

Ogden City School District

STATEMENT OF QUALIFICATIONS

**Janitorial Services Ben Lomond High Athletics
Facility**

SOQ # 21-008

DUE: December 17, 2020

**Ogden City School
District Purchasing
Department Attn:
Ken Crawford
1950 Monroe Boulevard
Ogden, UT 84401**

OGDEN CITY SCHOOL DISTRICT
REQUEST FOR STATEMENT OF QUALIFICATIONS

Janitorial Services for Ben Lomond High Athletic Center

SOQ # 21-008

DUE: December 17, 2020

NOTICE TO FIRMS

Ogden City School District is soliciting the services of qualified companies to provide Janitorial Services at the newly constructed Ben Lomond High School Athletic Center.

A. Intent of Request for Statement of Qualifications (SOQ)

The purpose of this request for Statement of Qualifications is to solicit competitive sealed submissions from qualified and experienced companies to provide Janitorial Services at the newly constructed Ben Lomond High School Athletic Center on behalf of Ogden City School District (the "District"). It is intended the selected company will work with the District as part of a dynamic team, to maximize value of services rendered and ensure fiscal responsibility in keeping clean, well sanitized, and presentable to the public, this state-of-the-art facility. Based on the information submitted, a company whose experience and qualifications will best serve the interests of the District and on whom we can rely on for experienced and professional janitorial services may be selected to provide such to the District.

B. Background

The Ben Lomond High School Athletic Center is a new facility that opens for business in December 2020. This approximately 104,000 Sq.ft. state of the art facility including three gymnasiums, an indoor running track, wrestling room, weight room, several classrooms and locker rooms, and is designed to provide year-round indoor practice facilities for all Ben Lomond High School sports. While the selected vendor would not be cleaning the entire facility, they would be responsible for cleaning all the commons area, including the two main entryways, all the stairs from the main floor to the third floor and all three floors east of the commons. They would also help with after game cleanup based on the school home game schedules for volleyball and basketball. There are approximately 8 home volleyball games and 20 home basketball games each school year.

Scope of Work

C. Janitorial Services

The company chosen to perform the Janitorial Services will work directly with the District and the District's management team to perform identified janitorial services. It is anticipated these services will be provided after normal hours of operation in the evening/night-time. The frequency may vary and will be mutually determined after consultation with the chosen firm, depending on building scheduling and frequency of use.

- The selected company agrees to provide all labor, supervision, material, and equipment necessary to assure performance of the specified cleaning services to the District.
- The selected company will bill the District monthly for services provided. All invoicing will be itemized for monthly work including special tasks that may be provided.
- The District will furnish all consumable products inclusive of, but not limited to: toilet tissue, towels, trash liners, hand sanitizer and hand soap.
- The selected company will provide, as part of the contracted monthly amount, all disinfectants and other cleaning supplies for tasks outlined with the contract.
- The selected company will furnish and maintain all necessary cleaning equipment inclusion of but not limited to: floor machines, buffers, carpet extractor, HEPA backpack vacuums, maid carts, mop buckets, wringers, mops, and brooms. The District will provide a secure space for storage of this equipment, as may be required.
- The selected company agrees to comply with current OSHA regulations and proven procedures pertaining to all work performed on location.
- The selected company agrees to provide all forms of insurance required by law and shall maintain the same in force for the duration of the contract, including:
 - Workers Compensation
 - Commercial General Liability
 - Automobile Liability

- Umbrella Liability

- Personnel supplied by the selected company are not, for any purpose, to be considered employees or agents of the District.
- Personnel supplied by the selected company must be able to pass a BCI background check.

Expense of Proposals: Any expenses for preparation of proposals throughout the selection process, shall be at the sole expense of the company and shall not be any responsibility of the District.

The selected company must maintain an office in the State of Utah from the time of the full execution of the resulting contract of this SOQ through the completion of the negotiated contract services.

D. Mandatory Pre-bid walk through

A mandatory pre-bid walk-through will be held on December 8, 2020 at 11:00 am at the Ben Lomond Athletics Facility, 1080 9th street in Ogden, UT. Attendance by a representative of any firm interested in submitting a proposal is required and is a prerequisite for submitting a responsive proposal.

E. Janitorial Plan and Statement of Qualifications Submittal Requirements

The complete proposal for Janitorial services shall be submitted as two separate documents (A technical proposal and a cost proposal) and shall be limited to 10 pages maximum for the technical proposal. The submittal must be organized in the following order:

1. TECHNICAL PROPOSAL- 1st attachment

COVER PAGE: Should include the SOQ name and project number as well as the submitting company's name. The cover page may have a picture on it with a brief description of the picture.

