



Joe C. Despino
Purchasing Manager

City of Alexandria

Purchasing Department
P.O. Box 71
Alexandria, Louisiana
71309-0071



Office: (318) 441-6180
Fax: (318) 619-3412

Requests for Proposals will be received until **2:00 PM, Thursday, July 21, 2011**, and opened at the City of Alexandria Purchasing Department.

City of Alexandria **RFQ #794P**
Page: 1 of 11
Date RFP Prepared: June 29, 2011

Bid Bond Requirements: A bid bond or check for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid is accepted, a performance bond shall be required in the amount of N/A%.

Please file quotations with the following:

Sue Ducote, Senior Buyer
City of Alexandria - Purchasing
2021 Industrial Park Road
Building WH
Alexandria, LA 71303
Phone: 318-441-6182 Fax: 318-619-3412

INTRODUCTION

JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS

It is the intent of the City of Alexandria to secure pricing on **Janitorial Services for the Wastewater and Lab Testing Departments**, located at 1212 Hudson Boulevard, Alexandria, LA 71302. The successful proposer shall be responsible for providing all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform custodial services as defined in this Request For Quotation (RFQ).

Proposers should have a minimum of three (3) years experience in the custodial/janitorial services business and should attach to their quotation a list of at least three (3) references for whom they have performed custodial/janitorial services.

This contract shall remain in effect for a period of twelve (12) months from award date. Contingent upon the availability of funds, and the ability of the successful proposer to honor the quoted prices, the City reserves the right to renew the existing contract for a period of up to two (2) additional years, in one year increments, with a sixty (60) day funding out clause. Contract period should begin September 25, 2011 and run through September 25, 2012.

On-Site Inspection

Proposers wishing to submit quotes for this service should perform an "on-site" inspection prior to submitting their quote. Proposers should contact Jimbo Graham or Janice Lewis at (318) 441-6240, between the hours of 8:00 AM and 3:00 PM, Monday through Friday, for an inspection appointment.

Quotations may be returned either by fax to (318)619-3412; or hand delivered to City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303; or e-mailed to sue.ducote@cityofalex.com , prior to scheduled opening date and time listed above.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY

1. Pursuant to LA R.S 38:2212.1C(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 A.(1)(b), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder should submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.
5. Literature, brochures, and other related paperwork attached to the bid shall be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 A.(2), the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index and/or Wholesale Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid.
8. Pursuant to LA R.S. 39:1701-1709, any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.
12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but **SHALL NOT** be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

General Conditions for Bidders - Please Read Carefully (Continued)

16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.

17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.

18. The City of Alexandria is exempt from all taxes. A tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.

19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.

20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:

- (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
- (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
- (c) By satisfactory completion of all services and obligations described in the contract.

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 (A)(1)(c)(i) (see Item #22 below).

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

General Conditions for Bidders - Please Read Carefully (Continued)

22. All bids shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212(A)(1)(c)(i) which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

23. In-State preferences shall not apply to procurements involving federal funds.

24. Pursuant to LA R.S. 38:2212 C.(2)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than twenty-one (21) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; or (3) hand-delivered to all prime bidders who have requested bid documents.

25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the Best Practices Procurement Manual, to include all applicable federal clauses.

26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The *AFEAT* Program should be inquired about through the Division of Finance.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

Alexandria Fairness, Equality, Accessibility, and Teamwork Program (AFEAT)

Dear Vendor:

Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit www.diversityinaction.org .

Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

Sincerely,

City of Alexandria

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

SPECIFICATIONS

SCOPE:

This contract shall provide for all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform custodial/janitorial services at the City of Alexandria Wastewater and Lab Testing Departments, located at 1212 Hudson Boulevard, Alexandria, LA 71302. This facility consists of two (2) buildings, the Administrative Building and Collections Building, which is approximately 9,240 sf total.

Personnel:

The successful proposer shall provide a Contract Manager who shall be responsible for the performance of the work. The name of this person, as well as the name of an alternate manager, shall be provided as indicated on the Price Page.

Proposers shall list the name and telephone number of their designated representative responsible for resolving any problems that may arise during the term of this contract. The designated contact person shall be accessible by phone between the hours of 8:00 AM and 5:00 PM, Monday through Friday.

Performance Evaluation Meetings:

The Contract Manager may be required to meet at least weekly with Mr. Jimbo Graham, Superintendent of the Wastewater Department, and Mrs. Ann Wilson, Superintendent of Lab Testing, for the first few months of the contract. Meetings shall be as often as necessary thereafter as deemed necessary by Mr. Graham and/or Mrs. Wilson.

Physical Security:

The successful proposer shall be responsible for safeguarding all City property for the proposer's use. At the close of each work period, it shall be the successful proposer's responsibility to insure that all government facilities, equipment, and materials have been properly secured.

In the event the successful proposer loses the keys issued by the City for entrance to the public facility where the janitorial services are to be performed, the corresponding lock cylinders shall be re-keyed or replaced at the expense of the successful proposer.

Frequency of Service:

Services shall be performed five (5) days per week, Monday through Friday. Services shall begin no earlier than 5:00 PM.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

SPECIFICATIONS (Continued)

Recognized Holidays (NO Service Required):

January 1st - New Year's Day
3rd Monday in January - Martin Luther King Birthday
Good Friday
July 4th - Independence Day
1st Monday in September - Labor Day
November 11th - Veteran's Day
4th Thursday & Friday in November - Thanksgiving
December 25th - Christmas Day

Lost & Found Property:

It is the successful proposer's responsibility to ensure that all items of possible personal or monetary value found by proposer's employees, are turned in to Mr. Jimbo Graham, Superintendent of Wastewater Department.

