorial services to public agencies that are or were recipients of federal funds and required similar janitorial services;
 - (3) Work histories and resumes of individuals who will be assigned to perform and/or supervise WC’s janitorial services; (*a minimum of 2 (two) years of prior experience is required*);
 - (4) Respondent’s company size.
- Please indicate respondent’s knowledge of the applicable local, state, federal codes and regulations that WC may be required to comply with in regards to janitorial services, supplies, materials, and facility maintenance.
- Please provide the number of years respondent has been licensed to provide janitorial services in the State of Nevada.
- Please provide documentation that ascertains the respondent’s license to perform janitorial services in the local area.

VIII. PROPOSED FEES FOR SERVICES

Please provide an all-inclusive proposed MONTHLY rate and total annual **cost** that the respondent will incur for **janitorial services, supplies and materials needed to perform services**. **Also please indicate the respondent’s internal capability to provide carpet, hard floor wax and polishing cleaning, and window cleaning services in additional to the cost of these services.**

IX. PROPOSAL REVIEW & EVALUATION

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to workforce connections’ [WC Procurement Policy and all other applicable state and federal]regulations. **Reference: WC Policy 2.2 located on WC’s web site located at: nvworkforceconnections.org**

The following criterion will be utilized by the evaluation panel to evaluate each proposal received:

<u>CATEGORY</u>	<u>MAXIMUM POINT VALUE</u>	<u>CRITERION DESCRIPTION</u>
1. Understanding and capability to perform scope of janitorial services, supplies and appropriate materials	20 points	Executive Summary that indicates the respondent understanding of the scope of work to be performed which indicates salient capabilities to provide services.
2. Qualifications, work history, experience, applicable current license(s)	30 points	References that indicate present and past performance; Qualifications of key staff proposed to perform and or oversee the janitorial services; copies of applicable current license(s).
3. Knowledge of applicable regulations, codes, and ordinances	10 points	Indication of local regulations, codes and ordinances that are applicable to janitorial services and the associated supplies, and materials
4. Fees for janitorial services and supplies	40 points	All inclusive cost per month of services, supplies, and materials and a 12 month total cost.

The evaluation committee shall evaluate the respondent's submitted proposals and award points pertaining to the noted Evaluation Criteria. The total amount of points that can be designated is **100**. The indication of points shall be based on the company's response to each noted criteria.

X. CONTRACT AWARD PROCESS

Each respondent submitting a proposal will be notified in writing or via e-mail of WC's decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Receipt of funds from federal and state administering agencies;
- Results of negotiations between selected vendor and WC management staff;
- Continued availability of WC funds

XI. PROPOSAL COVER PAGE & INSTRUCTIONS

The following company information must be completed on a Cover Page and included in the proposal:

- a. **Name** - Provide the name of the company that is responding to this RFP.

- b. **Address** - Provide company's main office address.

- c. **E-Mail Address** - Provide the e-mail address of company submitting RFP.

- e. **Federal Tax I.D.# & Current Business License** – Provide # and copy of license.

- f. **Phone Number** - Provide phone number of company _____

- g. **Fax Number**- Provide fax number of company where WC can submit information regarding the proposal. _____

- h. **Contact**-Provide name, title and phone number of contact person regarding this RFP.

- i. **References** – Provide two (2) current references and their current contact information.

(1) _____

(2) _____

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 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.

Authorized Signature:

_____ **Date:** _____

Print Name: _____

Print Title: _____

APPENDIX ATTACHMENT

Attachment of Floor Plans

for

**WORKFORCE CONNECTIONS ADMINISTRATIVE OFFICES
6330 West Charleston Blvd., Suite 150
Las Vegas, Nevada 89146
[Floor Plan]**

and

**One Stop Career Center
6330 West Charleston Blvd., Suite 150
Las Vegas, Nevada 89146
[Floor Plan]**