



PENDLETON

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REQUEST FOR PROPOSALS

Qualification Based Selection

Janitorial Services

ISSUE DATE: June 4, 2021

DATE DUE: 2:00 pm, July 1, 2021

ISSUING OFFICE: Public Works Department - WWT/RRF/PWS/WFF

CONTACT: Kyle Willman, RRF Operation Technician

500 SW Dorion Ave

Pendleton, OR 97801

PHONE: (541) 276-3372

FAX: (541) 276-4363

E-MAIL: kyle.willman@ci.pendleton.or.us

FAXED OR ELECTRONIC PROPOSALS WILL NOT BE ACCEPTED

Schedule of Events

Event	Date
Mandatory tour of proposed facilities	June 22, 2021 @ 9:00 am
Proposals due	July 1, 2021 @ 2:00 pm
Anticipated contract award (approx.)	July 30, 2021



REQUEST FOR PROPOSALS

City of Pendleton (City) invites qualified proposers to submit written sealed proposals to enter a selection process to enter into a contract with the City for Janitorial Services at the Wastewater Treatment/Resource Recovery Facility (WWT/RRF), the Public Works Shop (PWS) and the Water Filtration Facility (WFF).

The Request for Proposal (RFP) document may be obtained at the Public Works Director's office at City Hall, 500 SW Dorion Avenue, Pendleton, OR 97801 or by calling (541) 966-0202. The RFP is also available on the City's website at www.pendleton.or.us/rfps. Any party downloading the RFP packet from the website will be responsible to check with the Public Works Director's office by phone (541) 966-0202, or by email to Kyle Willman, kyle.willman@ci.pendleton.or.us or online at the above-referenced website, for any addenda issued for this project.

Questions pertaining to the specifications or scope of work should be directed to Kyle Willman, RRF Operation Technician by phone (541) 276-3372 or by email kyle.willman@ci.pendleton.or.us. There will be a **mandatory pre-proposal tour of the facilities** on **June 22, 2021, starting at 9:00 am local time at the WWT/RRF located at 4300 Houtama Road, Pendleton.**

Sealed proposals must be clearly marked "**Janitorial Services**" and **shall be submitted to Bob Patterson, Public Works Director, 500 SW Dorion Avenue, Pendleton, OR 97801 no later than 2:00 pm local time, July 1, 2021.** Proposals may be delivered via U.S. Mail, courier or hand-delivered. Late, faxed or electronically transmitted proposals shall not be accepted.

City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may for good cause reject any or all proposals upon a finding of the City it is in the public interest to do so.



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General Overview/Scope of Work

The City of Pendleton, Oregon, (City) invites qualified proposers to submit written sealed proposals to enter a selection process to enter into a contract for Janitorial Services. The City is seeking a qualified proposer to assist with the ongoing operation and maintenance of the following three public works facilities: the Wastewater Treatment and Resource Recovery Facility (WWT/RRF), the Public Works Shops (PWS), and the Water Filtration Facility (WFF).

The objective of this RFP is to identify a qualified professional agent/firm/consultant that can offer the highest quality janitorial services in as efficient and timely manner possible at the best value to the City of Pendleton and to provide a clean, safe, and healthy environment for its employees.

PLEASE NOTE: ALL JANITORIAL PERSONNEL MUST PASS A BACKGROUND CHECK AND BE FINGERPRINTED.

The following table provides specific information about the agency and community served:

Population served	17,000
Internal Users or Employees	140

Contact

Questions regarding the terms and conditions contained in this RFP must be submitted **no later than 2:00 pm local time, June 22, 2021**, and shall be directed to the following agency contact:

Kyle Willman
RRF Operation Technician
500 SW Dorion Ave.
Pendleton, OR 97801
kyle.willman@ci.pendleton.or.us
Office: 541-276-3372
Fax: 541-276-4363

Responses to each properly-submitted written request for clarification/information will be clarified by written addenda and posted on the City's website at www.pendleton.or.us/rfps.

Contact with other City employees regarding this RFP is prohibited without prior consent. Proposers that directly contact employees risk elimination.