SECTION ONE: Letter of Introduction – Must include point of contact information containing name of individual authorized to represent the organization, email, phone number and address.

SECTION TWO: Organizational Chart – including team resumes of company principals and team leaders. It is understood that cleaning team members may change regularly.

SECTION THREE: Janitorial Plan – Firms will be required to develop and submit a plan demonstrating how they will meet the parameters and deliverables within the Scope of Work, and manage their responsibilities of the provided services. The Janitorial Plan should be concise yet contain sufficient information for evaluation by the selection committee. Firms should also include a plan for their Covid 19 cleaning process and procedures when employees or students who often use these spaces have tested positive for Covid 19 and the space requires more rigorous cleaning and sanitizing.

SECTION FOUR: Statement of Qualifications – The Statement of Qualifications is a short document that indicates the experience and qualification of the firm, the project manager and other critical members of the company team. It describes what talents each team member brings to the project, how their knowledge of the subject will provide benefit to the process, how the team has been successful in the past and how that relates to this project. It should include information on similar projects and specific experience in janitorial and/or facilities management operations. Include the experience and special qualifications that are applicable to this project and /or are part of the project specific selection criteria. Include a statement regarding what distinguishes the firm from other potential respondents.

SECTION FIVE: Past Performance and References – The firm is required to provide at least five references that include:

- Point of Contact: Person who will answer any customer satisfaction questions.
- Phone Number: Phone number of the contact we will be surveying.
- Client: Name of agency that purchased the services.
- Project Name: Name of the project.
- Dates of Service: Years serving this client.
- Address: Street, city and state where the work was performed.
- Size: Approximate square footage of facilities serviced.
- Type: Type of facility (i.e.: School, Offices, Warehouse, etc.)

SECTION SIX: Termination and Debarment Statement and Miscellaneous Information.

2. **COST PROPOSAL- 2nd attachment (must be submitted as a separate attachment from the technical proposal. Entire proposal will be deemed no-responsive and will not be scored if not submitted as two separate attachments).**

Please see Schedule B

F. Other Requirements

To be considered acceptable, proposals must be complete and conform to all SOQ instructions and conditions.

a. Proposals submitted in a Timely Basis. Proposals must be submitted electronically through the Utah Public Procurement Place (U3P) website <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> no later than 2:00 p.m., Thursday, December 17, 2020. Proposals received after that deadline will be deemed non-responsive and will not be considered for evaluation. Proposals must be submitted as two attachments, the technical proposal and the cost proposal. If they are combined into one attachment, the proposal **will be deemed no-responsive and will not be scored**).

b. Non-Discrimination. The Respondent must comply, at all times during the bidding and contracting period, with all applicable Federal, State, County, and City anti-discrimination laws, ordinances, rules and regulations. Any violation of this provision shall be considered a violation of a material provision of the audit contract and shall be grounds for cancellation, termination, or suspension.

G. Questions and Addenda

1. All questions must be submitted through the U3P website. <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=StateOfUtah> Questions must be submitted by Monday, December 14, 2020 by noon MST. Any contact with other District personnel or School Board members regarding this request during the selection process is grounds for disqualification.
2. Any addenda may be posted up to 24 hours prior to the close of this solicitation. Firms must acknowledge any addenda that are posted on the bid form to qualify as a responsive bid.

H. Return of Proposal

Once received, proposals become the property of the District.

I. Protected / Proprietary Information (optional)

Protected information should be clearly identifiable and included in the *Detailed Discussion* section of the proposal. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing readers to the specific area of this Protected Information Section.

The Government Records Access and Management Act (GRAMA), UCA § 63G-2-305, provides in part that:

The following records are protected if properly classified by a government entity:

- (1) trade secrets as defined in Section 13-24-2, the Utah Uniform Trade Secrets Act, if the person submitting the trade secret has provided the governmental entity with the information specified in UCA § 63G-2-309 (Business Confidentiality Claims);
 - (2) commercial information or non-individual financial information obtained from a person if: (a) disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental entity to obtain necessary information in the future; (b) the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and (c) the person submitting the information has provided the governmental entity with the information specified in UCA § 63G-2-309;
- And

(6) records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental entity, except, subject to Subsections (1) and (2), that this Subsection (6) does not restrict the right of a person to have access to, after the contract or grant has been awarded and signed by all parties.

Pricing may not be classified as confidential or protected and will be considered public information after award of the contract.

