



Request for Proposals For Cleaning Services

Request for Proposals

The Midcoast Regional Redevelopment Authority (MRRA) is a governmental agency created by the State of Maine (5 MRS §13083-G) with the responsibility of implementing the Reuse Master Plans for the Naval Air Station Brunswick (NASB) and the Topsham Annex site.

MRRA is soliciting proposals from qualified contractors to provide cleaning services for certain MRRA buildings at Brunswick Landing (the former NAS Brunswick facility).

Project Goal

MRRA requires the assistance of a contractor to clean commercial, industrial, and governmental or institutional buildings at Brunswick Landing and/or the Topsham Commerce Park. This is an indefinite quantity/indefinite delivery contract proposal.

RFP Schedule

Release Date:	March 16, 2018
MANDATORY Pre-Bid Conference:	March 28, 2018 at 10:00 a.m. (or if inclement weather, March 30)
Deadline for Written Questions	April 4, 2018 on or before 5:00 p.m.
Responses to Questions Posted on Web	April 9, 2018 on or before 5:00 p.m.
Proposal Due Date and Time:	April 17, 2018 at 10:00 a.m.
Oral Interviews (if necessary):	April 20, 2018
Estimated MRRA Award Date:	May 2, 2018
Anticipated Agreement Start Date:	June 1, 2018

MRRA reserves the right to modify this RFP at any time. Bidder is responsible to contact MRRA (contact info below) prior to submitting a proposal to determine if any amendments were made to the RFP. Documents, amendments, addenda, etc. will be posted to MRRA's website at <http://mrra.us/about/rfpsjobs/>.

Request for Proposal Process

Section 1: Instructions to Bidders

1.1 Submissions Being Solicited in Fair and Open Process

MRRA is seeking professional cleaning company for cleaning its office spaces in several buildings. See section 3 for details.

MRRA is soliciting submissions under this Request for Proposal in a fair and open process. Written submissions in response to this RFP should be submitted to the following:

Midcoast Regional Redevelopment Authority
15 Terminal Road, Suite 200
Brunswick, Maine 04011
Attention: Eric Perkins
ericp@mrra.us

Pre-Bid Conference. A **MANDATORY** pre-bid conference/walk through to view the properties to be covered by this agreement will take place on **March 28, 2018**. This meeting will take place at MRRA's offices located at the address above and will include a walkthrough of the buildings included listed in Section 3 of this RFP. Should the weather be inclement, we will post a cancellation on our website (www.mrra.us) and the Mandatory pre-bid conference will be on **March 30, 2018**.

Final Date for Inquiries/Answers to Inquiries. Written questions received prior to the Pre-Bid conference will be read and answered at the Pre-Bid Conference. Verbal or telephone inquiries directed to MRRA **will not be answered**. The Final Date for Inquiries shall be **April 4, 2018, on or before 5:00 p.m.** Answers to all questions received in writing or via e-mail or verbally at the Pre-Bid Conference will be posted on MRRA's website at <http://mrra.us/about/rfpsjobs/> before 5:00 p.m. on **April 9, 2018**. No questions, submitted in any form, will be answered after the Final Date for Inquiries listed on the cover of this RFP.

To be considered, please submit four (4) copies of your proposal and qualifications to the above-mentioned address no later than **10:00 a.m. on Tuesday, April 17, 2018**. Awards shall be made publicly by an award of bid by the Executive Committee of the MRRA Board of Trustees at a public meeting. No oral, written or other form of amendment will be accepted by the MRRA after this time, unless requested by MRRA. MRRA reserves the right to reject any or all submissions, to waive any requirements of the RFP and to modify or amend, with the consent of the respondent, submissions. All submissions become the property of MRRA. It is the responsibility of the respondent to monitor MRRA's website for updates and responses to questions (www.mrra.us)

The preparation of an RFP response shall be at the expense of the respondent. MRRA will not reimburse firms for any costs associated with the preparation or submittal of a response. By responding to this RFP, firms acknowledge and consent to the conditions set forth herein relative to the submission, review and consideration of your response.