Proposal Submission

- Submit sealed proposal clearly marked “**Janitorial Services**” **no later than 2:00 pm local time Thursday, July 1, 2021**, to the attention of Bob Patterson, Public Works Director, 500 SW Dorion Avenue, Pendleton, OR 97801
- A response to all questions is required.
- Bids cannot be corrected after submission.
- Any proposal may be withdrawn at any time before the due date and time by providing a written request for the withdrawal of the proposal to the issuing office. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal
- Proposer is responsible for all costs incurred in the preparation, demonstration, or negotiation of this proposal.
- The City reserves the right to award the project to the Proposer with either the lowest or the best value bid, in whole or in part.
- The City reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.
- City will not be responsible for identifying and handling any proposal that is not submitted properly. Failure to do so may result in disqualification of your proposal.

Scoring

The following maximum points may be assigned to the proposal for evaluation purposes:

• Technical Competence	20 Points
• Understanding and Approach	20 Points
• Qualifications and Experience	10 Points
• Pricing Schedule/Fees for Services	50 Points
TOTAL POSSIBLE POINTS	100 POINTS

Proposal Contents

The proposal shall be prepared and presented in the following format and should include the following information for City staff review:

- Cover Letter
- Understanding and Approach to Requirements
- Experience and References
- Pricing Structure

1. Cover Letter

- Company name and brief description of professional experience relevant to this proposal.
- Address and phone number of the office from which the janitorial services will be managed.
- Name and title, phone number and email of primary contact for the proposer.



2. Understanding and Approach

- Provide a brief description of your understanding of the effort needed to perform the janitorial services required of this RFP and why your firm should be selected.
- Provide a brief description of your janitorial work with other agencies.

3. Experience and References

- Include a brief description of the past relevant work experience along with relevant reference contacts.
- Provide the name of each individual who will be involved in providing janitorial services. Describe their specific assignments.
- Provide a brief company history, including years in business.
- Provide at least three (3) references that currently use your services. Preferably three (3) references in the surrounding area.

Include the following information for each reference (please do not send marketing materials):

- Name of facility
- Primary contact name, phone number and email address
- Brief description of services performed
- Years in operation
- Population and/or customers served

4. Pricing Structure

Proposer will itemize their pricing structure in their proposal to provide the services described in this RFP as follows:

- WWT/RRF \$_____ per month x 12 months = \$_____ (Total for 12 months)

- PWS \$_____ per month x 12 months = \$_____ (Total for 12 months)

a) Additional fee for stripping and waxing all floor surfaces once per year \$_____

- WWF \$_____ per month x 12 months = \$_____ (Total for 12 months)



Summary of Scope of Work

1. Wastewater Treatment and Resources Recovery Facility (WWT/RRF).
 - A. Administration Building
 - i. Sweeping and mopping of floors. Cleaning of entry mats. Dusting of all surfaces and cleaning of interior windows. Cleaning of entry porch.
 - ii. Bathroom: toilets/showers/sinks/mirrors shall be cleaned.
 - iii. Locker room: mats, locker handles, benches disinfected.
 - iv. Lab cleaning limited to sweeping and mopping of floors and cleaning of windows.
 - B. Break Room Building
 - i. Sweeping and mopping of floors. Cleaning of entry mats. Dusting of all surfaces and cleaning of interior windows. Table to be wiped down.
 - ii. Bathroom: toilets/showers/sinks/mirrors shall be cleaned.
 - iii. Locker room: mats, locker handles, benches disinfected.
 - C. Laundry Room
 - i. Sweeping and mopping of floors. Cleaning of mats. Dusting of all surfaces and cleaning of interior windows.
 - D. Paper products and Cleaning supplies
 - i. All paper products will be supplied by facility.
 - ii. Cleaning supplies/products will be provided by proposer.
 - E. Time and Frequency of cleaning
 - i. Cleaning shall be performed weekly.
 - ii. Cleaning will be completed after work hours (4pm).
2. Public Works Shops (PWS)
 - A. Offices
 - i. Sweeping and mopping of floors. Cleaning of entry mats. Dusting of all surfaces and cleaning of interior windows. Cleaning/sweeping the entry porch.
 - B. Bathrooms
 - i. Toilets/showers/sinks/mirrors/floors shall be cleaned.
 - C. Break Room
 - i. Sweeping and mopping of floors. Cleaning of entry mats. Dusting of all surfaces and cleaning of interior windows. Tables are to be wiped down.
 - D. Locker Room
 - i. Toilets/showers/sinks/mirrors/floors shall be cleaned.
 - E. Paper products and Cleaning supplies
 - i. All paper products will be supplied by facility.
 - ii. Cleaning supplies/products will be provided by proposer.



