



Where Life is Sweet

City of Hermiston
180 NE 2nd Street
Hermiston, OR 97838

REQUEST FOR PROPOSALS

Cleaning Services for the City-Portion of the New City Hall

Issuing office, point of contact, and location where copies of this Request for Proposals (RFP) may be obtained:

Issuing Office:

City Manager's Office

City of Hermiston

Lilly Alarcon-Strong

larcon-strong@hermiston.or.us

235 E Gladys Ave

Hermiston, OR 97838

DESCRIPTION OF PROJECT

INTRODUCTION

The City of Hermiston ("City") invites interested companies to provide proposals for the provision of Janitorial Services to the City Hall Building located at 180 NE 2nd Street, Hermiston, OR as generally described in Schedule 'A' Specifications and elsewhere in this RFP document.

TERM

If awarded, the contract term shall be for an initial period of two (2) years commencing on or about October 15, 2022, with two (2) additional two (2) year renewal terms at the sole discretion of the City.

GENERAL INFORMATION

Respondents must attend a Mandatory Site Meeting on September 22, 2022 at 2:00pm at City Hall, 180 NE 2nd St, Hermiston, OR 97838

Proposals must be received by mail or person by 5:00pm September 29, 2022 at the temporary city hall 235 E. Gladys Avenue, Hermiston, OR 97838. Proposals received electronically or by facsimile are not acceptable. Proposals received after the date and hour specified above will not be accepted under any circumstances and will be returned to the Proposer unopened. If mailed, proposals must be addressed to the following:

City of Hermiston
Attn: Lilly Alarcon-Strong
235 E Gladys Ave
Hermiston, Or 97838

All proposals received will be evaluated by City of Hermiston staff and will make a recommendation to the City Manager as to which firm should be selected.

INCURRED COSTS

The City of Hermiston will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

SCOPE OF WORK

This section outlines the expected role of the Contractor in delivering janitorial services to the Hermiston City Hall. Requested janitorial services may include the following:

Square footage of cleaning:

- Lower Floor: Approximately 1600 sq ft.
- Main Floor: Approximately 7000 sq ft.
- Upper Floor: Approximately 6000 sq ft.
 - Hours of Work: Janitorial Services are to be carried outside of the hours of 8:00 a.m. and 5:00 p.m. with certain dates blocked out due to meetings.
 - For the purposes of this Contract: the term "daily" means once per day, unless

otherwise indicated. Weekly, Quarterly and Yearly Janitorial Services will be scheduled at a mutually agreed upon day.

- All Janitorial Services are to be carried out on the main, upper and lower floor of the City Hall Building. These areas include, but are not limited to: offices, patios, washrooms, hallways, stairs/stair wells, entrances, etc. All other areas are the responsibility of the City.
- Janitors Closet / Storage Room - Maintain tidy space, including equipment, supplies, etc.
- Clean City Hall one (1) time per week.
- Supply all cleaning products and trash bags.
- The following is the work needed to be performed:
 - Vacuum all carpeted areas.
 - Sweep and mop all non-carpeted areas.
 - Dump all trash, replacing trash bags.
 - Dust all desks, cabinets, office machines and furniture.
 - Sanitize all touchable surfaces including keyboard, mouse, phones, light switches, door handles, countertops, etc.
 - Clean and sanitize bathrooms, sweeping and mopping and replacing paper and soap products provided by customer.
 - Clean and sanitize kitchen area.
 - Clean and polish drinking fountains.
 - Clean entry doors.
 - Clean windows in public reach

CONTRACTOR REQUIREMENTS

The proposal must demonstrate current ability to meet these requirements. If an awarded Contractor cannot meet these requirements, the City of Hermiston has the right to award a new Contractor:

- All employees working on the site must be Level 2 - CJIS certified (fingerprinted, background checked, and pass a CJIS test) and update that certification as needed.
- The Contractor's shall demonstrate the ability to provide high quality janitorial services.
- The Contractor shall provide a listing of length of service for all staff members working on the site.
- Insurance. The Contractor shall provide Worker's Compensations Insurance and any other insurance coverage as deemed necessary to complete the above scope of work.