1.2 Contact Information

It is MRRA's preference that questions be delivered via email with the subject line titled **"MRRA Cleaning Services Bid"** and addressed to: ericp@mrra.us

Alternatively, questions may be submitted in writing by U.S. Mail and addressed to:

Midcoast Regional Redevelopment Authority
Attention: Eric Perkins
15 Terminal Road, Suite 20
Brunswick, Maine 04011

1.3 Proposal Format

Responses should include completion of the attached Appendices, as well as address the requirements of Section 3 and the selection criteria in Section 1.4. **Your response must be placed in a sealed envelope and clearly labeled with the title "MRRA Cleaning Services Bid" and the firm's name and business address**, and mailed or delivered to MRRA's address in Section 1.2 above.

Submissions which, in the sole judgment of the MRRA, fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

Submissions should provide a straightforward and concise delineation of the respondent proposal and commitment to satisfy the requirements of the RFP.

1.4 Criteria Used for Basis of Award

Submissions will be evaluated on the basis of experience in providing desired services and the following other factors:

- a. Knowledge of the subject matter
- b. Past performance reputation in the field
- c. Professional expertise, including accreditation, licensing and/or membership in appropriate professional associations
- d. Availability and anticipated ability of the firm to accommodate and successfully provide the requested contracted services on a timely basis
- e. Availability of personnel and other resources to do the work on the schedule set forth by MRRA
- f. Designated professional and support staff and location of office(s)
- g. Strength of assurances of performance provided
- h. Financial stability and strength of the submitting firm
- i. References in general
- j. Insurance provided

- k. Fee and compensation proposal. Fees will not necessarily be the sole or determinate factor in determining the most responsible bid.
- l. Other factors as demonstrated to be in the best interest of MRRRA.

Since the members of the Review Committee shall utilize the criteria set forth above in making an award pursuant to this RFP, you are urged to provide sufficient information on the above criteria to be evaluated in your submission. A screening of all proposals will be conducted to determine overall responsiveness. Proposals determined to be incomplete or non-responsive will be disqualified. The Review Committee will present a recommendation to the Executive Committee of the MRRRA Board of Trustees for an award of bid. MRRRA reserves the right to interview the respondents. MRRRA is not bound by the lowest cost proposal, but may accept the proposal that is considered the best value for MRRRA. MRRRA also reserves the right to negotiate the terms and conditions of the contract to obtain the most advantageous situation. MRRRA also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

1.5 **Proposal Period.** Proposal prices are to be firm for ninety (90) days.

1.6 **Proposal as Public Information and Property of MRRRA**

The information submitted in each proposal may be subject to public disclosure pursuant to State and Federal law. All responses to the RFP will become the property of MRRRA.

Section 2: Scope of Services

2.1 **Contract.** The duration of the contract will be for five years commencing with contract signing, with two (2) one-year renewable options. Any annual adjustment amounts of the fees for services during the first five years must be identified in the response to the RFP. Also, any annual adjustments made during the renewal option years must be submitted by a 90-day written notification before the start of a calendar year. The contract is subject to appropriation funding by the MRRRA Board of Trustees.

The provisions of this RFP and the Successful Bidder's responses shall be incorporated by reference into MRRRA's an Agreement Cleaning Services between MRRRA and Successful Contractor.

MRRRA may terminate the contract in whole or in part, with or without cause, with a thirty (30) day written notification. Upon termination, the contractor will be paid for all services, labor, and material up to the effective date of the cancellation.

2.2 **Compliance with Laws.** The firm selected shall comply with all applicable federal, state and local statutes, rules and regulations. It should be noted that depending on funding source the Contractor may be required to pay Davis Bacon wages.

2.3 **Indemnification.** The selected firm shall defend, indemnify and hold harmless MRRRA, its officers, agents and employees from all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the any acts or omissions

of the Respondent or any of its principals, employees or agents under this request for qualification or under any agreement executed with MRRRA.

2.4 **Contractor, Not an Employee.** Successful Contractor, and his or her employees or agents, are not employees or agents of MRRRA and are not entitled to worker's compensation or any benefit of employment with MRRRA. MRRRA shall have no responsibility for security or protection of Successful Contractor's supplies or equipment.