- F. Time and frequency of cleaning
 - i. Cleaning shall be performed weekly.
 - ii. Cleaning will be completed after work hours (5pm – 7am).
 - G. Stripping and waxing of floors
 - i. Stripping and waxing will be done once per year in April or May on all floor surfaces maintained by proposer.
3. Water Filtration Facility (WFF)
- 1. Offices
 - i. Sweeping and mopping of floors. Cleaning of entry mats. Dusting of all surfaces and cleaning of interior windows. Cleaning of entry porch.
 - 2. Bathrooms
 - i. Toilets/showers/sinks/mirrors shall be cleaned.
 - 3. Break Room
 - i. Sweeping and mopping of floors. Cleaning of entry mats. Dusting of all surfaces and cleaning of interior windows. Table to be wiped down.

Mandatory tour of each facility is required before proposal is submitted. Tour of each facility will happen on June 22, 2021, at 9:00 am, starting at the Wastewater Treatment/Resource Recovery Facility located at 4300 Houtama Road, Pendleton.

Terms and Conditions

1. Rejection of Proposals: The City reserves the right to accept or reject any and all proposals. The City reserves the right to negotiate with the selected proposer in order to best serve the needs of the City, in respect to both cost and effectiveness.
2. Award of Proposal: The contract will be awarded to the proposer who, in the opinion of the City, offers the best combination of qualifications, experience and cost, and meets all required specifications. If City receives proposals identical in price, fitness, availability and quality and chooses to award a contract, City shall award the Contract in accordance with the procedures outlined in OAR 137-047-0600(1) (C).
3. Although price is a consideration in determining the apparent successful proposer, the intent of the RFP is to identify a proposal from a proposer that has a level of specialized skill, knowledge and resources to perform the work described in the RFP. Qualifications, performance history, expertise, knowledge and the ability to exercise sound professional judgment are primary considerations in the selection process. Due to the nature of some of these tasks, the proposer with the lowest price proposal may not necessarily be awarded the contract. City reserves the sole right to determine the best proposal.
4. City Business License: The proposer must obtain a City of Pendleton business license prior to starting work.
5. Criminal background check: Each employee of the proposer performing work under this contract will be fingerprinted and must pass a criminal background check prior to starting work at any facility.



6. Availability of Funds: It is understood and agreed between the parties to any agreement resulting from this proposal that the City shall be bound hereunder only to the extent of funds appropriated or which may hereafter be appropriated for the purposes of this agreement. It is further understood and agreed between the parties to any agreement resulting from this proposal that the City shall not be obligated to purchase or pay services covered by this agreement unless and until they are ordered, delivered, or performed for the City.
7. Payment: Invoices shall be submitted to City monthly. Payment will be made within thirty (30) days after receipt of an approved invoice.
8. City Contact: City has designated the individual listed below for the purpose of providing overall technical guidance and contract administration including, but not limited to: reviewing invoices, resolving problems, responding to emergencies, etc.:

