



Request for Proposals

to provide

Janitorial Services – Residence Halls

RFP-18111

Due Date – Proposal Submissions

March 8, 2018 by 3:00 p.m.

MANDATORY Pre-Proposal Meeting

March 1, 2018 @ 2:00 p.m. in New Residence Halls – Classroom (115C)

Solicited by:

Department of Administration and Finance
Division of Contracting and Procurement
1400 East College Drive
Cheyenne, WY 82007

February 12, 2018

A. General Information

- a. The Laramie County Community College (LCCC) will receive proposals on March 8, 2018 up to 3:00 p.m. at the Administration Building, Purchasing Office, for janitorial services for the residence halls on the Cheyenne, Wyoming Campus.
 - i. Proposals must be received via email or in the Purchasing Office by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the proposer.
 1. Proposals shall be received at:
Laramie County Community College
Administration Building, Purchasing Office
1400 E. College Drive, Cheyenne, WY 82007
Attn.: Jamie Spezzano
307-778-1280 (phone)
jspezzano@lccc.wy.edu
 - ii. All proposals must be submitted on the forms supplied by LCCC and signed by a proper official of the company proposing. E-mail will be accepted but fax, or telephone proposals will not be accepted.
 - iii. No proposal will be considered which modifies any of the terms and conditions.
 - iv. By submitting this proposals, the proposer certifies under penalty of perjury that he/she has not acted in collusion with any other proposer or potential proposer.
- b. There will be a **MANDATORY** pre-proposal meeting on March 1, 2018 at 2:00 p.m. in the New Residence Hall classroom (115C), at which time we will discuss the work to be performed and tour the area.
 - i. LCCC will only enter into a contract with companies represented at the pre-proposal meeting.

B. Preparation of Proposals

- a. It is the responsibility of the proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed service.
- b. No oral or telephone interpretations of the proposal shall be binding upon LCCC. All requests for interpretations or clarifications shall be made in writing, by March 2, 2018, via e-mail to:
 - i. Jamie Spezzano, Director Contracting & Procurement at jspezzano@lccc.wy.edu

C. Modification or Withdrawal of Proposals

- a.** A proposal that is in the possession of the Purchasing Office may be altered by an e-mail, letter or fax bearing the signature or name of person authorized for proposing, provided that it is received prior to the time and date set for the proposal submission. Telephone or verbal alterations of a proposal will not be accepted.
 - b.** A proposal that is in the possession of the Purchasing Office may be withdrawn by the proposer, up to the time set for the proposal opening, by e-mail, fax or letter bearing the signature or name of person authorized for proposing before the due date. Accepted proposals may not be withdrawn after due date to LCCC and shall remain valid through May 1, 2018, unless otherwise specified.
- D.** The proposer is hereby notified that it must comply fully with all requirements of the Equal Employment Opportunity Commission (EEOC) and the Americans with Disability Act (ADA) in the same manner as is expected from LCCC. If the proposer or its employees or subcontractors are found in violation of these requirements, the future agreement may be terminated. The proposer shall be responsible for all such non-compliant action and shall defend, hold harmless and indemnify LCCC.

E. Award and Purchase

- a.** Minority-owned businesses will be afforded full opportunity to propose and to contract with LCCC and will not be subject to discrimination on the grounds of race, creed, color, national origin, sex or handicap in consideration for an award.
- b.** A signed contract agreement, as furnished to the successful proposer, will create a binding contract by both parties.
- c.** LCCC reserves the right to waive irregularities and informalities and to accept any proposal and to reject any and all proposals and to disapprove of any and all subcontractors as may be in the best interest of LCCC. Time and date requirements for proposal opening and mandatory pre-proposal meeting requirement will not be waived.