2.5 **Conflict of Interest.** Firms must identify any conflict of interest that may arise from providing services to the MRRRA. MRRRA reserves the right to: 1) disqualify any firm or reject any proposal at any time solely on the grounds that a real or perceived legal or policy conflict of interest is presented; 2) require the firm to take any action or supply information necessary to remove the conflict; or 3) terminate any contract arising from this solicitation if any such relationship would constitute or have potential to create a real or perceived conflict of interest that cannot be resolved to MRRRA's satisfaction.

2.6 **Examination of Documents and Locations.** Contractors shall completely familiarize themselves with the documents and job locations referenced in this RFP. Contractors shall make all investigations required to thoroughly familiarize themselves with the work scope, worksites, and/or services to be furnished in accordance with the proposal. No plea of ignorance by the contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the contractor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of MRRRA's compensation to the contractor.

2.7 **Assignment/Subcontractor.** The Successful Contractor may **not** assign or subcontract any of the award contract without the prior written consent of MRRRA.

2.8 **Security/Bonding.**

2.8.1 Contractor is responsible for the security of the facility during the performance of these services and shall ensure that all facility exterior doors remain locked during his/her work hours and upon departure from the facility. After each period of cleaning and other services, unnecessary lights shall be turned off, and outside doors and windows closed and locked.

2.8.2 The Successful Contractor shall submit to MRRRA, upon request, names and addresses of all individuals who will be performing the work. MRRRA may conduct background checks and insist that personnel be replaced.

2.8.3 The Successful Contractor shall provide evidence that all its employees are covered by a blanket fidelity bond, a copy of which must be given to MRRRA.

- 2.9 **Confidentiality.** Confidentiality is required from the Successful Contractor and its employees at all times. The Successful Contractor, or their employees, shall never review files, paperwork or other work-related information, which may be secured or unsecured in any facility.
- 2.10 **Critical Operating Hours.** The Successful Contractor shall plan the work while keeping disturbances to the employees/invitees of MRRA to a minimum. MRRA is responsible for providing the routine schedule of each facility hours to the Successful Contractor in advance to allow for scheduling of janitorial activities. Janitorial work must be scheduled to ensure the facilities will be cleaned prior to the facility being open to the public.
- 2.11 **Taxes.** MRRA is tax exempt. All taxes should be excluded from this proposal.
- 2.12 **Safety.** Successful Contractor will ensure that industry-accepted safe practices are followed in the performance of the work. Contractor employees shall not place mops, brooms or equipment in traffic aisles or other locations in such a manner as to create a hazard. Warning signs will be placed on wet or freshly waxed floors as needed.
- 2.13 **Changes.** Changes in the areas serviced and/or specifications may be necessary during the term of the contract. Changes in the contract requirements and corresponding changes in compensation may be implemented upon mutual agreement of MRRA and the Successful Contractor. MRRA reserves the right to add or delete services at any time upon reasonable notice to Successful Contractor. If services are requested, the contractor is required to provide a cost estimate detailing them as an attachment to the bid along with prices, where applicable, which may be offered as an addendum for the term of the contract agreement.
- 2.14 **Keys.** Successful Contractor shall be presented with and sign for two (2) key sets for each building. Key sets shall remain MRRA property. Contractor shall not duplicate the keys. Contractor shall immediately report the loss of any key to MRRA. Both key sets shall be returned to MRRA when the contract terminates.
- 2.15 **Payment.** Payment will be made to Successful Contractor within 30 days upon receiving the monthly invoice and after approval by MRRA's finance department. The invoice shall state the date the service was performed and the amount for each building. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.
- 2.16 **Additions/Deletions.** MRRA may, by written change notice, add or delete facilities, areas, or the service requirements. Such changes shall be negotiated on the basis of a prorated price consistent with the Successful Contractor's response to this RFP.