Conservation of Utilities:

The successful proposer shall instruct their employees in utilities conservation practices. The successful proposer shall be responsible for operating under conditions which preclude the waste of utilities, which shall include but not be limited to:

1. Lights shall be used only in areas where and when work is actually being performed.
2. Mechanical equipment controls for heating, ventilation, and air conditioning shall not be adjusted by the successful proposer or his employees.
3. Water faucets or valves shall be turned off after the required usage has been accomplished.

City of Alexandria Furnished Supplies:

The City of Alexandria shall provide, without cost to the successful proposer, the following items:

1. Paper towels;
2. Toilet paper;
3. Liquid Soap.

Restrictions:

Smoking in any City owned building in PROHIBITED.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

SPECIFICATIONS (Continued)

Insurance Requirements:

Bidder shall furnish, attached to the bid document, a current copy of his Certificate of Insurance indicating limits of general liability, automobile liability and worker's compensation in force at the time of the bidding. Evidence of reliable insurance to fully indemnify against long-term liabilities shall be part of the evaluation criteria for award of this bid. Certificate of Insurance shall have general aggregate liability of One Million (\$1,000,000) Dollars and at least a per person/per occurrence of Five Hundred Thousand (\$500,000) Dollars. Also on the Certificate, the City shall be named as an "additional insured" and state the "a breach of warranty by the named insured shall not be imputed to the City of Alexandria as an additional insured." On the Certificate of Insurance under Worker's Compensation, it shall state that "This is a standard Worker's Compensation Policy", not an "Act 938 Policy." Cancellation of any Certificate of Insurance should require sixty (60) days notice to the City of Alexandria, but under no circumstances less than thirty (30) days notice. Also, the following wording must be removed before acceptance of the Certificate: "Endeavor to" or "But failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives." Certificate holder shall be the City of Alexandria, P.O. Box 71, Alexandria, LA 71309-0071, Attention: Purchasing Manager.

Successful proposer may be required to furnish a Janitorial Bond for a minimum amount of \$5,000.

Work Performance:

DAILY

1. Clean and polish drinking fountains.
2. Dust desks, counters, tables, conference tables, file cabinets, bookcases, and all other flat horizontal surfaces.
3. Spray buff all hard surfaced floors, as required, to maintain a high gloss, non-yellowing finish.
4. Dust and wet mop all hard surfaced floors.
5. Spot clean carpets, as required.
6. Empty all wastebaskets and large receptacles and replace trash can liners.*
7. Sweep and clean outside entrance ways.
8. Vacuum all carpeting.
9. Clean coffee areas (excluding coffee pots and dirty dishes).
10. Clean all glass doors and panels.
11. Fill up dispensers in kitchen and restroom areas.
12. Clean commodes, urinals, counters, mirrors, and wash basins in all restrooms. Successful proposer shall furnish disinfectant.
13. Sweep and damp mop all stairs and landings in stairwell areas (if applicable).
14. Performance work statements shall be furnished on a daily basis to Mr. Jimbo Graham, Superintendent of the Wastewater Department; and Mrs. Ann Wilson, Superintendent of Lab Testing.

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

SPECIFICATIONS (Continued)

Work Performance (Continued):

WEEKLY

1. Wipe down walls and partitions in bathrooms with damp sponge using disinfectant.
2. Clean all baseboards.
3. Wipe off all telephones utilizing a disinfecting agent.
4. Clean all "high-touch" areas such as light switches, door knobs, etc.

QUARTERLY

1. Clean windows inside and out.
2. Wax furniture.

SERVICES AS REQUIRED (Frequency of this service to be determined by the City Department Head)

1. Shampoo carpet in offices.
2. Strip and re-wax all hard surfaces and tile floors utilizing a high gloss, non-yellowing floor finish that resists dirt and wax buildup.

* Waste collection in all the office receptacles shall be placed in the assigned area located in the kitchen area. Waste collected from the kitchen and bathrooms shall be placed in the outside dumpster.

=====

Acknowledgement:

I have read completely, understand and comply with all the terms and conditions contained in the preceding pages and understand that not complying with any or all of these conditions may constitute grounds for rejection of my entire submitted proposal.

(Authorized Company Representative)

(Date)

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

PRICE PAGE

Janitorial Services for twelve (12) month period: \$ _____/Per Month
Shampoo Carpets (as required): \$ _____/Per Square Foot
Strip and Re-wax all hard surface floors (as required): \$ _____/Per Square Foot

OPTIONS:

Option #1 - Janitorial Services for 2nd Year Renewal: \$ _____/Per Month
Shampoo Carpets (as required): \$ _____/Per Square Foot
Strip and Re-was all hard surface floors (as required): \$ _____/Per Square Foot

Option #2 - Janitorial Services for 3rd Year Renewal: \$ _____/Per Month
Shampoo Carpets (as required): \$ _____/Per Square Foot
Strip and Re-was all hard surface floors (as required): \$ _____/Per Square Foot

=====
CONTACT PERSONNEL

Contract Manager's Name: _____ Telephone #: _____
Alternate Contract Manager's Name: _____ Telephone#: _____
Compliant Manager's Name: _____ Telephone #: _____

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:
JANITORIAL SERVICES FOR THE WASTEWATER & LAB TESTING DEPARTMENTS**

PRICE PAGE (Continued)

Requirement Check List:

| | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 1. List of three (3) references attached. | _____ | _____ |
| 2. On-site inspection performed. | _____ | _____ |
| 3. Insurance certificate attached. | _____ | _____ |

=====

Proposer Information:

Company Name: _____

Address: _____

City/State/Zip: _____

Telephone #: _____ Fax#: _____

Authorized Printed Name & Title: _____

Authorized Signature: _____

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #22, of these bid specifications.)