



Request for Proposals

Bid Number: RFP 2016-02	Buyer: Brent Davis, Purchasing Manager
Commodity: Janitorial Services	Bid Opening Date: December 2, 2016
Department: All	Bid Opening Time: 11:00 a.m.
Date Issued: November 10, 2016	

All proposals will be accepted until the time and date specified above. All proposals must be placed in a sealed package clearly marked on the outside **“City of Benton Janitorial Services RFP.”** The envelope should be properly addressed to the City of Benton with the Proposer's name and address indicated outside on the sealed package. An unsigned proposal will be considered non-responsive.

Mailing Address:	Bid Opening Location:
PO Box 607	114 S. East Street
Benton, AR 72018	Benton, AR 72015

Printed Name of Company

Company Address

Telephone Number

Fax Number

E-Mail Address

Printed Name of Authorized Signature

Date

Authorized Signature

Date

Section 1 – General Information

Introduction: This Request for Proposal is issued by the City of Benton to secure a contract that provides adequate and reliable Janitorial Services for the Benton Municipal Complex.

Background: The City of Benton is a municipal government organization. The City has multiple departments that are stationed at different locations within the city. The departments are as follows: Mayor/Elected Officials, City Clerk, City Attorney, Information Technology, Communications, Police, Fire, Economic Development, Community Development, Street, Animal Control, Administrative Services, and Parks.

Type of Contract: The contract will be a one (1) year term contract with an anticipated beginning date of January 1, 2017. Upon mutual agreement by the vendor and the City of Benton, the contract may be renewed on a year-to-year basis, for up to six (6) additional one-year terms or a portion thereof.

Caution to Bidders:

1. Vendors **must** submit two (2) signed, original RFP responses on or before the date specified on page one.
2. The City of Benton has the right to award this proposal to any Proposer regardless of proposal price. Proposals may not be withdrawn within 60 days after the proposals are opened. Proposal processes shall be in accordance with state law.
3. The City of Benton reserves the right to award a contract or reject any or all proposals and to waive any and all informalities associated with the proposal, if it is in the best interest of the City to do so. Bids may be rejected for one or more reasons not limited to the following:
 - a. Failure of the vendor to submit bid on or before the deadline established by this RFP.
 - b. Failure to sign the Official RFP Document.
 - c. Failure to complete the Official RFP Price Sheet.
 - d. Any wording by the vendor in their response to this RFP which conflicts with or takes exception to a requirement in the RFP.
 - e. Failure of any proposed goods or service to meet or exceed the specifications.

Equal Employment Opportunity Policy: The City of Benton does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information or political affiliation.

Delivery of Response Documents: It is the responsibility of vendors to submit bids at the place, and on or before the date and time, set in the RFP solicitation documents. RFP documents received after the date and time designated for bid opening are considered late bids and shall not be considered.

Evaluation and Award: After complete evaluation of the proposals, the anticipated award will be posted to the City of Benton Purchasing website.

General Terms and Conditions for Proposals

1. **Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire RFP packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
2. **Taxes:** **Make sure to include all sales, use, and all other applicable taxes in your proposal.**
3. **Liabilities:** The Proposer shall hold the City of Benton, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process, patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Benton because of the unauthorized use of such articles.
4. **Terms and Conditions:** In the event of a conflict between the proposal specifications and these terms and conditions the specifications will govern.
5. **Warranties:** All warranty information must be furnished.
6. **Alternate Proposals:** Alternate proposals are not acceptable and will be rejected unless authorized by the invitation to proposal. Alternate proposals are defined as proposals that do not comply with the proposal terms, conditions, and specifications. Proposers may submit more than one proposal providing that all such proposals comply with proposal terms, conditions, and specifications.
7. **Exceptions:** Proposers taking exceptions to any part or section of this invitation shall indicate such exceptions on the proposal form. Failure to indicate any exception will be interpreted as the proposer's intent to comply with and/or supply the requirements as written in the proposal document.
8. **Qualifications of Proposers:** A Proposer may be required, before the award, to show to the complete satisfaction of the City of Benton that it has the necessary facilities, ability, and financial resources to provide the service or goods specified.

- 9. Additional Information:** Proposers are cautioned that any statement made by an individual, or employee of the City of Benton that materially changed any portion of the proposal document shall not be relied upon unless subsequently ratified by a formal written amendment to the proposal document.
- 10. Acceptance of Terms:** All terms and conditions in the invitation are deemed to be accepted by the Proposer and incorporated in the proposal, except the provision(s) which are expressly excluded by the proposal specifications.
- 11. Drug Free Workplace Program for Construction:** Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the proposal or contract stating that the contractor is in compliance with the provisions of this act.
- 12. Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.

Definitions:

"Applicant" - Proposer

"City" or "City of Benton" – The City of Benton, Arkansas

"Hourly Labor Rate" - hourly rate without cost of materials per person

"Proposer" - the individual, firm, partnership, joint venture or corporation which submits a proposal to the City of Benton in response to this RFP

"RFP" - Request for Proposals

Section 2 – Specific Requirements

Scope: The intent of this Request for Proposal is to establish a Term contract to provide adequate and reliable Janitorial Services for the Benton Municipal Complex.

References: Vendor must furnish as references a minimum of three (3) current customers located in the State of Arkansas who have received services of the same or similar in scope within the last five (5) years.