2.17 Insurance.

- 2.17.a Successful Contractor shall, at its cost and expense, obtain and maintain at all times during the duration of the contract Commercial General Liability insurance, including Contractual Liability Insurance with a combined bodily injury and property damage limit of not less than one million dollars (\$1,000,000) for each occurrence and not less than two million dollars (\$2,000,000) in the aggregate, insuring against all liability of Successful Contractor and its representatives arising out of and in connection with Successful Contractor's use or occupancy of the Premises.
- 2.17.b Professional liability for damage alleged to be as a result of errors, omissions or negligent acts of Successful Contractor coverage in an amount not less than \$1,000,000 per claim.
- 2.17.c Workers' compensation and employer's liability coverage shall comply with the laws of the State of Maine.
- 2.17.d The Successful Contractor shall provide a Certificate of Insurance to the Landlord, naming MRRRA as additional insured, and maintain an active Certificate of Insurance during the term of this agreement.
- 2.17.e All insurance required under this Lease shall be issued by insurance companies licensed to do business in the jurisdiction where the Premises are located. Such companies shall have a policyholder rating of at least "A" and be assigned a financial size category of at least "Class X" as rated in the most recent edition of "A. M. Best's Key Rating Guide" for insurance companies. Each policy shall contain an endorsement requiring thirty (30) days written notice from the insurance company to MRRRA before cancellation or any change in the coverage, scope or amount of any policy.

- 2.18 **Contractor Product Requirements.** Successful Contractor shall, if practical and available, use only eco-friendly green cleaning products as certified by Green Seal or other nationally recognized third party certifier of environmentally friendly products. The Successful Contractor shall furnish, at its expense, all materials (including eco-friendly toilet bowl air freshener bars and urinal cakes in the bathrooms), including, but not limited to, mops, brooms, brushes, dust cloths, wet and dry mops, sponges, squeegees, porcelain ware cleaner, liquid and powder detergents, disinfectants, glass cleaner, floor polish, waxes, stripper, metal and furniture polish and any other compounds necessary to properly maintain the premises, chemicals, cleaners, power tools, industrial-type vacuum cleaners, vacuum filters, sweepers, scrubbers, machines and accessory equipment necessary to perform the work specified and is customarily used in this type work.

Successful Contractor shall post in janitorial closets, Material Safety Data Sheets (MSDSs) for all chemicals used or stored in the buildings.

- 2.19 **MRRRA Product Requirements.** MRRRA shall purchase hand soap, toilet tissue, paper towels, and trash bags/liners. The Successful Contractor shall notify MRRRA's Building Manager when to order new supplies under this paragraph. The Successful Contractor shall make arrangements to secure

2.20 the supplies furnished by MRRRA. No supplies furnished by MRRRA shall be removed from the premises except for the properties listed herein.

2.21 Trash Receptacles. Trash and recyclable material collected by the Successful Contractor shall be deposited into dumpsters provide by MRRRA.

2.22 Davis-Bacon Wages. Please note that some assignments may require compliance with current Davis Bacon Wage Act of 1931. All federal government construction contracts, and most contracts for federally assisted construction over \$2,000, must include provisions for paying workers on-site no less than the locally prevailing wages and benefits paid on similar projects.

Section 3: Cleaning Specifications. The following cleaning instructions are outlined by building, cleaning location within the building and a clean schedule.

3.1 TechPlace. A portion of TechPlace located at 74 Orion Street, which includes a large main entrance, lobby and reception area/copy center, lunchroom, common corridors, four conference/class rooms, six multi-stall bathrooms, one staircase, elevator, and all offices designated on floor plan. (Square Footages attached as Exhibit A).

On **Saturdays** perform the following:

- i. **Bathrooms.** Empty trash and replace liners, clean/disinfect counters and fixtures, clean mirrors, maintain soap and paper dispensers, sweep/mop floors, spot-clean walls, partitions, walls, doors, frames, switches and vent covers and light fixtures.
- ii. **Entranceways, Lobby/Reception and Stairs.** Empty trash and replace liners, empty recycling bins, clean glass, vacuum carpeted areas and mats, dust-mop and damp-mop hard floors, wipe down doorknobs/signs, spot clean walls/doors, frames and switches, and baseboards.
- iii. **Corridors.** Dust mop/damp mop.
- iv. **Conference Rooms/Training Room.** Empty trash and replace liners, vacuum and clean tables, as needed.
- v. **Office Areas/Common Areas/Elevator/Breakroom.** Empty trash and replace liners, empty recycling bins, maintain paper dispenser, empty recycling bins, vacuum carpet traffic areas, detail vacuum corners/edges and spot-clean carpet as needed, sweep floors and mop with appropriate method for the surface, clean or spot-clean glass; clean elevator doors and walls, vacuum and/or spot clean floor, maintain door tracks debris free; clean/disinfect kitchen counters and sinks.