PROPOSAL CONTENTS

The contents of the proposal should include at least the following information:

- Company Profile and Experience
 - Outline the janitorial capabilities and experience with regard to the requested scope of services. The proposal should address the following:
 - Experience with similar projects. Provide references.
 - Labor and Equipment availability.
 - Response time.

- Experience and Qualifications of Personnel
 - Outline the personnel that would provide janitorial services and the extent of their involvement.
- Financial. Lump Sum Contract Price

EVALUATION CRITERIA

For the purposes of proposal evaluation, the City may take into account any or all of the information received from Respondents under or pursuant to the RFP documents, the City’s knowledge of, and past experience with, Respondent (including Respondent’s performance on previous Contracts with the City, if any). The evaluation team will compare and evaluate all proposals in order to determine the proposal which provides the best overall value to the City using the following evaluation criteria:

The following weightings will be applied in evaluating proposals.

Evaluation Criteria	Possible Points
All required components are present in the proposal	Pass/Fail
Service Delivery Components	
Qualifications of the Proposer relative to the requirements outlined in the RFP	25
Demonstration of Ability	
Proposal to provide innovative and/or value-added services	15
Demonstrate recent experience providing these specific services	15
Ability to begin service delivery upon projected start date	15
Costs and Resources	
Evidence of administrative and staff stability	20
Willingness to negotiate contract terms	10
Total Points	100

INSTRUCTIONS TO PROPOSERS

GENERAL

Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for City Hall Janitorial". Respondents must submit a complete and concise response to this RFP. Proposals must include a statement as to the period the proposal remains valid. All proposals received in response to this RFP will be retained by the City of Hermiston. Proposals should provide complete details concerning the Proposer’s ability to meet the requirements of this RFP. The City of Hermiston reserves the right to waive informalities and minor irregularities in proposals, to reject all proposals, and to select the most responsive proposal that best meets the needs of the citizens of the City of Hermiston.

PROPOSALS

All proposals shall be typed and comply in every manner with the requirements of this solicitation. Each proposal must be signed in ink. If the proposal is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together

with the names and addresses of the members. If the proposal is made by a corporation, it must be signed in the name of such corporation by a person that is authorized to bind the Proposer. Proposals must contain the name, title, address, and telephone number of an individual or individuals with authority to bind the Proposer(s) during the period of validity of the proposal. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn, by written or electronic request received from the Proposer, prior to the time fixed for opening. Negligence on the part of the Proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as the City of Hermiston:

- Specifically rejects the proposal; or
- Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The Proposer agrees to furnish the services as specified to the City of Hermiston at the prices and with the warranties/guarantees represented for that period.

MODIFICATIONS

Any Proposer may modify their proposal by sealed written registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time.

ACCEPTANCE OR REJECTION OF PROPOSALS

The City of Hermiston will accept the proposal which, in its estimation, will best serve the interests of the City of Hermiston, and reserves the right to award a contract that shall be best for the public good. The City of Hermiston reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, the City of Hermiston may cancel all or any part of this RFP. This RFP does not commit the City of Hermiston to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between Proposers may constitute a cause for rejection of any proposals so affected.

INTERPRETATIONS

No oral interpretations shall be made to any Proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the City Manager. All such interpretations and addenda will be sent to all prospective Proposers. Failure of any Proposer to receive any such addendum or interpretation shall not relieve such Proposer from any obligation under its proposal as

submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

NONDISCRIMINATION

The successful Proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, Proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

FAILURE TO SUBMIT OFFER

If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of services covered by this solicitation.

PREPARATION OF PROPOSALS

Proposers are expected to examine the specifications, schedule, and all instructions.

The selected proposal shall be incorporated by reference, with modification as agreed to by the City of Hermiston, into the final contract and shall be binding upon the successful bidder.

Proposers further agree to the following:

- To examine all specifications and conditions thoroughly.
- To comply with all Federal, State, County, and City laws, ordinances, and rules.
- To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless the City of Hermiston.

PROTESTS

Any protests under this RFP shall follow the protest procedures set forth in OAR Chapter 137 Division 46 or Division 47 as appropriate.

OREGON PUBLIC CONTRACTS

All contracts with the City of Hermiston are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279 and its related Chapters.

PROJECT MANAGEMENT

Contractor is responsible for assigning a project manager for the site to serve as the main contact for the City. The City will also designate a single point of contact with a back-up to be used as necessary.