



Child Development Council of Franklin County, Inc.
 999 Crupper Avenue • Columbus, Ohio 43229 • (614) 431-2186
 Brenda Rivers, President & CEO

REQUEST FOR PROPOSAL
JANITORIAL SERVICES

CDCFC Background. Child Development Council of Franklin County, Inc. (“CDCFC”) is an Ohio based non-profit corporation serving children ages 0 to 5. Serving over 2,000 children, our mission is to enrich the lives of children and families. We achieve our mission by focusing on the areas of education, success, and health and wellness. We desire our families to feel our focus from the quality of our curricula to the quality of our buildings and grounds.

Statement of Purpose. The purpose of this request for proposal (“RFP”) is for CDCFC to identify the best vendor partners to assist us with providing quality upkeep and maintenance to our buildings and grounds. CDCFC is seeking responses from vendors of the upmost professionalism and performance capability. Vendors must be able to provide services in collaboration with CDCFC internal staff and in accordance with prescribed regulations.

It is anticipated the CDCFC will award contracts to multiple vendors. However, CDCFC reserves the right to award multiple contracts to any one vendor upon completion of the RFP process. Additionally, CDCFC reserves the right to procure the services described herein from other vendors at its sole discretion.

The awarded vendor(s) will be required to execute a contract to perform the services described herein. The engaging personnel of the awarded vendor(s) will also be required to complete and submit a background check. The awarded vendor shall comply with all terms and conditions as established by CDCFC.

Nothing in or by this RFP shall be construed as an offer or agreement.

Project Description. This is an RFP for janitorial services to be provided at various buildings owned or leased by CDCFC situated throughout Central Ohio.

Procurement Timeline. The following timeline is provided for your scheduling purposes. However, CDCFC retains, at its sole discretion, the right to alter this timeline.

Activity	Date
RFP Issued	May 4, 2021
Mandatory Site Visits	May 5 – May 14, 2021
Response to RFP Due	May 21, 2021 by 5:00p (EST)
Interviews (Tentative)	TBD
Contract Awarded	May 24, 2021
Contract Start Date	June 1, 2021

BIDDING VENDOR REQUIREMENTS

General Requirements. CDCFC seeks to solicit proposals from professional and qualified vendors with the capacity to self-govern and provide agreed to services with integrity and diligence. The awarded vendor must be available and agreeable to begin work on June 1, 2021. If awarded a contract, a successfully completed term will be for five (5) months from June 1, 2021. Selected vendor will be expected to perform janitorial services each weekday between the hours of 6pm and 11:30pm.

Evaluation Process. CDCFC shall evaluate each bidding vendor on a rating scale and pass/fail structure based on the following criteria.

- Timeliness of Response
- Completeness of Response
- Adherence to Instructions
- Overall Quality of Response
- Existing Entity
- Key Personnel
- Experience
- Reference
- Background Check
- Ability to Meet Requirements
- Sustainability
- Communication Systems
- Fee Offering
- Professionalism
- Conflicts of Interest
- Temperament
- Ability to Begin on Start Date

Contracts will be awarded to the responsible bidding vendor whose proposal is most advantageous to CDCFC.

Scope of Services. The objective of the janitorial services is to maintain the facility(s) in such a manner that the location provides a clean, healthy, and safe environment for children, families, and staff. The janitorial services required of this RFP will include the following:

1. Internal Building Janitorial Services

List of Potential Work Order Tasks. The following is a list of potential tasks that will be the responsibility of the awarded vendor.

- | | |
|---------------------------------|---|
| 1. Carpet/Rug Cleaning | 12. Waste Receptacles Emptying |
| 2. Carpet Spot Cleaning | 13. Restroom Cleaning |
| 3. Carpet Cleaning by Vacuuming | 14. Restroom Servicing |
| 4. Dust Mopping | 15. Drinking Fountain Cleaning and Disinfecting |
| 5. Damp Mopping | 16. High Traffic Area Cleaning (e.g. <i>hall, classroom, lobby, stairwell</i>) |
| 6. Floor Cleaning | 17. Wall Spot Cleaning |
| 7. Sweeping | 18. Horizontal Surface Cleaning |
| 8. Spray Buffing | 19. Dusting |
| 9. Buffing | 20. Air Vent Cleaning |
| 10. Waxing and Buffing | |
| 11. Damp Wiping | |

21. Glass Cleaning

22. Rubbish Removal

INSTRUCTIONS TO BIDDING VENDORS

Inquiries. Any inquiry concerning this RFP should be submitted directly to the Inquiry Specialist in writing. The subject line of the submitted inquiry should be constructed as follows: “CDCFC 2020 Vendor Inquiry”. The inquiry should identify the area of the RFP about which there is a question or, if not related to a specific area of the RFP, the inquiry should identify “Other Inquiry” in advance of each question. And, the inquiry should clearly articulate the question for which a response is sought. The bidding vendor should allow a minimum of 24 hours before receiving a response. No responses will be provided on Saturday or Sunday.

Inquiry Specialist	Inquiry Specialist E-mail
Rabiah Harper	rharper@cdcheadstart.org

Site Visit. Mandatory site visits will be scheduled by the Site Visit Coordinator. For a bidding vendor to have access to the site visit, the bidding vendor must contact the Site Visit Coordinator and reserve time for the site visit. The site visits will commence and conclude promptly at confirmed times. Any bidding vendor that desires a site visit must contact the Site Visit Coordinator Monday through Friday at minimum 24 hours prior to the designated date of the site visit. Any representative of the bidding vendor attending the site visit must bring with them to the site visit (i) a valid picture I.D. (e.g. passport or driver’s license) and (ii) company identification (e.g. badge or business card).

The purpose of the site visit is to allow the bidding vendor to familiarize itself with (i) the location of the facilities, (ii) the size of the facilities, and (iii) the makeup of facilities. The bidding vendor shall be responsible for obtaining any information it believes pertinent to provide an accurate bid. Failure to acquire any information or attend a reserved site visit shall not be grounds to rescind, alter, or breach any awarded contract.

Site Visit Coordinator	Site Visit Contact Information
Dale McCampbell Facilities Coordinator	Phone: (614) 332-3749 dmccampbell@cdcheadstart.org

Location	Address	Site Visit Dates and Times
Capital Park	2150 Agler Road, Columbus, OH 43224	To be determined

Proposal Submission Process. The bidding vendor should ensure that the proposal is completed and submitted on or before the submission date. The bidding vendor should be sure to respond to all applicable prompts herein and attach additional applicable components. A bidding vendor may submit a proposal by electronic mail, fax, or mail. All proposals must be *received* by **May 21, 2021, at 5:00p.**

Electronic. If submitting by electronic mail, the bid should be delivered to dbresnen@cdheadstart.org. The subject line should be constructed as follows: "CDCFC 2021 JANITORIAL BID". If the bidding vendor is concerned about the receipt of such bid, the vendor should contact (614) 222-8529 to confirm submission.

Fax. If submitting by fax, the bid should be delivered to (614) 228-4011 Attn: David Bresnen. The cover letter should include the following information: (i) Subject: "CDCFC 2021 JANITORIAL BID"; (ii) vendor name; (iii) vendor representative name and contact information; and (iv) number of pages of bid, including cover page.

Mail. If submitting by mail, the bid should be sent to 1077 Lexington Ave., Columbus, OH 43201 with attention to Rabiah Harper.

In-Person. If submitting in-person, the bid should be hand delivered to Rabiah Harper at 1077 Lexington Ave., Columbus, OH 43201.

Contract Components. If awarded a contract, the awarded vendor shall execute the definitive agreement as provided by CDCFC.

Technical Proposal Requirements. A bidding vendor's proposal must include the following:

1. Completed Vendor Proposal Form (*see pages 5 – 7*);
2. Vendor Background;
3. Relative Experience;
4. Key Personnel;
5. Three (3) Business References;
6. Vendor Technical Specs (*e.g. phone numbers, e-mails, complaint procedures, request procedures, project management specifications*);
7. Approach to Accomplishing Scope of Services;
8. Business Articles of Incorporation (*if applicable*);
9. Business Certifications (*if applicable*);
10. Completed Form W-9, Request for Taxpayer Identification Number and Certification;
11. Receipt Demonstrating Proof of Completion of BCI and FBI Background Check or Completed Background Check (*background checks are only required for personnel anticipated to work onsite; background checks should be delivered directly to Child Development Council of Franklin County, Inc., 1077 Lexington Ave., Columbus, OH 43201*); and
12. Vendor's License (*Pursuant to the Ohio Revised Code, R.C. 5739.01(DD), R.C. 5739.(B)(3)(t)*).

