

Edward Ray Garcia, Chairman
Max Vezzani, Commissioner
Gerald A. Cisneros, Commissioner



Board of County Commissioners

HUERFANO COUNTY GOVERNMENT REQUEST FOR PROPOSALS (RFP)

Basic Information – Huerfano County Government is a political subdivision located in southern Colorado. All county buildings listed in the RFP are located in the City of Walsenburg.

Purpose – Huerfano County Government is soliciting Proposals from interested and qualified Proposers to provide custodial services for three county buildings.

Schedule

RFP Release.....	June 28, 2018
Mandatory pre-bid meeting and walk through.....	10:00 a.m. August 10, 2018
Deadline for Receipt of Proposals.....	10:00 a.m. August 17, 2018
Closed Proposal Opening & Administrative Review.....	10:30 a.m. August 24, 2018
Interview qualifying candidates.....	Week of August 27, 2018
Board decision.....	10:20 a.m. September 11, 2018

Proposer Requirements – Should Huerfano County Government elect to proceed with this project, the successful Proposer will be required to enter into an Agreement with the county for implementation and operation of the Proposed System offered in the successful Proposer’s submittal in response to this RFP.

Terms of Agreement – Any Agreement developed as a result of this RFP will commence and take effect on a date mutually agreed upon by the successful Proposer and Huerfano County Government and will be set forth in the Agreement. Furthermore, “the contract may provide as a multiyear contract with automatic renewal unless positive action is taken by Huerfano County Government to terminate such contract. The contract shall state the total obligation which will be incurred in each calendar year renewal term if renewed”.

If awarded as a multi-year contract it will renew automatically at the end of each contract year if the Board does not notify the vendor in writing of its non-renewal intent by April 30 of the same year.

During the contract period, the Board may terminate the agreement if a breach occurs which is not resolved within thirty days after written notice.

Payment – Invoices must be submitted by the end of the month, with payment by the finance office after the 20th of the next month. The monthly total should be the total contract price for the period divided by the number of months in the contract period.

Description of Needs of Service- To provide janitorial services, supplies, and supervision to the following locations:

Huerfano County Courthouse 401 Main Street, Walsenburg, CO 81089

Huerfano County Visitor's Center 400 Main Street Suite A, Walsenburg, CO 81089

Huerfano County Planning & Zoning 400 Main Street Suite B, Walsenburg, CO 81089

Huerfano County Community Center, 928 Russell, Walsenburg, CO 81089

Additionally, qualified proposer will provide the following:

- All cleaning equipment, supplies, and labor.
- Provide a Custodial Services Supervisor to manage the employees assigned to our facilities, and provide that supervisor with a cell phone so that Huerfano County Government administrators can contact that supervisor 24 hours a day.
- Provide vehicles to move equipment and supplies from location to location.
- Preferred rates for special conditions and events.
- Photo ID badges for all janitorial personnel.
- The successful bidder must comply with all statutes of the Equal Opportunity Employer Act and be a Drug-Free Employer in the State of Colorado. Criminal background checks on all employees must be maintained on file by the successful bidder. All personnel must be processed through E-Verify. Successful bidder must provide E-Verify number and a signed affidavit when the bid is submitted and by January 1st of each contract year.

Specifications for Custodial Services

I. Services to be Performed Inside Buildings

- a. All restrooms, offices, and common areas must be cleaned daily, Monday thru Friday. Daily clean and mop all tile and vacuum carpeted floors. No cleaning in kitchen areas will be required. Proposals should include detail of this cleaning and should be specific as to exactly what will be included.
- b. Proposals should include a plan for stripping and waxing tile floors annually, scrubbing and recoating of all common areas three times per year, and professionally cleaning of all carpets twice a year, on weekends.
- c. Interior windows will be cleaned twice a year.

II. Services to be Performed Outside Buildings

- a. Walkways, porches, and sidewalks will be swept or blown daily and pressure cleaned annually.
- b. Outside of windows will be cleaned twice a year.
- c. Litter (paper, cans, bottles, sticks, etc.) will be picked up from areas directly adjacent to the buildings contracted.

III. Proposals must describe company's experience in institutional cleaning, particularly in judicial settings and law enforcement buildings.

IV. Proposals must detail the minimum number of employees that will be provided at each facility. Number of hours per employee should also be detailed.

V. Proposals must include a general description of how the company will cover for employees who are absent.

- VI. Interior walls must be cleaned. Proposal must describe any limits on cleaning walls, ceilings, and windows above 10'. This includes all exterior windows.
- VII. Proposals must include a provision for an administrator in the company to conduct a walk thru of selected facilities at least once per calendar quarter.
- VIII. Proposers should include a plan for providing competitive bidding for all supplies.
- IX. Proposers must include E-Verify number and Contractors Affidavit.
- X. Proposals must include all insurance information requested in this RFP.

Proposal Delivery Instructions –

Proposals shall consist of one original and six copies.

Submit proposals in a sealed envelope to:

Melanie Bounds
Public Works Director
928 Russell #A
Walsenburg, CO 81089

Proposals will be received until August 17, 2018 (No Proposals will be accepted after this time). To be accepted, all proposals are to be submitted, in sealed packages marked "Response to Custodial RFP". Proposals must be sent by U.S. Mail, courier service such as Federal Express or United Parcel Service or hand delivered. **NO** proposals will be accepted via fax transmission regardless of time of delivery. One original and six copies of each proposal should be delivered to the Public Works Director.

Contracts and Obligations – Contracts and obligations are contingent upon Huerfano County Government having sufficient local funding at time the contract is secured. Contracts and obligations will commence upon approval by the Huerfano County Board of County Commissioners (BOCC).

Date Access – Any data (data defined as any information, associated meta data and databases.) provided to vendors is intellectual property of Huerfano County Government and as such must be provided to Huerfano County Government upon request.

Insurance - Acceptable to Huerfano County Government with limits on less than \$1 million and workers' compensation coverage as required by applicable statute. Upon request by Huerfano County Board of County Commissioners, Respondent shall provide Huerfano County Government evidence of such coverage.

Assignment – Any attempt by supplier to assign or otherwise transfer any interest in this Agreement without prior written consent of Huerfano County Government shall void the contract.

Attorney's Fees – The parties agree that in the event of dispute, each party will bear its own costs of litigation and attorney's fees.

Compliance with Law – The vendor shall comply with all applicable federal, state and local statutes, regulations, ordinances or other legal requirements that apply.

Inconsistencies in Conditions – In the event there are inconsistencies between the specifications, scope of work and the proposal terms or conditions, contained herein, the proposal terms and conditions will take precedence.

Indemnity – Respondent shall indemnify, defend and hold harmless Huerfano County Government from and against any claims, losses, suits, charges, demands and expenses, including attorney's fees, arising out of or related to (i) Respondent providing the services, (ii) any breach of any duty, representation, warranty or covenant, contractual or otherwise, by or attributable to Respondent and (iii) any act or omission attributable to Respondent.

Sequence of Events

June 28, 2018 Advertise on County website, Huerfano Journal, and Pueblo Chieftain

August 10, 2018 Mandatory pre-bid walk through

August 17, 2018 Deadline Receipt of Proposals by Huerfano County Government Public Works Department

August 24, 2018 Evaluation of Proposals by Huerfano County Administration

Week of August 27, 2018 Presentations by and interviews of three highest ranked firms

10:20 a.m. September 11, 2018 Recommendation of Administration to Huerfano County Board of County Commissioners