



Mayor & Council of Berlin

10 William Street
Berlin, MD 21811
410-641-2770
www.berlinmd.gov



CONTRACTUAL CLEANING SERVICES REQUEST FOR BIDS

Sealed bids will be received by the Mayor and Council of Berlin, Worcester County, Maryland at Town Hall, 10 William Street, Berlin, Maryland 21811 until Friday, May 8, 2015 at 10:00 AM, for **Contractual Cleaning of Buildings and Facilities operated by the Town of Berlin**, at which time the bids will be opened publicly and read aloud.

Potential Bidders may obtain the Request for Bids by visiting the town website at www.berlinmd.gov or by contacting Mary Bohlen, Town of Berlin, 10 William Street, Berlin, MD 21811. Phone: 410-641-4314. E-mail: mbohlen@berlinmd.gov. EOE

Project Summary:

The successful bidder will provide a specified work plan and cost in order to complete the attached requirement(s) as specified in ATTACHMENT 1.

Additional Information:

1. Bidders shall provide an original and 2 copies of the requested bid documents.
2. A Pre-bid meeting will be held on Friday, May 1, 2015 at 10:00 AM. Potential bidders are encouraged, but not required, to attend. The meeting will be followed by a site visit. Bidders unable to attend the Pre-bid may also make other arrangements for a site visit by contacting Mary Bohlen: Phone: 410-641-4314. E-mail: mbohlen@berlinmd.gov.
3. Page 3 of this document titled "CONTRACTUAL CLEANING SERVICES, PRICE PROPOSAL" must be submitted. Bid must be signed by the authorized representative of the bidder.
4. Successful vendor shall be appropriately insured; proof of such shall be provided upon request (General Liability of \$1,000,000 per occurrence, \$2,000,000 aggregate) and Workers Compensation.
5. Successful bidder must be licensed and bonded and will be subject to finger printing and background check. Documentation will be required.
6. Identification of subcontractor (if applicable) for any portion of the project shall be provided upon award of contract. Subcontractor will be subject to the same insurance, licensing and bonding requirements as the successful bidder.
7. Successful bidder will supply all cleaning materials and solutions, to include paper products such as trash bags and paper towels.

Scope of work: Provide cleaning services to the offices and facilities indicated on Attachment 1 and the frequency as indicated as well. All work must be performed between the hours of 7 am and 12 pm. All work must be performed in a professional and workmanlike manner per the best practices of the industry.

The right is reserved, as the interest of the Mayor and Council may appear, to reject any and all proposals, to waive any informalities in proposals received, and to accept or reject any items of any proposals, as applicable. The Mayor and Council may choose to award specific items to separate contractors.

Award of contract is expected to occur within 60 calendar days of the bid opening, with an effective date of July 1, 2015. The successful bidder shall enter into a contract to perform the services requested for a period of 12 months. Contract may be renewed and contract may be cancelled by either party with a 30 day notice (In Writing).

Potential bidders are encouraged to attend the pre-bid meeting on Friday, May 1, 2015 at 10:00 AM in the Council Chambers of Berlin Town Hall. Questions regarding the bid requirements must be submitted in writing (email is acceptable), no later than Wednesday, May 6, 2015 at 4:30 PM. One document will be prepared addressing questions and will be posted to the Request for Proposal on the Town of Berlin website.

Potential bidders are encouraged to refer to the document "General Information on Submitting Proposals, Quotes, or Bids" attached.

DEADLINE AND INSTRUCTION FOR SUBMISSION OF BIDS:

1. Bids must be received by the deadline of 10:00 AM on Friday, May 8, 2015 at Town of Berlin, 10 William Street, Berlin, Maryland 21811 to be considered; bids received after that time will not be considered.
2. An original and two (2) copies must be provided in a sealed envelope, clearly marked "Cleaning Services Bid" by the deadline indicated above.
3. Bids will be opened publicly and read aloud Friday, May 8, 2015 at 10:00 AM in the Town of Berlin Council Chambers, 10 William Street, Berlin, MD 21811.

Primary Point of Contact for this project: Mary Bohlen, Deputy Town Administrator, 410-641-4314 or mbohlen@berlinmd.gov.

CONTRACTUAL CLEANING SERVICES
PRICE PROPOSAL

Review Attachment A thoroughly, Provide lump sum prices for each section as broken down below. The Town reserves the right to accept or reject proposal for both parts, either part a or part b or reject proposal in its entirety.