F. Scope of Services

- a.** The Work includes and consists of furnishing all labor, operations, materials, accessories, incidentals, services and equipment (exclusive of pre-purchased or Owner provided materials, accessories and/or equipment) indicated, specified, mentioned, scheduled or implied per the Bid Documents for work on the specific aforementioned project. The specific Work includes: providing contract janitorial services for the residence hall facilities as defined per Bid Documents on the LCCC Cheyenne campus and other related items of work as defined per Bid Documents. All materials, services and/or work not specifically mentioned which are necessary in order to provide a complete project shall be included in the bid and shall conform to all Local, State, and Federal requirements in accordance with the requirements, terms, specifications, conditions, and provisions hereinafter

contained (per Attachment A, “Residence Hall Housing Scope of Work and Cleaning Requirements”).

i. West Hall

1. 23 suites
2. 23 common areas
3. 46 bathrooms

ii. East Hall

1. 24 suites
2. 24 common areas
3. 44 bathrooms (4 have 1 bedroom/common area combined/one bathroom)

iii. North

1. 27 suites (100 beds)
2. 20 suites (40 bathrooms/40 common area)
3. 4 suites (2 single rooms/4 common areas/4 bathrooms)
4. 3 suites (4 single rooms/3 common areas/6 bathrooms)

- b.** The successful proposer will be required to provide all manpower, supplies and equipment required for an efficient and professional cleaning services. Companies submitting proposals certify that they will provide sufficient supplies, equipment and experienced manpower to complete the cleaning services according to LCCC’s schedule.

- i.** LCCC cannot allow any companies to utilize any of the campus’s supplies and equipment.

G. Other Requirements

- a. Personnel:** All work must be performed by skilled, experienced personnel, directly employed, supervised and trained to work with materials and equipment of the trade in a safe workmanlike manner. All complaints shall be handled through LCCC’s designated representative. At the request of LCCC, the contractor shall replace any incompetent, unfaithful, abusive, or disorderly person in its employ. LCCC and the contractor shall each be promptly notified by the other of any complaints received.
- b. Coordination of Work:** LCCC will call the contractor to setup and coordinate the cleaning services before the service is required. The vendor shall not commence any work until he/she has notified the LCCC’s designated representative of his/her arrival.
- c. Invoice/Payment:** An invoice shall be submitted to the LCCC, Interim Director of Residence Halls showing the areas cleaned, number of personnel required and number of hours or portion of an hour charged. Hourly charges are to begin with the cleaners arrive at the jobsite and report to the LCCC designated representative. LCCC shall not be responsible for payment to contractor for any briefings or meetings held between LCCC and the contractor, as these meetings are to the mutual benefit of both parties.

H. Insurance Requirements

- a. Contractor and each of its subcontractors hereunder, if any, shall at its own expense, obtain insurance as provided below from reliable insurance companies acceptable to Laramie County Community College (LCCC) and authorized to do business in the State of Wyoming, in which the Work is to be performed, with limits as specified in U.S. currency or equivalent. Such insurance shall be in force at the time the Work is commenced and shall remain in force for the duration of this Contract/Agreement, unless a later date is specified below.
- b. Workers' Compensation and Employer's Liability Insurance: Workers' Compensation insurance or its' equivalent (including Occupational Disease coverage) as required by law for all employees, agents, and subcontractors. Employer's Liability Insurance (including Occupational Disease coverage) in the amount of \$1,000,000.00 per accident. Such insurance shall provide coverage in the location in which the work is performed and the location in which the Contractor is domiciled. The Contractor expressly agrees to comply with all provisions of the Workers' Compensation Laws of the state(s) or country wherein said work is being performed.
- c. General Liability Insurance: Commercial General Liability insurance covering all operations by or on behalf of Contractor against claims for bodily injury (including mental injury, mental anguish, and death) and property damage (including loss of use). The Commercial General Liability policy will include limits as follows:
- | | |
|---|----------------|
| i. General Aggregate | \$1,000,000.00 |
| ii. Products and Completed Operations | \$1,000,000.00 |
| iii. Personal Injury and Advertising Injury | \$1,000,000.00 |
| iv. Each Occurrence | \$1,000,000.00 |
| v. Damage to Premises Rented | \$100,000.00 |
| vi. Medical Expense | \$5,000.00 |
- d. If the policy is written on a claims-made basis, the Contractor will include an automatic extended reporting period of at least five (5) years past the expiration date of the policy.
- e. Automobile Liability Insurance: Automobile Liability insurance against claims of bodily injury (including death) and property damage (including loss of use) covering all owned, rented, leased, non-owned, and hired vehicles used in the performance of the Work, with a minimum limit of \$1,000,000.00 per accident for bodily injury and property damage combined and containing appropriate uninsured motorist and No-Fault insurance provision wherever applicable.
- f. Excess Insurance: Excess (or Umbrella) Liability insurance with a minimum limit of \$2,000,000.00 per occurrence/\$2,000,000.00 annual aggregate. This insurance shall provide coverage in excess of the underlying primary liability limits, terms, and conditions for each category of liability insurance in the foregoing subsections a, b, and c. This insurance shall be written on a following form basis of underlying coverage, and the aggregate limits, if any, shall apply separately to

each annual policy period. If this insurance is written on a claims-made policy form, then the policy shall be endorsed to include an automatic extended period of at least five (5) years.