Process for Requesting Non-Disclosure: Any Offeror requesting that a record be protected shall include with the proposal a Claim of Business Confidentiality. To protect information under a Claim of Business Confidentiality, the Offeror must complete the Claim of Business Confidentiality form with the following information:

1. Provide a written Claim of Business Confidentiality at the time the information (proposal) is provided to the state, and
2. Include a concise statement of reasons supporting the claim of business confidentiality (UCA § 63G-2-309(1)).
3. Submit an electronic "redacted" (excluding protected information) copy of the proposal. Copy must clearly be marked "Redacted Version."

An entire proposal cannot be identified as "PROTECTED", "CONFIDENTIAL" or "PROPRIETARY", and if so identified, shall be considered non-responsive unless the Offeror removes the designation.

Redacted Copy: If an Offeror submits a proposal that contains information claimed to be business confidential or protected information, the Offeror must submit two separate proposals: one redacted version for public release, with all protected business confidential information either blacked-out or removed, clearly marked as "Redacted Version"; and a non-redacted version for evaluation purposes, clearly marked as "Protected Business Confidential."

All materials submitted become the property of Ogden School District. Materials may be evaluated by anyone designated by the District as part of the proposal evaluation committee. Materials submitted may be returned only at the District's option.

J. Discretion of Ogden City School District

This is a request for statements of qualifications (SOQ) and not a purchase order, contract, or offer. As such, the District is under no obligation to respondents. The District reserves the right to reject any or all proposals, to negotiate with any or all firms

submitting proposals, and to enter into an agreement with any firm for any services mentioned in this request.

K. Written Agreement and Termination

The District will enter into a written agreement with the selected company. The selected company must agree to the district Standard Terms and Conditions. The contract will be for one year with the possibility of renewal annually for up to four additional years.

Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, for cause by either party, in advance of the specified termination date, upon written notice being given the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon sixty (60) days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to the date of termination.

L. Selection Criteria

The following criteria will be used in ranking each of the proposed Consultant Teams. The criteria are not listed in any priority order. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Weights have been assigned to each criteria in the form of points.

- A. References: **20 Points**
- B. Perceived Ability to Perform Work: **50 Points**
- C. Fees proposal: **30 Points**

M. Proposal Calendar

It is anticipated that the following schedule for this solicitation will be:

- December 1, 2020 SOQ released
- December 8, 2020 Mandatory pre-bid walk-through
- December 14, 2020 End of Q&A period
- December 17, 2020 Proposals due
- December 18, 2020 Evaluation of Proposals.
- January 7, 2020 Board Approval

Schedule A

CERTIFICATION OF PROPOSAL

Professional Legal Services

I (we) have read the Ogden School District Request for Statement of Qualifications (SOQ) #TBD and fully understand its intent. I (we) certify that I (we) have adequate personnel and resources to fulfill the proposal requirements. I (we) further understand that our ability to meet the criteria and provide the required services shall be judged solely by Ogden School District.

I (we) further certify that, since the receipt of this SOQ, no contact, discussion, or negotiation has been made nor will be made regarding this proposal with any Ogden School District employee or Board Member other than the appropriate contact people identified in the Request for Proposal.

I (we) certify that all forms and addenda contained herein shall be considered part of the entire RFP response and that the complete documents submitted shall be considered a legally binding document. Furthermore, I (we) are prepared to comply with all requirements contained therein.

I (we) agree to hold the RFP amount(s) firm for sixty (60) days to give the District adequate time to evaluate this proposal.

I (we) agree that any knowledge, experience, process or product developed as a result of this scope of work may be replicated by the District for future use and/or projects.

Submitted By: _____

Legal Name of Submitting Firm: _____

Authorized Agent Signature: _____

Name and Title: _____

Date Signed: _____

Schedule B

Cost Proposal for bid submission

Check any of the following addenda only if they are applicable:

Acknowledgment of addenda #1 _____

Acknowledgment of addenda #2 _____

Acknowledgment of addenda #3 _____

Please list the following information to help us best determine a dollar value for the services you could provide based on the scope requested in this SOQ, the mandatory pre-bid walk-through, Questions and Answers provided on U3P, and any addenda that may be posted:

Monthly rate for 3 days per week Service @ 8 man hours* per service- _____

Monthly rate for 5 days per week Service @ 8 man hours* per service- _____

Basic Hourly Cleaning rate for additional hours beyond

normally scheduled scope of work- _____

* The number of actual hours per service will be determined based on assessment with selected firm but for consistent evaluation purposes, will be listed as eight.

Please use the remaining space on this page and attach any additional pages to share other service options your firm could provide: