

**The Fulton, Montgomery, and Schoharie Counties
Workforce Development Board, Inc.
2620 Riverfront Center
Amsterdam, New York 12010**

Request for Proposal

Request for Proposal #2017-02

Title: Cleaning of Cobleskill Workforce Solutions Center

Proposal Due: October 31, 2017

**Send To: Kimberly Skiff, Fiscal Manager
FMS Workforce Development Board, Inc.
2620 Riverfront Center
Amsterdam, NY 12010**

Project Start Date: December 11, 2017

PART A - ADMINISTRATIVE SECTION

PROPOSAL PREPARATION AND SUBMISSION

All submissions must conform to the Vendor Response Format and all the Requirements as outlined in Part B – “Requirements Section”. Bidders are cautioned to read the requirements carefully and follow the response format of this Request for Proposal as any deviation from the format and requirements listed, may be cause for rejection.

CLOSING DATE

Three (3) complete copies of each proposal must be received by 4:00 PM, local time, October 31, 2017. Addressed to:

Kimberly Skiff, Fiscal Manager
The Fulton, Montgomery, and Schoharie Counties
Workforce Development Board
2620 Riverfront Center, Amsterdam, NY 12010
Telephone: (518) 842-3676 ext. 3025
Fax: (518) 627-0189

PROPOSALS MUST BE CLEARLY MARKED WITH THE NAME AND ADDRESS OF THE BIDDER AND THE RFP NUMBER ON THE ENVELOPE.

FORMAT OF PROPOSAL

All copies of the bidder’s proposal should be arranged as follows:

- **Title Page:** showing RFP number, closing date and time, bidder name, address, telephone number, and contact person.
- **Letter of Introduction:** one page, introducing the company and signed by the person(s) authorized to sign on behalf of, and bind the company to, statements made in response to this RFP.
- **Company Profile and Vendor Information:** addressing the Company Profile and Vendor Information points documents in Part B – Requirements Section.
- **Detailed Response:** addressing each of the items listed under Evaluation Criteria detailed in Part B – Requirements Section.
- **Cost Proposal:** addressing all costs.

Bidders must conform to instructions given regarding proposal requirements as detailed in Part B – Requirements Section.

MANDATORY REQUIREMENTS

Part B of this RFP includes mandatory requirements. Proposals must meet all mandatory requirements.

TERMS AND CONDITIONS

Inquiries

All inquiries related to this RFP are to be in writing to FMS WDB as noted on the cover page. Inquires and responses will be recorded and posted on the FMS website: www.fmsworkforcesolutions.org.

Ownership of Proposals

All responses to this RFP become the property of FMS WDB.

Bidders Expenses

Prospective bidders are solely responsible for their own expenses in preparing a proposal and subsequent negotiations with FMS WDB, if any.

Contract Solution

FMS WDB reserves the right to award a contract in part or in full, or not at all, on the basis of responses received and funding available.

Acceptance of Proposals

Any or all proposals shall not necessarily be accepted. FMS WDB shall not be obligated in any manner to any bidder whatsoever until a written agreement has been duly executed relating to an approved proposal. FMS WDB reserves the right to modify the terms of the RFP at any time in its sole discretion. This RFP should not be construed as a contract to purchase goods or services. FMS WDB is not bound to accept the lowest price or any proposal of those submitted. Although cost of the project is an important factor, the FMS WDB reserves the right to award the contract to the bidder whose proposal best meets the description of “Service Specifications.”

Payment Terms

Terms of Payment will be negotiated during the contracting process. FMS WDB shall not pay the total contract price until the requirements outlined in this RFP have been met to the satisfaction of the FMS WDB. Any holdback amount will be part of the contract negotiations, or as specified in the RFP.

Firm Pricing

Prices quoted in the proposals shall be firm for a period of at least ninety (90) days after the submission deadline.

Negotiation Delay

If any contract cannot be negotiated within thirty (30) days of notification to the designated bidder, FMS WDB may terminate negotiations with that bidder and negotiate a contract agreement with another bidder of its choice.

Subcontracting

Utilizing a subcontractor, who must be clearly identified, to remedy deficiencies in the prime bidder’s produce or service is acceptable.

Labor Disruption

Any contract resulting from this RFP process is subject to the right of FMS WDB to postpone acceptance of delivery and payment by FMS WDB in the event of any form of labor disruption.

Contract Administrator

The Fiscal Manager oversees the contract awarded to the successful bidder. In addition, the successful bidder will be expected to name a counterpart project manager. The bidder manager will be responsible for providing scheduled status reports to the contract administrator or his/her designee.

Confidentiality and Security

This document, or any portion of it, may not be used for any purpose other than the submission of proposals. The successful bidder must agree to maintain security standards consistent with security policy of FMS WDB. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

The successful bidder will be required to ensure that all personnel employed on the contract, which require access to The Fulton, Montgomery, and Schoharie Counties Workforce Development Board information or facilities, meet the criteria prescribed by FMS WDB.

The Fulton, Montgomery, and Schoharie Counties Workforce Development Board is subject to New York State's Freedom of Information (FOIL). Should your submission to this RFP contain information that the disclosure of which could **reasonably be expected to be harmful to business interests**, you must insure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as **Confidential Third Party Information**. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to FMS WDB or its customers obtained by the bidder as a result of participation in this project is confidential and must not be disclosed without written authorization from FMS WDB.

Independent Contractor

The CORPORATION / CONTRACTOR / AGENCY / CONSULTANT, is an independent contractor and covenants and agrees that it, its agents, servants and/or employees, will neither hold itself/themselves out as, nor claim to be an employee, servant or agent of FMS WDB, and that it, its agents and employees will not make claim, demand or application to or for any right or privilege applicable to an officer or employee of FMS WDB including, but not limited to, Worker's Compensation coverage, unemployment insurance benefits, Social Security Coverage or retirement membership or credit.

Insurance Requirements

Professional Liability in the amount of no less than:

\$250,000 PER OCCURRENCE
\$500,000 IN AGGREGATE

Workers Compensation

The CONTRACTOR shall procure, pay for, and maintain during the entire term of the contract such insurance as will protect both the owner and the contractor from claims under worker's compensation acts and amendments thereto and from any other claims for property damage and for personal injury including death, which may arise from operations under this contract, whether such operations by contractor or by any other party directly or indirectly employed by the Contractor. Copy of Certificates to be provided to THE FULTON, MONTGOMERY, AND SCHOHARIE COUNTIES WORKFORCE DEVELOPMENT BOARD.

Disability Insurance and Unemployment Insurance

The CONTRACTOR shall procure, pay for, and maintain during the entire term of the contract any disability benefits and unemployment insurance as required by law. Copy of Certificates to be provided to THE FULTON, MONTGOMERY, AND SCHOHARIE COUNTIES WORKFORCE DEVELOPMENT BOARD.

CONTRACTOR TO HAVE ALL OTHER INSURANCE REQUIRED BY LAW.

When the CONTRACTOR enters into an agreement and signs a contract, contractor shall provide FMS WDB with a policy endorsement showing the above-required insurance. THE FULTON, MONTGOMERY, AND SCHOHARIE COUNTIES WORKFORCE DEVELOPMENT BOARD shall be named as additional insured

on all insurance policies and policy endorsements, and the policies and policy endorsements shall provide that the insurance shall not be canceled or terminated without thirty (30) day's prior written notice to FMS WDB. Unless and until CONTRACTOR obtains such insurance and provides a policy endorsement to FMS WDB, this agreement shall not be effective and no moneys shall be paid or given to the CONTRACTOR.

PART B – REQUIREMENTS SECTION

PURPOSE AND SCOPE

The purpose of this RFP is to inform the private sector of a potential business opportunity to provide Professional Cleaning Services at 795 East Main Street, Cobleskill, New York from December 11, 2017 through December 10, 2018. The successful bidder's contract will be written for the period December 11, 2017 to December 10, 2018 and may be renewable for two additional years through December 10, 2020 based upon successful provision of services required. The cost and services required will be negotiated annually based upon available funding. FMS WDB intends for this Request for Proposal to result in the selection of a contractor based on the following information:

Description

The Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc., hereinafter referred to as FMS WDB, is a not-for-profit corporation created to carry out and administer the Workforce Investment Act of 2016 (WIOA) and other related programs as determined by the Board of Directors.

Services Required

Janitorial Services will be completed on a daily basis Monday through Friday after the close of business at 4:30 PM. The office is located at 795 East Main Street, Cobleskill, New York and consists of approximately 3,700 square feet.

A. All tile floor area shall be cleaned and mopped daily. Tile floors shall be mopped with hot water and cleaning compounds, rinsed with cold water and allowed to dry well. All mop marks shall be removed from baseboards, wall partitions, and etc. daily. All carpet, including mats, shall be vacuumed daily and spots removed as they appear.

B. In the occupied office cubicles, conference room and interview rooms all equipment such as desks, tables, chairs, file cabinets, bookcases, window sills and room dividers, etc. shall be damp cleaned daily. Any papers or supplies on the furniture shall not be moved. All furniture must be put back in an orderly fashion. Equipment shall not be turned off or disconnected during the cleaning.

C. All public area surfaces shall be damp cleaned of all finger, ink, and dirt marks daily and thoroughly cleaned each Friday.

D. Upholstered furniture shall be vacuumed during the first week of each month.

E. Entrance/exit doors at all entrance locations shall be washed inside and out on a daily basis. All windows are to be cleaned inside during the first week of the month. Windows are to be cleaned inside during the first week of the month.

F. High dusting of wall columns and partitions and damp cleaning of all finger and dirt marks from doors, partitions, columns and walls shall be done during the first week of each month.

G. All refuse and rubbish shall be collected and removed from the premises daily. Plastic liners provided by FMS WDB shall be installed in all waste containers and liners shall be changed daily. Waste containers shall be washed weekly. All rubbish will be removed from the premises daily, by the contractor using the dumpster provided. These items should be disposed of according to the Laws and Procedures governed by the State of New York and the local County and Municipality as applicable.

H. Break Room -- In addition to cleaning the floors and furniture as outlined above, the counter tops, outside of refrigerator, sink, etc. shall be damp cleaned daily.

I. All bathroom areas including fixtures, floors, walls, and sanitary disposal cans shall be thoroughly cleaned with hot water, soap powder and antiseptic solution daily. Each day all dispensers are to be provided with sufficient towels, tissue and hand soap, provided by FMS WDB, to last a full working day.

J. Replacement of all burned out lamps shall be made promptly on call from the Office manager or his/her representative. FMS WDB shall furnish lamps. Sufficient notice to allow timely replacement of bulbs shall be given to the Contractor.

K. Contractor shall notify FMS WDB as trash bags, paper towels, tissue and hand soap are needed.

Prevailing wages

FMS WDB receives federal funding passed through the New York State Department of Labor. We are subject to the prevailing wage laws in Article 9 Section 230.6 of the New York State Labor laws (See Appendix B for details). **Please note that if you are not a sole proprietor and have employees you are subject to the prevailing wage.**

Proposal Evaluation

The Fulton, Montgomery and Schoharie Counties Workforce Development Board's, Accountability Committee will consider the following criteria in evaluating proposals:

- Bidder's professional reputation
- Quality of proposal
- Bidder's experience
- Pricing

Vendor Response Format for Pricing

The vendor will provide prices (in U.S. dollars) for the items/services listed on a monthly basis. It is important that vendors outline features of their proposal, such as value-added product(s) and/or service(s) that would not normally be addressed in a pricing evaluation as they are of a non-monetary nature. Indicate volume discount levels if they apply to your product(s).

Detailed Costs

Bidder will provide a detailed list of costs associated with the specific services as outlined in this RFP.

Value Added Considerations

Bidder to include any relevant services or products that will be provided to FMS WDB which are not priced in this proposal, but which enhance the acquisition process.

MANDATORY REQUIREMENTS

Proposals will not be considered for evaluation unless they meet all the following mandatory criteria:

1) Documents Required

- A) Contractor Information Page (Appendix A)
- B) Detailed Pricing Schedule
- C) Name, address and phone number for three (3) customers

RFP Schedule

October 7, 2017	Issue RFP
October 31, 2017	Proposal receipt deadline
November 15, 2017	Announcement of selection
December 11, 2017	Commencement of Work

Appendix A

CONTRACTOR INFORMATION PAGE

INCLUDE THE FOLLOWING:

Brief (one or two paragraphs) description of the supplier's business, its history and future plans.

CONTRACTOR NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

FEDERAL IDENTIFICATION NUMBER: _____

BUSINESS SIZE: _____

BUSINESS STABILITY: _____

NUMBER OF YEARS IN BUSINESS: _____

CONTRACTOR'S SIGNATURE: _____

DATE: _____

INSURANCE: THE RFP NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES

APPENDIX B

PREVAILING WAGES

The Fulton, Montgomery, and Schoharie Counties Workforce Development Board, Inc. receives federal funding passed through the New York State Department of Labor. We are subject to the prevailing wage laws in Article 9 Section 230.6 of the New York State Labor laws.

The prevailing wage for service employees including janitors and cleaners in Montgomery County as determined by the New York State Department of Labor is \$13.15 per hour. All bids must include the payment of not less than the prevailing wage to each service employee. The prevailing wage is subject to change annually.

Wage includes (a) basic hourly cash rate of pay and (b) supplements. The term supplements means fringe benefits including medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity or insurance to provide any of the foregoing, unemployment benefits, life insurance, disability and sickness insurance, accident insurance, vacation and holiday pay, costs of apprenticeship or other similar programs and bona fide fringe benefits not otherwise required by federal, state or local law to be provided by the contractor or subcontractor.

Janitor, Porter, Cleaners, Elevator Operator 07/01/2017

JOB DESCRIPTION Janitor, Porter, Cleaners, Elevator Operator **DISTRICT** 10

ENTIRE COUNTIES

Fulton, Montgomery

WAGES

Per hour: 07/01/17
\$13.15

NOTE: Duct cleaning is broken down into two separate functions.

1. The disassembly, re-assembly and modification of duct, is covered under Article 8.
2. The actual cleaning of the duct which is covered by Article 9.

IMPORTANT INFORMATION:

Article 9 §230.6. "Prevailing wage" means the wage determined by the fiscal officer to be prevailing for the various classes of building service employees in the locality. In no event shall the basic hourly cash rate of pay be less than the statutory minimum wage established by article nineteen of this chapter, or, in a city with a local law requiring a higher minimum wage on city contract work, less than the minimum wage specified in such local law.

SUPPLEMENTAL BENEFITS

Per hour worked: \$1.75

OVERTIME PAY

See (B, B2) on OVERTIME PAGE

(B) Time and one half of the hourly rate after 8 hours per day

(B2) Time and one half of the hourly rate after 40 hours per week

HOLIDAY

Paid: See (1) on HOLIDAY PAGE

(1) None