Business Name:
Business Address:
Contact Person and Phone:
Email Address:

Insurance: Prior to award, the successful vendor shall furnish an approved Certificate of Insurance from a company or agent licensed in the State of Arkansas, and must keep insurance in force throughout the contract period and any extensions. The insurance may not be modified without the City of Benton’s approval.

The following is a list of liability limits for Worker’s Compensation and Employee Fidelity Coverage and standard limits as outlined by vendor’s insurance carrier.

1. Worker’s Compensation and Employee Liability Policy

Worker’s Compensation	Statutory Limits
Employer’s Liability	\$1,000,000 each accident
2. Comprehensive General Liability Policy

Premises and Operation	
Contractual Insurance	
Personal Injury	

Each item listed in section 2 must have:

Bodily Injury	\$500,000 each person
	\$500,000 each occurrence
Property Damage	\$1,000,000 each occurrence
	\$1,000,000 aggregate

The Vendor shall assume all liability for any accidental or criminal occurrence.

Requirements and Required Documents:

- Page one of this Request for Proposals must be submitted. Failure to do so may disqualify your offer.
- All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your proposal. Corrections shall be initialed in ink by the person signing the proposal.

- Corrections and/or modifications received after the closing time specified will not be accepted.
- Response times shall be stated as the maximum number of hours following the notification for normal and emergency responses the Proposer can commit.
- All proposals shall be signed by an authorized officer or employee of the proposer.
- Proposals must be submitted by the date and at/or prior to the time specified to be considered. **No late proposals will be accepted.**
- Proposer is to supply a skills/experience summary for each key employee that will be performing the work.
- Proposer is to provide at least 3 references for similar work performed in the last year using the format listed in this Request for Proposals.
- Proposals submitted via the facsimile machine or e-mail will not be accepted.
- Vendors **must** submit two (2) signed, original RFP responses on or before the date specified on page one.
- Official Price Sheet detailing contract price per hour must be shown and be inclusive of all applicable sales tax. Failure to do so may disqualify your offer.
- If it becomes evident that an RFP must be amended we will issue a formal written amendment to all known Proposers. If necessary, a new due date will be established.
- All responses to this invitation become property of the City of Benton.
- Prospective Proposers are solely responsible for their own expenses in preparations subsequent negotiations with the City of Benton, if any.

Section 3 – Scope of Services

Scope of Services: The City of Benton is seeking a contractor to perform general Janitorial Services for the Municipal Complex. The following building areas are considered estimated net square footage (usable square footage). Bidders are responsible to verify these quantities and interior finishes as necessary to submit a competent and responsible bid. The successful bidder will report to the City of Benton Civil Engineer within the Community Development Department.

Benton Municipal Complex	Estimated Net Sq Footage	# of Urinals	# of Sinks	# of Toilets
Upstairs Municipal Complex	14,209 sq ft	3	12	10
Downstairs - Police Dept	6,436 sq ft	3	7	9
Totals	20,645 sq ft	6	19	19

Routine Cleaning: The following items include, but are not limited to the work that is to be performed:

- Empty all waste receptacles in designated containers. Empty all receptacles at outside/ inside entrance ways. Empty all recyclable containers at designated collection points. Waste basket liners shall be furnished and replaced by the contractor as necessary for all waste receptacles.
- Dust all furniture, vacuum all carpets and upholstered furnishings
- Sweep or dust mop all tile areas with chemically treated mops. Wet mop or spray buff where and when necessary.
- Sweep or dust mop stairwells and other soiled areas.
- Clean, sanitize, and polish all bathroom fixtures (toilet bowls, urinals, sinks, and showers). Clean all glass mirrors and polish all bright work. Wash all toilet seats using disinfectant and leave seats in an upright position free of watermarks.
- Wipe down all kitchen fixtures (microwave, stove, refrigerator).
- Replace all paper, hand towels, hand soap, as needed.
- Clean all entrance doors' glass
- Sweep 10 feet out from front entrance
- Clean all inside window glass
- Service provider will provide all cleaning supplies, trash bags and equipment
- Wipe down corners, baseboards and door facings
- Spot clean carpet areas

Billing: Monthly invoices shall be delivered to the City of Benton within 30 days of the month billed for.

Term: Contract may be voided by either party upon thirty (30) days written notice to the other party.



Office of Administrative Services
 114 S. East Street
 Benton, AR 72015

Official RFP Price Sheet

All applicants must fill out the form below, along with the appropriate authorized signatures. Quotes will reflect the difference between Option #1: daily trash removal and cleaning of all areas and Option #2: Daily trash removal and cleaning of all areas three times a week, trash removal and cleaning of all public and common areas daily.
 Proposed Fees for Janitorial Services for Benton Municipal Complex:

	Option #1:	Option #2:
Total annual Janitorial Service fee for January 2016 – December 2016	\$	\$
Benton Municipal Complex Upstairs	\$	\$
Benton Municipal Complex Downstairs – Police Dept	\$	\$

Upon signing this form, the applicant is acknowledging that all information provided in this RFP is true and will provide documentation requested.
 Price given above is the final to the City of Benton and includes all taxes, overhead and profit to the bidder. The City of Benton reserves the right to accept any or all part of bids, to reject any or all bids and to award to the bid deemed in the best interest to the City.

 Printed Name of Company

 Company Address

 Telephone Number

 Fax Number

 E-Mail Address

 Printed Name of Authorized Signature

 Date

 Authorized Signature

 Date