On **Wednesday** evenings perform the following:

- i. **Bathrooms.** Clean men's bathrooms as above. Empty trash in ladies bathrooms.
- ii. **Common Office Areas (Entranceways, Lobby, Breakroom, and Corridors.** Empty trash and replace liners, empty recycling bins, vacuum carpeted areas and mats, dust-mop and damp-mop hard floors ONLY in office area.

3.2 **Air Terminal Building.** Once a week, preferably Saturdays, clean a portion of the Air Terminal Building located at 15 Terminal Road, which includes the entire second floor of offices with two 4-stall bathrooms and two single bathrooms, one shower, three staircases with small entryways, elevator and lunchroom. In addition, there are two small offices and a classroom on the first floor. (Square Footages attached as Exhibit A).

- i. **Bathrooms.** Empty trash and replace liners, clean/disinfect counters and fixtures, clean mirrors, maintain soap dispensers, sweep/mop floors, spot-clean walls, partitions, walls, doors, frames, switches and vent covers and light fixtures.
- ii. **Entranceways and Stairwells** (if applicable). Clean side door glass as needed, vacuum carpeted areas and mats, dust-mop and damp-mop hard floors, wipe down doorknobs/signs, spot clean walls/doors, frames and switches, and baseboards.
- iii. **Office and Common Areas/Elevator/Breakroom.** Empty trash and replace liners, empty recycling bins, maintain paper dispensers, dust/clean window ledges, vacuum carpet traffic areas, detail vacuum corners/edges and spot-clean carpet as needed, sweep floors and mop with appropriate method for the surface, clean or spot-clean glass; clean elevator doors and walls, vacuum and/or spot clean floor, maintain door tracks debris free; clean/disinfect kitchen counters and sinks.

3.3 **Snow Removal Equipment (SRE) Building.** Once a week, preferably Saturday, clean a single bathroom, breakroom and a small office in the SRE building located at 16 Bioenergy Way. (See Square Footages attached as Exhibit A)

- i. Empty trash and replace liners, clean/disinfect counters and fixtures, clean mirrors, maintain soap and paper dispensers, sweep/mop floors, spot-clean walls, partitions, walls, doors, frames, switches and vent covers and light fixtures, and vacuum.

3.4 **Community Room.** Twice a month in the winter, the first and third Saturday of the month; and once a month in the summer on the first Saturday (except trash removal twice a month) clean a portion of the Maine Technology Building (MTI) located at 8 Venture Avenue, which includes an entranceway, two multi-stall bathrooms, and the community room (i.e., a large classroom). (See Floor Plans attached as Exhibit A; Square Footages attached as Exhibit B).

- i. **Bathrooms.** Empty trash and replace liners, clean/disinfect counters and fixtures, clean mirrors, maintain soap and paper dispensers, sweep/mop floors, spot-clean walls, partitions, walls, doors, frames, switches and vent covers and light fixtures.
- ii. **Building Entrance, Lobby and Classroom.** Empty trash and replace liners, clean glass, vacuum carpeted areas and mats, dust-mop and damp-mop hard floors, wipe down window ledges, doorknobs/signs, spot clean walls/doors, frames and switches, baseboards, and tables and chairs as needed.

3.5 **Hangar 6.** Once a week, preferably on Saturday, clean portion of Hangar 6 located at 2 Pegasus Street, consisting of an entryway, reception area, hallway, lunchroom and two multi-stall bathrooms. (See Square Footages attached as Exhibit A).

