

OCTOBER 10, 2024



Rooting Out Poverty

NOTICE

REQUEST FOR PROPOSAL

PROJECT NOW, INC.
1830 Second Avenue, Rock Island, IL 61201

Cleaning Services Specifications
Instructions/Information to Prospective Bidders

Invitation to Bid

Project NOW, Inc. is requesting proposals for Cleaning Services for the Administrative Office located at 1830 Second Avenue, Rock Island, Illinois. If you are interested in bidding an intent to bid is requested and due by October 25, 2024.

Schedule of Events

10/10/24 - Release of RFP

10/16/24 – Building walkthrough for prospective bidders at 2:00 pm

10/25/24 – Intent of bid due

10/31/24 - Deadline for submission

11/05/24 - Selection of service provider

11/06/24 - Contractors' orientation will be held on at 10 am in the administrative office

Inquiries

Questions regarding this RFP are to be submitted to tluten@projectnow.org with “**Cleaning Services**” in the subject line. Questions regarding this RFP will only be accepted by email.

Process for Submitting Proposal

Proposals delivered on the day of the deadline must be received at Project NOW's Administrative Office located at 1830 Second Avenue, Rock Island, IL 61201 by 5:00 pm. Mailed proposals shall be sent to the Administrative Office. Proposal should be clearly marked: “**Cleaning Services**” on the outside of the envelope and addressed to Kris Downey. Emailed proposals shall be sent to finance@projectnow.org with “**Cleaning Services**” in the subject line. Proposals received after due date will be rejected. The proposal offer acknowledges the right of Project NOW, Inc. to accept or reject any or all proposals and to waive any informality in any proposal received.

Information Required with Proposal

The proposal should include the following:

- Estimated cost (page 8)
- References
- W-9
- Certificate of Insurance

Term of the Agreement

The term of this agreement shall commence as soon as possible after the 11/06/24 orientation and shall continue for a period of one year. The initial agreement will have a termination date of 12/31/2025. The agreement will automatically renew thereafter for successive periods of one year until terminated by either party. Either party may terminate this agreement upon not less than ninety (90) days written notice.

Supplies

The service provider shall provide all cleaning equipment and supplies including trash can liners, paper towels, toilet tissue, and liquid soap, floor cleaning products, polishes, etc. As an alternative in the proposal, please indicate project cost if Project NOW supplies all cleaning products. Secured storage space will be provided on site by Project NOW for equipment and supplies.

Description of Work – Administrative Office (roughly 21,000 square feet)

- A. The general areas to be serviced every other business day (WK 1 – M, W, F; WK 2 – Tu, Th) and include the following: Lobby & Entrance, Restrooms, General Office Areas, Stairwells, Private Offices, Conference Rooms, Break Rooms, Mail Room, Work Room, and Elevator.
 - a. Empty wastebaskets, replace liner, recycle material in proper location
 - b. Dust and disinfect (where appropriate) furniture, including reception counter, tables, and chairs with treated cloth
 - c. Vacuum carpeting and runners
 - d. Damp mop all tile floors
 - e. Clean with sanitary spray and polish to a shine all dispensers, mirrors, sinks, and faucets
 - f. Wipe clean and polish all splash areas
 - g. Scrub toilet and urinal interiors with a liquid abrasive and flush afterwards
 - h. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall
 - i. Sweep entire floor, apply solution, clean around wall, under toilets and urinals. Wet mop entire floor surface
 - j. Clean and sanitize drinking fountains and door handles
 - k. Clean and remove fingerprints from door glass and interior office/conference windows, elevator mirrors, and from all glass topped furniture (excluding desks)
 - l. Remove trash and recycling to appropriate outside dumpster
 - m. Inspect area; secure doors and lights (doors found locked shall be re-locked)
- B. These items shall be cleaned on a monthly basis.
 - a. Wipe accessible window ledges
 - b. Wipe face of counter and cabinets (reception, mail room, work room, & breakrooms)
- C. These items shall be cleaned on a quarterly basis.
 - a. Dust accessible baseboards
 - b. Dust chair bases
 - c. Wipe tops of items on wall (light switches, pictures, etc.)
 - d. Dust all vents (ceiling and wall)

Overall Requirements

- Janitorial services shall be performed after 5:00 pm. Additionally the service provider must not interfere with any scheduled meeting(s).

