

Request for Proposals

Office Cleaning Services

for

Northern Maine Development Commission



August 10, 2018

OVERVIEW

Northern Maine Development Commission (NMDC) is soliciting office cleaning proposals for a one-year period beginning September 3, 2018 with the option to renew an additional year in writing if service is deemed satisfactory. The selected Contractor would be responsible for all cleaning services to be performed at the office building located at 11 West Presque Isle Road in Caribou, ME beginning September 3, 2018 and ending August 31, 2019. The Contractor would then be expected to execute an agreement with NMDC as outlined in the proposal.

SCOPE OF SERVICES

Cleaning is expected to be conducted three times per week, on Tuesday, Thursday, and once on the weekend. The attached "Cleaning Duties Listing" completely details the necessary tasks and their frequency. A map and listing of areas that need to be cleaned has also been provided.

Cleaning during weekdays would need to be done overnight, from a half-hour after the office closes for the evening to a half-hour before the office opens in the morning and so as not to interfere with any scheduled meetings or events being held at NMDC outside of normal business hours of 8:00 AM-5:00 PM EST. Weekend cleaning may be completed at any time, again so long as it does not interfere with any scheduled meetings or events held at NMDC. Contractor will be notified in advance of any potential conflicts that may arise.

Contractor will be responsible for providing all of their own supplies, including cleaning solutions, paper towels, equipment and machinery, rubber gloves, safety clothing/uniforms, and trash bags. At no point will NMDC receive and pay a bill for any cleaning supplies that were used by the contractor in execution of these services.

REQUIRED DOCUMENTS

To constitute a complete proposal, the following documents must be submitted:

- Cost Proposal Sheet (attached)
- Reference Form (attached)
- Point of Contact Form (attached)
- Brief (less than one page) description of the company and experience providing services
- Proof of Liability Insurance
 - Limits of \$2,000,000/occurrence and \$4,000,000/aggregate (or greater) required

SELECTION CRITERIA

Proposals will be reviewed by the administrative staff at NMDC using the following criteria:

- Completeness of proposal, following the "Required Documents" bullets listed above
- Experience and ability to perform services required
- Cost
- Reference Check

SITE INSPECTION

Anyone wishing to meet with a member of NMDC's administrative staff to review the areas described to better judge the scope of work involved prior to submitting a proposal may do so. It is requested that you please arrange a time to come in beforehand by calling the NMDC Office at (207) 498-8736.

PROPOSAL SCHEDULE

<i>Advertisement for Proposals</i>	Week of August 15, 2018
<i>Proposals Due In-Hand to NMDC</i>	August 24, 2018 by 3:00 PM
<i>Proposal Opening</i>	August 24, 2018 at 3:00 PM
<i>Notification of Results</i>	August 27, 2018
<i>Agreement Begins</i>	September 3, 2018

NMDC CONTACT

Inquiries regarding this proposal and award should be submitted to Matt Tompkins via email at mtompkins@nmdc.org or by written letter delivered to PO Box 779 Caribou, ME 04736.

PROPOSAL SUBMISSION

Proposals submitted to NMDC should be done in a **sealed 8 ½" x 11"** mailing envelope and are to either be dropped off in-person at the NMDC Office located at 11 West Presque Isle Road in Caribou, Maine or mailed to the following address:

Northern Maine Development Commission
Attn: Matt Tompkins
PO Box 779
Caribou, ME 04736

All envelopes should include "**Office Cleaning Proposal**" written in the bottom left corner to ensure they are not accidentally opened. Failure to do so will result in any proposals without the proper notation that are accidentally opened being dismissed from consideration.

It is the responsibility of the Proposer to ensure any submissions reach NMDC prior to 3:00 PM on August 24th to ensure consideration. Proposals that are attempted to be dropped off after 3:00 PM will not be accepted, and any received by mail will be returned, unopened, to sender with the date and time of receipt marked on the outside of the envelope.

NMDC is not at fault and will not consider any bids delivered by carrier after the stated deadline.

PAYMENT

Selected contractor will bill NMDC on a biweekly basis for the previous two weeks of completed work, beginning the week of September 17, 2018 and occurring every two weeks thereafter. If the contractor wishes, a monthly billing schedule can also be established.

LEGAL

NMDC reserves the right to reject any and all proposals. In submitting a proposal, the Proposer agrees to enter into an agreement with NMDC for the services outlined and prices quoted in the proposal if selected.