- i. **Bathrooms.** Empty trash and replace liners, clean/disinfect counters and fixtures, clean mirrors, maintain soap and paper dispensers, sweep/mop floors, spot-clean walls, partitions, walls, doors, frames, switches and vent covers and light fixtures.
- ii. **Building Entrance, Lobby, Corridor and Lunchroom.** Empty trash and replace liners, maintain paper dispenser, clean glass, vacuum carpeted areas and mats, dust-mop and damp-mop hard floors, wipe down window ledges, doorknobs/signs, spot clean walls/doors, frames and switches, baseboards, clean/disinfect counters and fixtures in lunchroom.

4 **On as-needed basis:**

- i. Machine strip and wax hard surface floors
- ii. Clean carpet and hot water extract, using a high-pressure extraction system
- iii. Construction cleaning or readying a building/space for a new occupant

EXHIBIT A – SQUARE FOOTAGES

TECHPLACE - 74 ORION STREET			
Tech Place - Office Space - First Floor			
Room #	Room/Area	Carpet SF	Hard Surface SF
103	Lunchroom		635
104	Main Reception		260
Suite A	Insphero		760
	Vestibule		280
	Lobby		315
	Staircase area	650	
	All Corridors		1740
Office 128	Kristine		180
Office 117	Office 117		215
Office 125	Suite D		340
111	Meeting Room 111	310	
120	Meeting Room 120	210	
	Men's Bathroom		106
	Women's Bathroom		106
	Conference Room	535	
Suite C	Suite C	500	
113	Office 113		160
115	Office 115		115
118	Office 118		120
112	Office 112		160
Suite B	Office 116	1,400	
First Floor Total:		3605	5492
Tech Place - Office Space - Mezzanine Space			
Room #	Room/Area	Carpet SF	Hard Surface SF
MO6	Office MO6	360	
MO5	Office MO5	300	
MO4	Office MO4	210	
MO3	Office MO3	210	
MO2	Office MO2	600	
	Office (Right Side of Corridor)	555	
	Office (Right Side of Corridor)	245	
	Conf. Room	113	
	Men's Bathroom		143
	Women's Bathroom		143
Mezzanine Space Total:		2593	1076

TechPlace – Continued

TechPlace - Industrial Space			
Room #	Room/Area	Carpet SF	Hard Surface SF
	Corridor (Spine)		2080
	Corridors (Cage Area)		3698
	Front Entry (Orion Side)		81
	Corridors (besides cage area and spine)		1946
	Training Classroom		1121
	Mens Bathroom		377
	Women's Bathroom		294
Industrial Space Total:			10215
TechPlace GRAND TOTAL:		6198	16783

AIR TERMINAL BUILDING - 15 TERMINAL ROAD

First Floor

Room #	Room/Area	Carpet SF	Hard Surface SF
	Spooner Office	390	
	Maine Coastal Flight	234	
	Training Room		543
	Corridor next to Canteen		161
	Embrace a Vet	233	
First Floor Total:		857	704

Second Floor

Room #	Room/Area	Carpet SF	Hard Surface SF
216	Ben	240	
207	Kathy	146	
	SHL's Conf Room/West Corridor	684	
202	Steve	216	
208	Copy Room	207	
210	Conf Room by Jeffrey	238	
209	Jeffrey	237	
206	Tushima	137	
	Main Corridor/Vestibule	778	
202	Eric	234	137
214	Marty	349	
218	Lunchroom	157	58
	Bathroom / Shower off Kitchen		55
215	Tom	243	
221	Locker Room	104	
219	Exercise Room		195
222	Multi-purpose Room	214	989
223	Large Conference Room	697	
	Stairwell (Center) - Plud 30 Stair Treads		146
	Stairwell (Right) - Plus 20 Stair Treads		110
	Stairwell (Left) - Plus 20 Stair Treads		235
	Elevator	28	
	Men's Bathroom		166
	Women's Bathroom		166
15 Terminal Rd., 2nd Floor, Total:		4909	2257

15 Terminal Road GRAND TOTAL:

5766

2961

SNOW REMOVAL EQUIPMENT BUILDING - 16 BIOENERGY WAY			
Room #	Room/Area	Carpet SF	Hard Surface SF
	Men's Bathroom		70
	Breakroom/Mechanical Room		396
	Stacy's Office		120
SRE Building Total:			586