Bidding vendors must limit their submission to a total of 15 pages. Please include company name on each page in the submission.

VENDOR PROPOSAL FORM
JANITORIAL SERVICES

A. Physical Information

BIDDER NAME		
STREET ADDRESS		
CITY	STATE	ZIP
COUNTY	MBE/EDGE CERTIFICATE NUMBER (if applicable)	
CONTACT PERSON	CONTACT PERSON TITLE	
TELEPHONE NO. ()	FAX NO. ()	
E-MAIL		

B. Ability to Work

- Are you registered to do business in the United States? YES NO
- Are you registered to do business in the State of Ohio? YES NO
- Are you eligible to do business in the State of Ohio? YES NO
- Are you bonded? YES NO
- Have you had any litigation filed against you related to your work within the past 2 years? YES NO
- Are you engaged in any bankruptcy proceedings? YES NO

C. CDCFC Involvement

Have you/key personnel previously provided paid services to CDCFC? YES NO

If so, please provide date range and specify services provided.

Have you/key personnel volunteered for CDCFC? YES NO

If so, please provide date range and volunteer activities.

Are you/key personnel related to any employee of CDCFC? YES NO

If so, please provide name(s) of employee and relationship(s).

Are you/key personnel related to any member of the board or policy council? YES NO

If so, please provide name of board/policy council member(s) and relationship(s).

Are you/key personnel related to any child(ren) attending CDCFC? YES NO

If so, please provide name of child(ren) and relationship(s).

PRICE SCHEDULE
JANITORIAL SERVICES

Vendor Bid

The bidding vendor should place the exact amount it is offering in the designated field, below, alongside the corresponding location(s) for which it intends to bid. If the bidding vendor is not bidding on a specified location, please insert location in the "Location" field and "N/A" in the "Price" field of the corresponding location.

Note: It is the responsibility of the bidding vendor to understand the specifications of each location for which it bids. Lack of understanding of specs or failure to visit any location will not be reason for rescinding, altering, or breaching any term of any awarded and executed contract.

Location	Description of Services	Price
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.
		\$ _____ per mo.

You represent that you have the authority to execute this proposal. You represent that the information contained in this proposal is accurate and up to date as of the date of the submission. You understand and agree that by submitting your proposal there is no guarantee of an award and such does not amount to or establish any agreement between CDCFC and you.

Signature	
Print Name	
Title	Date

SPECIAL CONTRACT TERMS AND CONDITIONS

The following terms and conditions will be included in some variation in the definitive agreement that will be presented to the awarded vendor. These terms and conditions are non-negotiable.

Equipment. Awarded vendor shall provide its own equipment, products, and material in completing services. Any products used by awarded vendor in the process of completing services shall not be hazardous to the health of children, family, or staff.

Subcontracting. Only the awarded vendor shall perform the services as specified. Subcontracting shall not be permitted without the advance written notice from CDCFC. The awarded vendor shall be held solely liable for satisfying the terms of the performance orders.

Submission of Invoices. The awarded vendor shall submit one (1) invoice for services per month within 10 days from the end of the servicing month. Such submission shall be in accordance with the guidance provided by CDCFC. Invoices shall include only services agreed to pursuant to the definitive agreement.

Compensation. Awarded vendor shall receive no greater than the amount agreed to be paid by CDCFC in the proposal. Such compensation shall be remitted within thirty (30) days of receipt of invoice.

Background Check. Personnel of the awarded vendor assigned to complete the services must submit to and successfully pass a BCI and FBI background check, at the awarded vendor's expense. Failure to complete and successfully pass such background check shall be grounds for immediate termination of the awarded contract.

Bonded and Insurance. Upon execution of the definitive agreement and prior to beginning work, the awarded vendor shall procure a surety bond in the amount of the total contract. During the term of the definitive agreement, awarded vendor shall maintain a general liability insurance policy with coverage limits of at minimum \$1 million per occurrence.

Workers' Compensation. During the term of the definitive agreement, awarded vendor shall maintain active Workers' Compensation coverage, if required to do so pursuant to state law.

Licensing. Awarded vendor shall have and maintain all applicable licenses required to do business within the State of Ohio at all times during the agreement.