- The following holidays are excluded: New Years, Martin Luther King, President, Memorial, Juneteenth, Independence, Labor, Columbus, Veterans, Thanksgiving, Thanksgiving Friday, Christmas Eve, and Christmas. In the event that Project NOW offices will be closed on days before or after the above holidays, note: the policy of closings if the holiday fall on a weekend: if the above holiday(s) falls on Saturday, the holiday will be observed on Friday; if the holiday(s) fall on a Sunday the holiday will be observed on Monday.
- The janitorial service shall provide a working supervisor capable of fluently speaking, reading, and writing English.
- For security purposes, the service provider shall be required to submit a list including the names and addresses of the personnel who will be regularly assigned to Project NOW. All personnel are required to have a background check by the service provider prior to being assigned to Project NOW. In addition, all janitorial staff assigned to Project NOW must be bonded and insured. All janitorial staff shall wear a work uniform that clearly displays the company name.
- The service provider warrants, covenants and otherwise agrees that the personnel it sends to Project NOW shall be responsible individuals free of the following felony convictions; Sex Offences, Stalking, Domestic Violence, Human Trafficking, Theft, Identity theft, Embezzlement, and/or any other financial or sex crime. Project NOW is felon friendly with Project NOW making final approval on personnel assigned to agency.
- The service provider may not substitute any employee on Project NOW property without prior notification to Project NOW. In the event that an employee is to be utilized, they must report it to Project NOW 24-hours in advance.
- The service provider's personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases.
- Project NOW telephones and equipment shall not be used by the service provider's personnel for personal use.
- Under no circumstances shall the provider's personnel be allowed to bring visitors, children, or other relatives into Project NOW's building.
- The service provider shall assume full responsibility for the actions of its employees or agent and shall repair or replace any damaged item or area of Project NOW facility caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by Project NOW

Overall Requirements – Continued

Qualified service provider shall contain all of the following procurement provisions, as applicable:

- Equal Employment Opportunity Act
- Copeland "Anti-Kickback" Act
- Contract Work Hours and Safety Standards
- Rights to Inventions Made Under a Contract or Agreement

- Clean Air Act and the Federal Water Pollution Control Act
- Byrd Anti-Lobbying Amendment
- Debarment and Suspension
- Remedies
- Termination
- Affirmative Consideration of Minority, Small Business and Women-Owned Business

Qualifications and Experience

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business
- Have adequate manpower and equipment to perform the services in adequate manner
- Have satisfactorily furnished services of familiar size and scope for a period of at least 12 months.

Selecting Proposal

Project NOW reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers. Evaluations offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to make revision to their provider acknowledges that they have read and understand these requirements.

Evaluation Criteria

The following criteria will be used to evaluate each service provider's proposal:

- Adequacy of the proposed methodology of the vender
- Skill and experience of key personnel
- Demonstrated company experience
- Other technical specifications (designated by program requesting proposal)
- Compliance with administrative requirements of the request for proposal format, due date etc.
- Vendor's financial stability
- Vendor's demonstrated commitment to the nonprofit sector
- Results of communications with references supplied by vendor
- Ability/commitment to meeting time deadlines
- Cost
- Minority – or women-owned business status of vendor
- Other (specified by program)

Rejection of Proposal

Project NOW, Inc. reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are

required to complete this project, or when deemed to be in the best interest of Project NOW, Inc.

Confidentiality

All information presented in the RFP, including information subsequently disclosed by Project NOW, Inc. during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

Project Deliverables

All recommendations identified during this engagement will be documented and reviewed with Project NOW, Inc. management. All deliverables produced during the engagement are for sole use of Project NOW, Inc. management. All work papers, analyses and final reports will remain the property of Project NOW, Inc.

Cost of Bid

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation and submission of the bid and Project NOW, Inc., shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

References

Provide at least three (3) references

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Company Name: _____

Address: _____

Type of Business: _____

Contact Person: _____

Telephone & Fax Number: _____

Authorized Representative: _____

Signature: _____

Company Name: _____

Date: _____

Monthly Service Cost Estimate

Location	Square Feet	Service Frequency	Monthly Cost with supplies	Monthly Cost without supplies
1830 Second Avenue, Rock Island, IL 61201	21,000	Week 1: M, W, F Week 2: Tu, Th		