g. Policy Requirements

- i. Certificate Proof:** Prior to the commencement of the respective Contract and/or Agreement, the successful Contractor shall deliver certificates of insurance evidencing such policy or policies to the LCCC Director of Procurement and Contracting specific “Certification” proof shall include:
 - 1.** Certificate of Liability insurance form.
 - 2.** State of Wyoming, Department of Employment “Unemployment Insurance Certificate of Good Standing”.
 - 3.** State of Wyoming, Department of Employment “Workers’ Compensation Certificate of Good Standing”.
- ii. Additional Insured Clause:** LCCC and FCI of Wyoming both shall be listed as the “Additional Insured” on all policies, but only with respect to operations of successful firm under the respective Contract.
- iii. Notice of Cancellation:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be canceled or non-renewed expect after thirty (30) days prior written notice has been given to LCCC, expect when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to LCCC, Director of Procurement and Contracting.

I. Safety and Health

- a.** The successful firm shall comply with the Occupational Safety and Health Act (OSHA) of 1970 and the American Disability Act (ADA) of 1992 or the applicable standards promulgated under said Acts.
- b.** The successful firm shall take reasonable and proper care and shall use and maintain LCCC property, facilities and equipment under its care, custody, and control in a manner which shall not cause any violations, abuse, or misuse of said property, facilities, and/or equipment.
- c.** The contractor shall be responsible for implementing safety measures for the protection of their employees and members of the public during all phases of the contract work. The contractor shall be responsible for the supply and placement of traffic safety cones, barricades, warning signs, etc. Work shall be performed in compliance with OSHA regulations and other relevant and applicable codes and regulations.

- d. If successful firm's bid requires a capital investment for the performance of this Contract, such capital investment program shall be free of conditions which violate OSHA and ADA or other applicable standards. Should repairs, alterations, modifications, or replacements be required to comply with the cited Acts, such action shall be the responsibility of the successful firm. Should a determination be required as to whether a specific condition violates said Acts, such determination shall be made by a competent safety Architect or safety consultant.
- e. Should successful firm furnish equipment for the performance of this Bid, such equipment shall be free of conditions which violate OSHA and ADA, or their applicable standards. Should repairs, alterations, modifications, or replacements be required to comply with the cited Acts, such action shall be the responsibility of successful firm.
- f. The successful firm shall comply with and conform to all applicable fire, and public safety, laws, regulations, ordinances, code requirements, as well as LCCC's safety regulations.

J. Submittal Requirements

- a. Pricing: Proposals shall be submitted specifying
 - i. Scope of Work #1 – Deep Clean cost
 - ii. Scope of work #2 – Surface Area Clean and
 - iii. An hourly rate for manpower and equipment. Any charges that might apply must be included.
- b. Qualifications: The proposal shall include:
 - i. Description of the proposer's cleaning experience (note any cleaning experience at College campuses),
 - ii. Ability to perform the required cleaning,
 - iii. Demonstrated ability to complete projects within the specified time,
 - iv. Years of experience
 - v. Staff experience and training,
 - vi. Equipment available,
 - vii. At least three (3) professional references of similar cleaning jobs, including contact name, phone numbers and e-mail address.
- c. Availability to Perform Services: The submission of a proposal for this work will be considered a representation that the vendor has carefully investigated all requirements and conditions that affect this work. This includes quantity and quality of work expected, availability to perform the work, and that the proposer

is familiar with all federal, state, city and county laws, codes and ordinances that in any way affect the execution and completion of this work.

- d.** Evaluation of Proposals: The proposals will be evaluated by considering price, work experience and performance, reliability, references, and availability in performing the services.

Authorized Signature

Date