COST PROPOSAL SHEET

Please Type in All Fields Not Requiring A Signature

Below is a detailed list to capture expected costs for each nightly cleaning. Please fill in all required information **based on anticipated amounts for one nightly cleaning of the NMDC offices**. This will be the basis of comparison for all proposals, so please attempt to capture all costs as reasonably and accurately as possible, it is only to your benefit. For the "SUPPLIES" line, please provide only a total amount of expected supply costs per nightly cleaning.

A. NUMBER OF STAFF PER NIGHT	_____
B. NUMBER OF HOURS PER NIGHT	_____
C. COST PER HOUR	\$ _____
D. TOTAL STAFF COST PER NIGHT (LINES A x B x C)	\$ _____
E. SUPPLY COSTS	\$ _____
TOTAL PROPOSED CLEANING COST PER NIGHT (LINE D + LINE E)	\$ _____
TOTAL COST FOR ANNUAL/SPRING CLEANING	\$ _____

Additionally, NMDC may at times request the contractor to perform duties outside of those on the cleaning duties listing, such as small routine office maintenance repairs. The price indicated on Line C is what will be expected to be charged for these services as well when performed. These services will be billed separate of the normal cleaning invoice.

By signing below, I affirm that the prices listed above are what will be charged to NMDC for the office cleaning services requested as outlined in this proposal for the period beginning September 3, 2018 and ending August 31, 2019 with the option to be extended annually for an additional year if agreed upon by both parties in writing. In the event of a successful proposal, these are the prices which will be carried over and reflected on a contract for the stated period. Any deviation from these prices at the contract stage will result in this proposal being considered null and void, releasing NMDC to execute a contract with another contractor.

AUTHORIZED SIGNATURE

TITLE

PRINTED NAME

DATE

POINT OF CONTACT INFORMATION FORM

Please Type in All Fields

BASIC INFORMATION

Name: _____

Company: _____

CONTACT INFORMATION

Mailing Address: _____

Town: _____ State: _____ Zip Code: _____

Office Phone: _____ Cell Phone: _____

Email: _____

REFERENCE FORM

Please Type in All Fields Not Requiring A Signature

Reference 1: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Reference 2: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Reference 3: _____

Contact Person: _____ Title: _____

Phone: _____ Email: _____

By signing below, our Company acknowledges that any or all of the references listed above may be contacted in order to gain an understanding of the Company and all aspects of their relationship with each reference, including costs, service satisfaction, and overall satisfaction in working with the Company.

AUTHORIZED SIGNATURE

TITLE

PRINTED NAME

DATE

CLEANING DUTIES LISTING

EVERY CLEANING

- Floors cleaned (sweeping, mopping, debris picked up)
- Rugs vacuumed
- Desks and conference tables wiped down (all clear space on top, sides, etc.)
- Trash receptacles emptied
- Restrooms cleaned and disinfected (toilet, sink, mirror, floor, etc.)
- Shredders emptied
- Cardboard brought from collection areas to basement
- Counters in kitchen wiped down
- Dust corners and walls of offices to remove cobwebs, etc.
- All accumulated garbage brought to dumpster
- Ensure server room fans are running

BIWEEKLY

- Glass in doors and partitions cleaned/wiped down
- Hall and office rugs shampooed to remove accumulated dirt and grime
- Wipe down radiators

AS NEEDED

- Cardboard in basement recycled
- Board Room thoroughly cleaned (before/after meetings and as needed)
- Water softener in basement filled
- Light covers taken off and dead flies disposed of
- Empty returnable bottle container
- Unused offices wiped down to remove accumulated dust
- Flies vacuumed in third floor rooms

