



# REQUEST FOR QUOTE

Professional Services: Office Cleaning

Issue Date: December 6, 2018

Northern Rural Training and Employment Consortium (NoRTEC)  
*A Proud Partner of America's Job Center of California Network*  
525 Wall Street, Chico, CA 95928  
(530) 892-9600

NoRTEC is an Equal Opportunity Employer and provider of employment and training programs.  
Auxiliary Aids and Services are available upon request to individuals with disabilities

Michael Cross, Executive Director  
mccross@ncen.org

## **SECTION 1: PURPOSE AND BACKGROUND**

### **SOLICITATION**

Northern Rural Training and Employment Consortium (NoRTEC) is requesting quotes for Professional Cleaning Services. All contracts will adhere to the local, state and federal rules and regulations unless otherwise noted based on funding guidelines. The purpose of this RFQ is to contract with a vendor/independent contractor for Professional Cleaning Services for the 2019 calendar year.

### **ELIGIBILITY**

Entities or individuals possessing the appropriate capacity and demonstrated ability to provide the services outlined in this RFQ. Responses will be deemed eligible for pre-qualification based on their completeness and responsiveness to this RFQ.

Please note: NoRTEC is prohibited from awarding funds to any entity debarred or suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs in accordance with DOL regulations at 29 CFR Part 98.

### **PROPOSAL DUE DATE**

Proposals will be accepted until December 31, 2018. Proposals may be mailed, hand-delivered or e-mailed to:

NoRTEC  
Attention: Stephanie Bruce  
525 Wall Street  
Chico, CA 95928  
(530)892-9600, x207  
E-mail: sbruce@ncen.org

E-mailed proposals must be formatted as PDF. Proposals in other file formats will not be reviewed. Faxed proposals will not be accepted. If submitting a hard copy of your proposal, an electronic version may be requested.

### **RFQ CONTACT**

RFQ Contact Person and mailing address for questions about the proposal process or technical issues:

*Stephanie Bruce*  
*NoRTEC*  
*525 Wall Street, Chico CA 95928*  
*sbruce@ncen.org*  
*(530) 892-9600 x207*

RFQ Release Date	December 6, 2018
Proposal Deadline	December 31, 2018
Formal Review of Proposals	January 7, 2019
Award of Contract	January 15, 2019
Contract Start Date	February 1, 2019

*\* This schedule is subject to change. Any change will be reflected on NoRTEC's website at [www.ncen.org](http://www.ncen.org).*

## SECTION 2: SCOPE OF WORK

### Professional Cleaning Services

Professional Cleaning Services Providers shall provide all labor and materials required to perform the work. All work should be undertaken in accordance with recognized best-practice industry standards and with locally applicable health and safety standards. Professional Cleaning Services Providers is responsible for the maintenance of the minimum standards of cleaning and performance quality.

Office cleaning should take place on a weekly basis outside of normal operating business hours (Monday-Friday 8:00am-5:00pm) at the location of 525 Wall Street. The office to be cleaned consists of 8 individual office rooms, one conference room, lobby, kitchen and two bathrooms. The work to be completed by the awarded firm/individual includes, but is not limited to:

- Empty wastebaskets and remove trash to designated disposal areas;
- Vacuum carpets and sweep/mop of hard floors;
- Dust and spot clean fixtures, walls, light switches and doors;
- Clean glass of interior windows and doors;
- Dust/remove cobwebs from high and low areas (ceilings, stairwell, blinds, windowsills, outside entryway, etc.);
- Thorough clean of two (2) bathrooms and one (1) kitchen to include floor, toilet and sink as applicable;
- Clean and remove debris from the entrance/public walkway;
- Special projects as needed.

The Contractor will provide their own vehicle, cleaning supplies, tools and equipment to accomplish/service contract unless otherwise noted. The selected Contractor must be able to provide certificates of professional liability insurance and Workman's Compensation Insurance (if applicable) at the time of the award.

While the Vendor awarded the contract is envisioned to be the primary vendor used for Professional Cleaning Services, there is not a promise of exclusive use. Thus, NoRTEC reserves the right to purchase or contract with other vendors to provide additional services. Significant changes and/or additional services requested that require additional time and labor by the Contractor may be compensated at a rate to be negotiated on a per project basis.

### **SECTION 3: QUOTE FORMAT**

#### **RFQ RESPONSE FORMAT AND INSTRUCTIONS**

Respondents must submit the following information:

- Cover letter providing a description of Respondent’s qualifications and proven track record including a short description of experience/related expertise, the name, address, telephone and email of the individual submitting the proposal and type of organization. Indicate as applicable whether the firm is a small and/or minority-owned business (Not to exceed 2 pages).
- Relevant training, education and professional credentials or certifications.
- A minimum of two (2) professional references.
- Plan of Work detailing the understanding of work to be performed, including timelines, procedures and other pertinent information.
- The proposed estimated price for services on a monthly basis, to include a standard rate sheet including cost per/hour, per/day or per/project. All fees, charges, billing rates, overhead costs explained. Respondents will be evaluated on their ability to offer high quality services while keeping costs reasonable for the services provided.

\* In the event it becomes necessary to revise any part of the RFQ, such information will be posted on the NoRTEC website at [www.ncen.org](http://www.ncen.org). Respondents are encouraged to monitor the NoRTEC website for updates to services sought and other revisions as necessary.