TO THE TOWN OF BERLIN: The undersigned agrees to furnish all labor, material, supervision and equipment necessary as specified in this Request for Proposal to the Town of Berlin in accordance with ATTACHED SPECIFICATIONS and other documents herein and at the following price(s):

Part A: Town Hall, Planning and Welcome Center:

DESCRIPTION

PRICE

Price per Year for completion of all tasks listed per the terms of the Request for Proposal and schedule indicated, to include all materials and supplies and other considerations necessary for performance of the contract.

\$ _____

Part B: Wastewater Plant/Electric Substation/Public Works

DESCRIPTION

PRICE

Price per Year for completion of all tasks listed per the terms of the Request for Proposal and schedule indicated, to include all materials and supplies and other considerations necessary for performance of the contract.

\$ _____

BIDDING FIRM: _____ DATE: _____

By my signature below, I agree to the terms and conditions as outlined in this Request for Proposals and to the prices as indicated.

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

CONTRACTUAL CLEANING SERVICES

REQUEST FOR BIDS

Attachment 1

Part A: Town Hall, Planning and Welcome Center:

<u>Offices, Common Areas, Entry Ways, Lobbies, and Meeting Rooms</u>	Daily	MWF	TT	Weekly	Monthly	Quarterly	3 X/year	Semi -Annual	As Requested
Empty Waste Baskets	X								
Vacuum carpet areas	X								
Sweep floors	X								
Mopping/including corners & edges	X								
Clean Door Sashes	X								
Clean Glass Doors	X								
Clean Tables and Counter Tops	X								
Organize all Chairs	X								
Dust Picture Frames		X							
Clean Blinds			X						
Clean Window Sills			X						
Clean Desks			X						
Clean Chairs			X						
Dust Filing Cabinets				X					
Clean Kick Plates				X					
Window Cleaning - Interior				X					
Clean Light Fixtures					X				
Clean Air Vents						X			
Scrub & Wax Floors/includes wipe down of area base boards						X			
Window Cleaning - Exterior							X		
Shampooing carpet / includes area baseboard wipe down									X

<u>Kitchen Areas</u>	Daily	MWF	TT	Weekly	Monthly	Quarterly	3 X/year	Semi -Annual	As Requested
Empty Waste Baskets	X								
Clean Counter Tops	X								
Clean Appliances		X							
Scrub Sinks		X							
Clean Backsplashes and walls				X					
Sweep & Mop Floors/ including corners & edges				X					
Scrub & Wax Floors/includes wipe down of area base boards					X				
Clean Air Vents						X			

CONTRACTUAL CLEANING SERVICES

REQUEST FOR BIDS

Attachment 1

All Restrooms	Daily	MWF	TT	Weekly	Monthly	Quarterly	3 X/year	Semi -Annual	As Requested
Empty Waste Baskets	X								
Sweep & Mop Floors/ including corner & edges	X								
Clean & Sanitize Sinks	X								
Clean and Deodorize Urinals & Commodes	X								
Fill All Paper Product Dispensers	X								
Fill Soap Dispensers	X								
Clean Mirrors	X								
Clean/Polish Chrome Fixtures	X								
Dust/Clean Partitions			X						
Clean Walls			X						
Scrub Restrooms				X					
Air Vents						X			

Public Restrooms	Daily Mon thru Sun (Mar. thru Dec.)	MWF	TT	Weekly	Monthly	Quarterly	3 X/year	Semi -Annual	As Requested
Empty Waste Baskets	X								
Sweep & Mop Floors/including corner & edges	X								
Clean & Sanitize Sinks	X								
Clean and Deodorize Urinals & Commodes	X								
Fill All Paper Product Dispensers	X								
Fill Soap Dispensers	X								
Clean Mirrors	X								
Clean/Polish Chrome Fixtures	X								
Dust/Clean Partitions			X						
Clean Walls			X						
Scrub Restrooms				X					
Air Vents						X			

Part B: Wastewater Plant/Electric Substation/Public Works

REQUEST FOR BIDS

<u>Offices, Common Areas, Entry Ways, Lobbies, and Meeting Rooms</u>	Daily	MWF	TT	Attachment ¹ Weekly	Monthly	Quarterly	3 X/year	Semi -Annual	As Requested
Empty Waste Baskets	X								
Vacuum carpet areas	X								
Sweep floors	X								
Mopping/including corners & edges	X								
Clean Door Sashes	X								
Clean Glass Doors	X								
Clean Table and Counter Tops	X								
Organize all Chairs	X								
Dust Picture Frames		X							
Clean Blinds			X						
Clean Window Sills			X						
Clean Desks			X						
Clean Chairs			X						
Dust Filing Cabinets				X					
Clean Kick Plates				X					
Window Cleaning - Interior				X					
Clean Light Fixtures					X				
Clean Air Vents						X			
Scrub & Wax Floors/includes wipe down of area base boards						X			
Window Cleaning - Exterior							X		