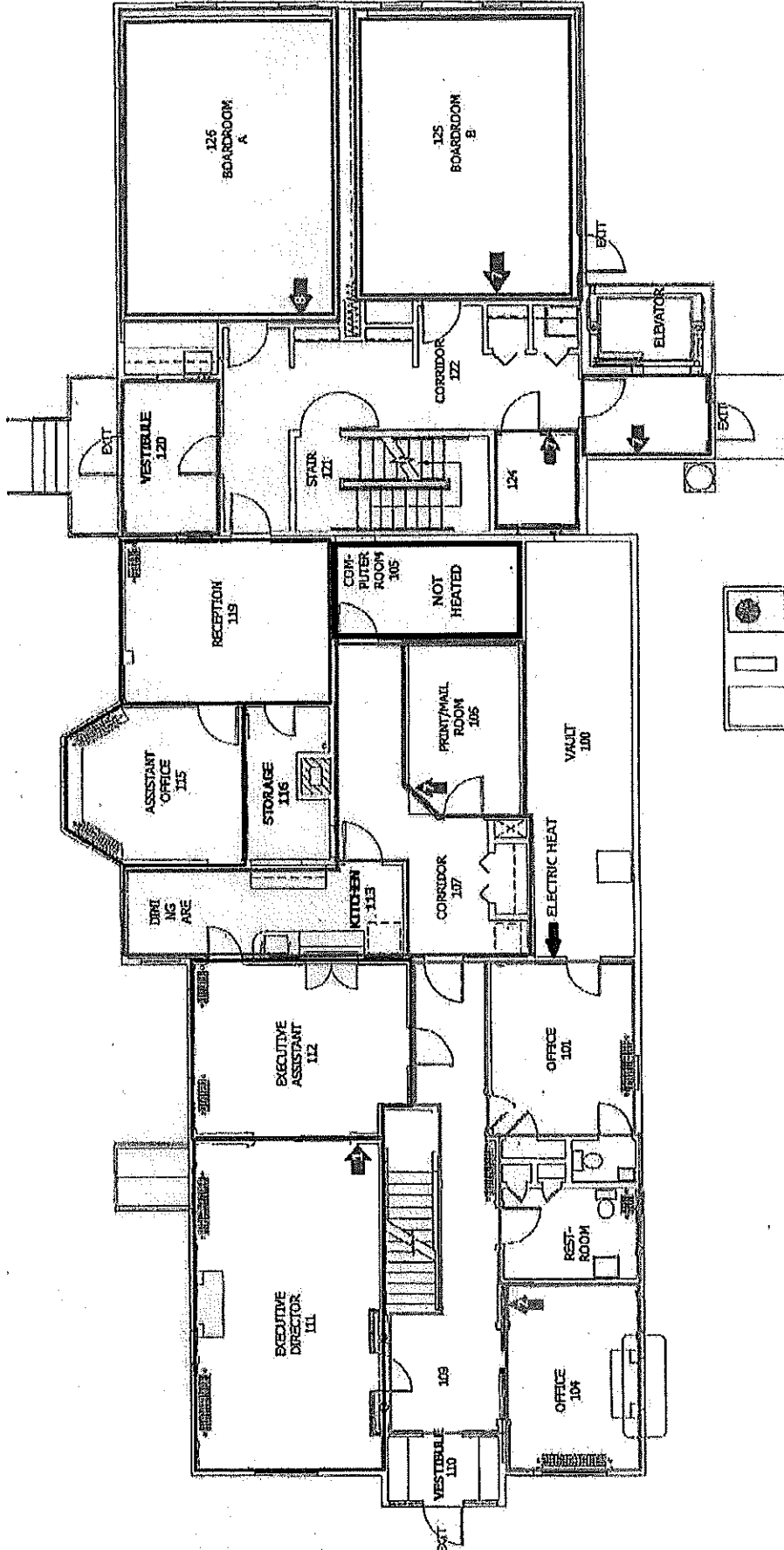
SPRING CLEANING (ANNUALLY)

- All exterior windows cleaned and wiped down, casings cleaned, etc.
- Office furniture (desks, chairs, filing cabinets) moved and cleaned under
- Chair fabrics shampooed
- Board Room rug shampooed

ACTIVE OFFICE LISTING

The following is a listing of offices which will need to be cleaned every night, with the room numbers taken from NMDC's Heating Maps (which has been included in this packet), in addition to the frequency of which each room will need to be cleaned.