Kyle Willman
RRF Operation Technician
WWT/RRF
541 276-3372
kyle.willman@ci.pendleton.or.us
9. Building Security: While servicing the building after hours, the proposer shall keep exterior doors locked and ensure that the building is secured upon leaving. In case of emergency, or if an exterior door cannot be secured, or if another security problem is noted, the proposer shall notify the City contact immediately for instructions and guidance. The City contact will relieve the proposer from responsibility within thirty (30) minutes of being notified of the problem.
10. Visitors: The proposer's employees shall not receive any visitors in the City facilities.
11. Found Property: Proposer shall immediately secure property found in or around the facility that apparently has been lost and notify the City contact.
12. Cancellation: The City reserves the right to cancel and terminate any resulting agreement, in part or in whole, without penalty, upon sixty (60) days written notice to the proposer. Any contract cancellation notice shall not relieve the proposer of the obligation to complete cleaning commenced prior to the effective date of the cancellation, nor shall it relieve the City of its obligation to pay for services rendered.
13. Term of Contract: The term of the contract shall be for the four (4) fiscal year periods for the City from July 1, 2021 through June 30, 2025.
14. Insurance: The Proposer will maintain professional liability insurance coverage of not less than \$2,000,000 per claim and in the aggregate at all times during the term of the contract and provide a copy of their certificate of insurance. (see attached Exhibit A – Insurance Requirements)
15. Return of Proposal: All proposals submitted under this RFP will become the property of the City and will not be returned. However, if any portion of the proposal is marked proprietary or confidential and is highlighted, this portion can be returned after award of contract, if requested.
16. Non-Discrimination; Drug-Free Workplace: Any proposer submitting a proposal pursuant to this request for proposals shall maintain a workplace that is free of employment



discrimination and free of drug use. Proposer is required to perform and maintain background checks on all employees.

17. Assignment: The Proposer shall not assign, sublet or transfer interests in this contract without the written consent of the City.
18. Subcontracting: Subcontracting will not be allowed under this contract.
19. Ethics In Public Contracting: By submitting their proposals, the Proposer certifies that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer, or subcontractor in connection with their bid or proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
20. Indemnification and Hold Harmless:
 - (a) To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the City, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense is attributable to the bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including the loss of use or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.
 - (b) In any and all claims against the City or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other Employee benefit acts.



EXHIBIT A – INSURANCE REQUIREMENTS

Consultant shall maintain insurance acceptable to City in full force and effect throughout the term of this contract. Such insurance shall cover all activities of the Consultant arising directly or indirectly out of Consultant's work performed hereunder, including the operations of its subcontractors, if any. Coverages provided by the Consultant must be underwritten by an insurance company deemed acceptable by the City. The City reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating. As evidence of the insurance coverage required by the contract, the Consultant shall furnish a Certificate of Insurance to City prior to execution of the contract. Such policies or certificates must be delivered prior to commencement of the work. No contract shall be effective until the required certificates have been received and approved by City. The certificate will specify and document all provisions within this contract. A renewal certificate will be sent to the above address ten (10) days prior to coverage expiration. The procuring of such required insurance shall not be construed to limit Consultant’s liability hereunder. Notwithstanding said insurance, Consultant shall be obligated for the total amount of any damage, injury, or loss caused by negligence or neglect of Consultant connected with this contract.

The policy or policies of insurance maintained by the Consultant shall provide at least the following limits and coverages:

A. Commercial General Liability Insurance

Consultant shall obtain, at Consultant’s expense, and keep in effect during the term of this contract, Comprehensive General Liability Insurance covering Bodily Injury and Property Damage on an “occurrence” form (1996 ISO or equivalent). This coverage shall include Contractual Liability insurance for the indemnity provided under this contract.

The following insurance will be carried:

Coverage	Limit
• General Aggregate	\$2,000,000
• Each Occurrence	\$1,000,000
• Medical Expense (Any one person)	\$50,000

B. Commercial Automobile Insurance

Consultant shall also obtain, at Consultant’s expense, and keep in effect during the term of the contract, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.

C. Workers’ Compensation Insurance

The Consultant, its subcontractors, if any, and all employers providing work, labor or materials under this contract that are either subject employers under the Oregon Workers’ Compensation Law shall comply with ORS 656.017, which requires them to provide workers’ compensation coverage that satisfies Oregon law for all their subject workers or employers that are exempt under ORS 656.126. Out-of-state employers must provide Oregon workers’ compensation coverage for their workers who work at a single location within Oregon for more than thirty (30)



days in a calendar year. Consultants who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than \$1,000,000 each accident.

D. Professional Liability Insurance

Consultant shall also obtain, at Consultant's expense, and keep in effect during the term of the contract, insurance covering losses resulting from error or omissions of Consultant. The limit of liability shall be not less than \$2,000,000 per claim and in the aggregate.

E. Additional Insured Provision

The Commercial General Liability Insurance and Commercial Automobile Insurance policies and other policies the City deems necessary shall include the City, its officers, directors, employees and volunteers as additional insureds with respect to this contract.