COMMUNITY ROOM - 8 VENTURE AVENUE			
Room #	Room/Area	Carpet SF	Hard Surface SF
	Foyer		243
	Community Room		1633
	Men's Bathroom		144
	Women's Bathroom		144
Community Room Total:			2164

A PORTION OF HANGAR 6 - 2 PEGASUS STREET			
WEST ENTRANCE			
Room #	Room/Area	Carpet SF	Hard Surface SF
	Foyer		275
	Lobby		341
	Corridor		954
	Lunchroom		420
	Mens Bathroom		210
	Womens Bathroom		210
Hangar 6 Total:			2410

SUMMARY OF SQUARE FOOTAGE TOTALS

AIR TERMINAL BUILDING	5766	2961
COMMUNITY ROOM		2164
A PORTION OF HANGAR 6		2410
SNOW REMOVAL EQUIPMENT BLDG.		586
TECHPLACE	<u>6198</u>	<u>16783</u>
	11964	24904
GRAND TOTAL SQUARE FOOTAGE:		36,868

APPENDIX A

PROPOSAL COVER PAGE

MRRRA – Cleaning Services

Bidder’s Organization Name:			
Chief Executive - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			
<i>(Provide information requested below if different from above)</i>			
Lead Point of Contact for Proposal - Name/Title:			
Tel:		E-mail:	
Headquarters Street Address:			
Headquarters City/State/Zip:			

- This proposal and the pricing structure contained herein will remain firm for a period of 90 days from the date and time of the bid opening.
- No personnel currently employed by MRRRA participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
- No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name (Print):	Title:
Authorized Signature:	Date:

APPENDIX B

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION
MRRA – Cleaning Services**

Bidder's Organization Name:	
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By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. Have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of MRRA.

Name (Print):	Title:
Authorized Signature:	Date:

**QUALIFICATIONS & EXPERIENCE FORM
MRRA CLEANING SERVICES BID**

Bidder's Organization Name:	
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Present a brief statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Bidder's organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.

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APPENDIX C (continued)

Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services/Specifications” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address.

If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’s general capabilities.

Project One	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

Appendix C (continued)

Project Two	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX C (continued)

Project Three	
Client Name:	
Client Contact Person:	
Telephone:	
E-Mail:	
Brief Description of Project	

APPENDIX D

**COST PROPOSAL FORM
MRRA CLEANING SERVICES BID**

Bidder's Organization Name:	
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Instructions: Bidders should provide one fixed rate for all labor, material and supplies (except as described in paragraph 2.19) for the initial contract year AND all subsequent anniversary years of the contract. The Proposed Fixed Monthly Bid Price will be used in the scoring cost formula detailed in Part V of this RFP.

Fixed Rate – First Year

TechPlace:	\$_____ per month
Air Terminal Building Bid Price:	\$_____ per month
Snow Removal Equipment Building:	\$_____ per month
Community Room:	\$_____ per month
Hangar 6:	\$_____ per month
Total Fixed Monthly Rate First Year:	\$_____ per month

For subsequent increase in Total Fixed Monthly Rate (if any) during the remainder of the five year contract term, state:

Second Year: Increased by _____% equals:	\$:_____ per month
Third Year: Increased by _____% equals:	\$:_____ per month
Fourth Year: Increased by _____% equals:	\$:_____ per month
Fifth Year: Increased by _____% equals:	\$:_____ per month

APPENDIX E (continued)