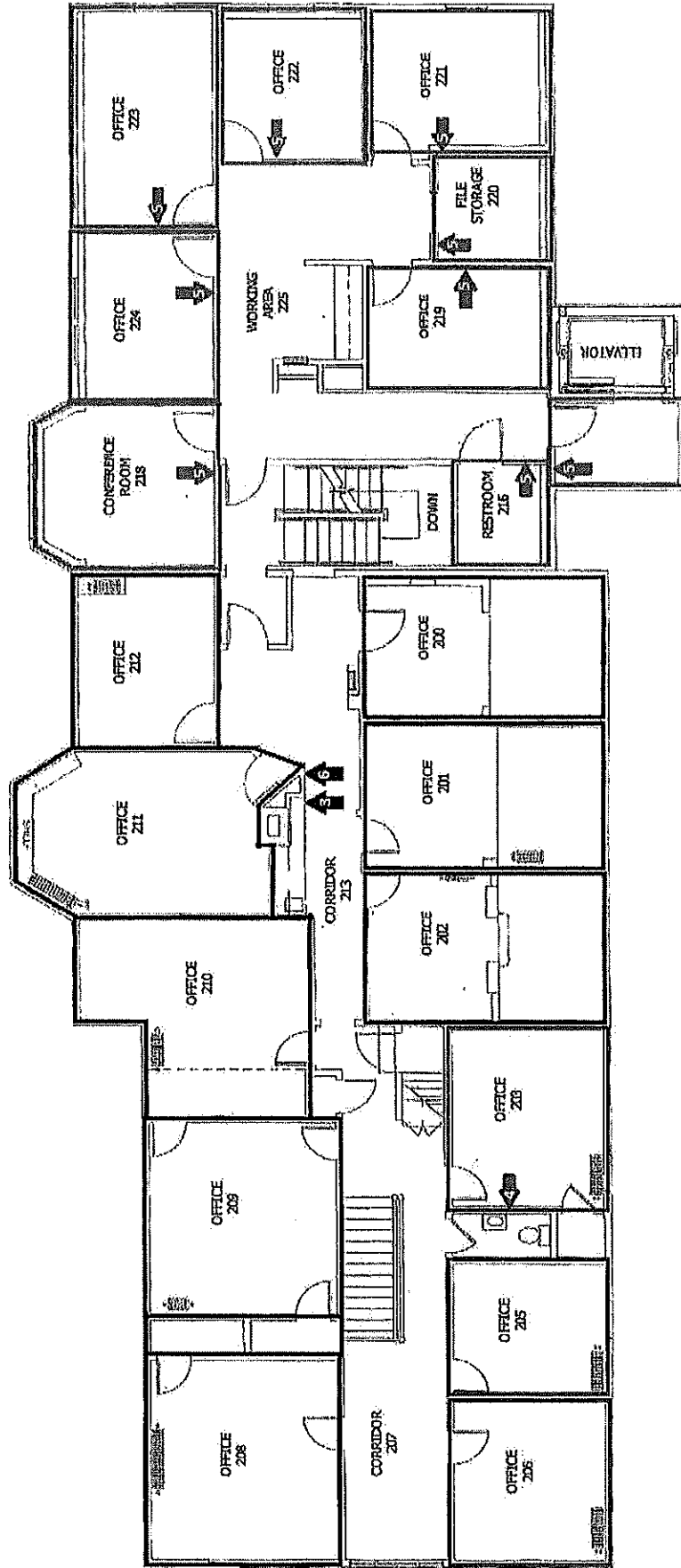
ROOM NUMBER	ROOM NAME	FREQUENCY
FIRST FLOOR		
101 & 104	Offices	Every Cleaning
105	Server Room	Ck Every Night / As Needed
106	Print/Mail Room	Every Cleaning
107 & 109	Corridors	Every Cleaning
110	Vestibule	As Needed
111 - 112	Offices	Every Cleaning
113	Kitchen/Dining Area	Every Cleaning
115	Office	Every Cleaning
116	Storage	As Needed
119	Reception Area	Every Cleaning
120	Vestibule	Every Cleaning
121	Stairwell	Every Cleaning
122	Corridor	Every Cleaning
124	Restroom	Every Cleaning
125/126	Board Room	As Needed
Not Numbered	Back Entrance/Elevator Area	Every Cleaning
SECOND FLOOR		
200 - 201	Offices	As Needed
202	Office	Every Cleaning
203 & 205	Offices	As Needed
206	Office (End of Corridor)	Every Cleaning
207	Corridor	Every Cleaning
208	Office	Every Cleaning
209-210	Offices	As Needed
211	Office	Every Cleaning
212	Office	As Needed
216	Restroom	Every Cleaning
218	BFD Conference Room	As Needed
219-221	Offices/File Storage	Every Cleaning
222	Office	As Needed
223-224	Offices	Every Cleaning
225	Working Area	Every Cleaning



Zone 1
 Zone 7
 Zone 2
 No Heat
 Zone B
 Electric Heating

Thermostat

FIRST FLOOR HEATING MAP



SECOND FLOOR HEATING MAP

Zone 4
 Zone 3
 Zone 6
 Zone 5

Thermostat