<u>Kitchen Areas</u>	Daily	MWF	TT	Weekly	Monthly	Quarterly	3 X/year	Semi -Annual	As Requested
Empty Waste Baskets	X								
Clean Counter Tops	X								
Clean Appliances		X							
Scrub Sinks and Backsplashes		X							
Clean Backsplashes and walls				X					
Sweep & Mop Floors/including corners & edges				X					
Scrub & Wax Floors/includes wipe down of area base boards					X				
Clean Air Vents						X			

<u>All Restrooms</u>	Daily	MWF	TT	Weekly	Monthly	Quarterly	3 X/year	Semi -Annual	As Requested
Empty Waste Baskets	X								
Sweep & Mop Floors/ including corner & edges	X								
Clean & Sanitize Sinks	X								
Clean and Deodorize Urinals & Commodes	X								
Fill All Paper Product Dispensers	X								
Fill Soap Dispensers	X								
Clean Mirrors	X								
Clean/Polish Chrome Fixtures	X								
Dust/Clean Partitions			X						
Clean Walls			X						
Scrub Restrooms				X					
Air Vents						X			



Mayor & Council of Berlin

10 William Street, Berlin, Maryland 21811
Phone 410-641-2770 Fax 410-641-2316
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GENERAL INFORMATION ON SUBMITTING PROPOSALS, QUOTES OR BIDS

In addition to information and/or other instructions contained in the specific Request for Proposal/Quote/Bid, the following shall apply. For the purposes of these instructions, the terms "proposal", "RFP", etc. shall be interchangeable with the terms "quote" or "bid", or "RFB" or "RFQ", etc. as appropriate.

A. Exceptions

All proposals are subject to the terms and conditions outlined herein. All responses shall be controlled by such terms and conditions and the submission of other terms and conditions, price lists, catalogs, and/or other documents as part of a Contractor's response will be waived and have no effect either on this RFP or any contract that may be awarded resulting from this solicitation. Contractor specifically agrees to the conditions set forth in this paragraph by signature to the proposal.

B. Competitive Offer

The signer of any proposal submitted in response to this RFP hereby certifies under penalty of perjury that this proposal has not been arrived at collusively or otherwise in violation of either Federal or Maryland antitrust laws.

C. Oral Explanations

The Town shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.

D. References to Other Data

Only information which is received in response to this RFP will be evaluated. Reference to information previously submitted shall not be evaluated.

E. Elaborate Proposals

Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

F. Cost for Proposal Preparation

Any costs incurred by Contractors in preparing or submitting offers are the Contractors' sole responsibility. Berlin will not reimburse any Contractor for any costs incurred prior to award.

G. Time for Acceptance

Each proposal shall state that it is a firm offer which may be accepted within a period of 120 days. Although the Contract is expected to be awarded prior to that time, the 120 day period is requested to allow for unforeseen delays.

H. Titles

Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.

I. Confidentiality of Proposals

In submitting its proposal, the Contractor agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of Berlin, government or private, until after the award of the Contract. Contractors not in compliance with this provision may be disqualified, at the option of Berlin, from contract award. Only discussions authorized by Berlin are exempt from this provision.

J. Right to Submitted Material

All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the Contractors shall become the property of Berlin when received.

K. Insurance

The Contractor shall provide with their proposal proof of insurance as per these specifications.

L. Format

All proposals will be prepared with a straightforward, concise delineation of the proposal to satisfy the requirements of the RFP. Proposals are to be written to correspond to and are identified with the terms of this RFP. All proposals must provide a detailed cost as outlined in this RFP.

M. Independent Contractor

The Contractor shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure, at its own expense, all personnel required in performing the services under this Contract. Such employees shall not be employees of, or have any individual contractual relationship with Berlin.

N. Key Personnel

The Contractor shall not substitute key personnel assigned to the performance of this Contract without prior written authorization by Berlin. The individuals designated as key personnel for purposes of this Contract are those specified in the Contractor's proposal.

O. **Evaluation Procedure**

1. Berlin reserves the right to assign, at its sole discretion, appropriate staff to evaluate the proposals submitted. Berlin may also consult with other independent contractors of Berlin; such contractors shall be excluded from submission and consideration of proposals under this Request for Proposals.
2. Recommendation will be forwarded to the Mayor and Council of Berlin of Berlin for action. Acceptance of any proposal is the prerogative of the Mayor and Council of the Town of Berlin, Maryland.
3. During the evaluation process, the Contractor may be asked to conduct one or more demonstrations to Town staff and other individuals at the request of Berlin. Such demonstrations may be conducted electronically rather than in person.