### **SECTION 4: RATING CRITERIA**

#### **PROCESS**

All proposals will be evaluated by an RFQ Evaluation Committee. The Evaluation Committee will review and score each proposal based upon evaluation criteria published in this RFQ. NoRTEC may, at its discretion, request presentations by or meetings with any Proposers to clarify or negotiate modifications to the proposals.

Based on the scores, the Committee will make funding recommendations to the NoRTEC Workforce Development Board. After the NoRTEC WDB approves contract amounts, a contract can be negotiated. A contract award is not final until NoRTEC and the applicant have executed a mutually satisfactory agreement.

#### **PROPOSAL CRITERIA**

Quotes will be scored based on the following criteria:

- Prior Experience and Expertise (45 points)
- Budget/Cost (20 points)
- Qualifications (15 points)
- Work Plan (10 points)
- References (10 points)

## **SECTION 5: GENERAL PROVISIONS AND DISCLAIMERS**

### **MINORITY BUSINESS PARTICIPATION**

NoRTEC, as a recipient of State and Federal funds, subscribes to the practices below and will fully comply with Federal, State, and Local laws and directives governing non-discrimination, equal opportunity, and affirmative action in all activities.

- No person shall be discriminated against whatsoever on the grounds of race, religion, color, age, sex, physical handicap, or national origin.
- No person shall because of race, religion, color, age, sex, physical handicap, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded entirely or in part by the City, the State, or the Federal Government.
- Affirmative Action shall be taken by all levels of governments, where necessary, to support the underlying objectives of said anti-discrimination policies.

To further support policies relative to affirmative action, equal opportunity, and non-discrimination, NoRTEC will make every effort to ensure that Minority Business Enterprises have the maximum practicable opportunity to participate in construction contracts and in the procurement of goods, professional services, and supplies. Contractors are encouraged to indicate in their RFQ response if they are a certified minority business as certified through the State of California. A listing of certified minority businesses, as well as the services and commodities they provide is available from the Department of General Services 916-375-4940. The listing is published on the Internet at: <http://www.bidsync.com/DPXBisCASB>

### **ADDENDA TO THIS REQUEST FOR QUALIFICATIONS**

At the discretion of NoRTEC, if it becomes necessary to revise any part of this RFQ, an addendum will be posted on NoRTEC's website. Any clarification will become an addendum to this RFQ. Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFQ.

### **THE APPEALS PROCESS**

NoRTEC must receive written notice of the Proposer's intent to appeal the decision within five (5) working days of receipt of notice of award. Proposer will have a total of 15 days in which to submit a written appeal of NoRTEC's decisions. All grievances arising out of Workforce Innovation and Opportunity Act or this RFQ must be filed according to NoRTEC's established grievance procedures.

### **ANTI-ASSIGNMENT/SUBCONTRACTING**

The Contractor acknowledges that if selected by NoRTEC to perform the services required hereunder, it will be based, in part, upon the Contractor's special skills and expertise. The Contractor shall not assign, subcontract or otherwise transfer this agreement in whole or in part without the prior written consent of NoRTEC, which NoRTEC may, in its sole discretion,

approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by NoRTEC of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that NoRTEC may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.

#### INDEPENDENT CONTRACTOR STATUS

The Contractor shall, at all times, be regarded as an independent contractor and shall at no time act as an agent for NoRTEC. Nothing contained herein shall be deemed or construed by NoRTEC the Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between NoRTEC and the Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of NoRTEC or the Contractor hereunder, creates or shall be deemed to create a relationship other than the independent relationship of NoRTEC and the Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither the Contractor nor its employees shall, under any circumstances, be considered servants, agents or employees of NoRTEC; NoRTEC shall be at no time legally responsible for any negligence or other wrongdoing by the Contractor, its servants, agents, or employees. NoRTEC shall not withhold from the contract payments to the Contractor any federal or State unemployment taxes, federal or State income taxes, Social Security tax, or any other amounts for benefits to the Contractor. Further, NoRTEC shall not provide to the Contractor any insurance coverage or other benefits, including Workers' Compensation, normally provided by the State for its employees.

#### GENERAL DISCLAIMERS

1. All responses to this RFQ become the property of NoRTEC. At such time a final award is made, all proposals submitted in response to this RFQ become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the bidder as business or trade secrets, and marked "Trade Secret", "Confidential" or "Proprietary", or if disclosure is required under the Public Record Act.
2. NoRTEC reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal and to award contracts in whole or in part as deemed to be in the best interest of NoRTEC. NoRTEC reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of NoRTEC. NoRTEC reserves the right to award multiple contracts for specific services as deemed in the best interest of NoRTEC.

3. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under Workforce Innovation and Opportunity Act.
4. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal Workforce Investment Act legislation, all applicable federal regulations, State of California policies, and NoRTEC policies and procedures.
5. Proposers selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37, 2 and 98; and 48 CFR Part 31; Office of Management and Budget (OMB) Circulars A-21, A-87, A-110, A-122, and A-133 as applicable.
6. NoRTEC is required to abide by all Workforce Innovation and Opportunity Act legislation and regulations. Therefore, NoRTEC reserves the right to modify or alter the requirements and standards set forth in this RFQ based on program requirements mandated by state or federal agencies.
7. NoRTEC reserves the right to cancel all or any part of this RFQ at any time without prior notice and reserves the right to modify the RFQ process and time line as is deemed necessary.