As-Needed Additional Services

Tile or Vinyl Floor (strip, seal, wax): \$_____per square foot

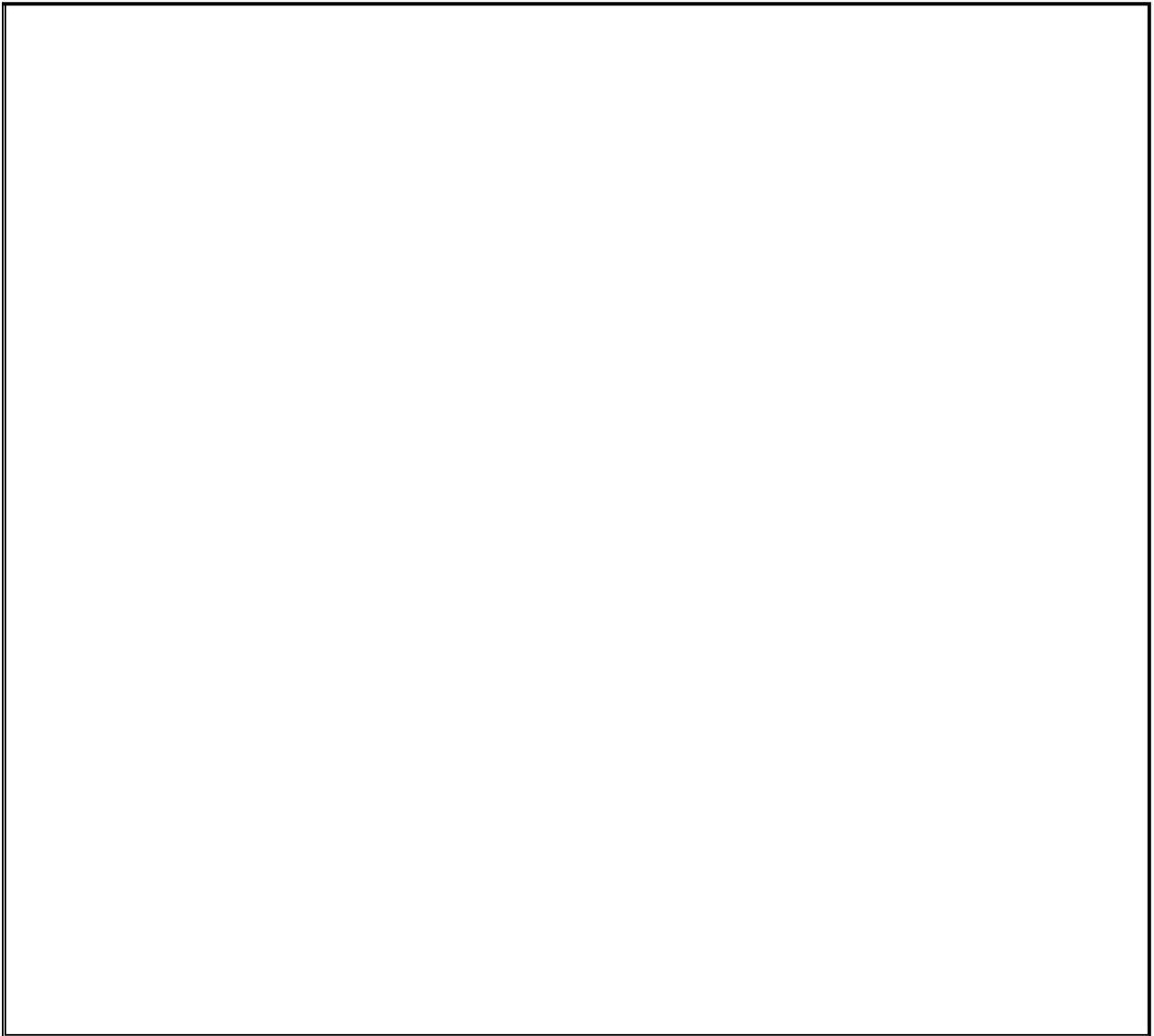
Clean carpets by Wet Extraction Methodology \$_____per square foot

State how you will arrive at your pricing formula for one-time construction cleaning or readying a building/space for a new occupant:

EXCEPTIONS/DEVIATIONS

MRRA CLEANING SERVICES BID

Each Bidder shall detail any exceptions or deviations, if any, to any terms and all conditions listed in this RFP. Each exception must reference a corresponding section, page, and paragraph. It shall provide a detailed explanation as to why the Bidder cannot meet the requirement or why the requirement is not applicable to the Bidder.

A large, empty rectangular box with a black border, intended for the bidder to provide detailed explanations of any exceptions or deviations from the RFP requirements.