

Request for Quote

DESIGNATED CONTACT(S)

RFQ Title 2020 - 2025 Long Island DDSOO Janitorial and Cleaning Services **RFQ Number** RFQ LI 110419

Primary Designated Contact Information:

Rebecca Whitaker, CMS 1
 26 Center Circle, Building 58, Service Building
 Wassaic, NY 12592
 845-877-6821 ext 3704
 rebecca.j.whitaker@opwdd.ny.gov

Secondary Designated Contact Information:

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KEY EVENTS

OPWDD Issues Request for Quote (RFQ)	September 19, 2019
Deadline for Submission of Written Questions	October 3, 2019
Official Responses to Written Questions By	October 18, 2019
RFQ Due Date	2:00pm on November 4, 2019
Contract Start Date	February 1, 2020

OPWDD has sole discretion to change the above dates

Designated Contact shall indicate if Procurement Lobbying Law/Restricted Period is in effect: **Yes** **No**
Where Procurement Lobbying Law is deemed applicable by the Designated Contact, by signing, Contractor affirms that it understands and agrees to comply with OPWDD's policies and procedures relative to permissible contacts. Information may be accessed at: Procurement Lobbying: <https://ogs.ny.gov/acpl>

OVERVIEW

The Office for People with Developmental Disabilities (OPWDD) Contract Management Unit on behalf of Long Island Developmental Disabilities State Operations Office (LI DDSOO) is soliciting quotes from responsible and qualified contractors to perform janitorial and cleaning services in Nassau and Suffolk counties for two (2) Day Service sites and the Maintenance Department office. Please see Scope of Work and Mandatory Requirements on the following page for additional details. The term of the contract is anticipated to be five (5) years. References and insurances are required. Prevailing wage will apply. It is the Contractor's obligation to visit any and all sites they wish to provide a quote for. It is the Contractor's responsibility to know the site(s) requirements based upon the services being requested. To schedule a site visit, please reach out to Sharon Siena at 631-642-9634 for Cascade West Day Hab, Shirley Brown or Sharon Siena at 631-205-9659 for Cascade East Day Hab, and John Goldschmidt at 516-576-5026 or john.s.goldschmidt@opwdd.ny.gov for the Maintenance Department.

BASIS FOR AWARD - OPWDD will select the responsible and responsive bidder that will provide the lowest Grand Total Annual Cleaning Cost. OPWDD reserves the right to reject any and all offers.

MINIMUM BIDDER REQUIREMENTS

The following minimum requirements **must** be met by each bidder:

- The successful bidder will be a NYS Small Business* **OR** MWBE-certified pursuant to Article 15-A of the New York State Executive Law.
- The successful bidder shall submit at least three (3) work references that will verify that the bidder has at least three (3) years of relevant experience to complete the work as listed in Scope/Mandatory Requirements.

ATTACHMENTS: Prevailing Wage Schedule, Mandatory Supporting Documents, Informational Contract Template, e-Invoicing Brochure

* State Finance Law §160 (8), defines the terms "small business concern" or "small business" as meaning a business which is resident in this state, independently owned and operated, not dominant in its field and employs one hundred or less persons.

1. SCOPE OF WORK AND MANDATORY REQUIREMENTS:

This RFQ is being distributed to NYS Small Businesses as well as MWBE-certified Contractors to procure the following services:

The following specifications cover Janitorial and Cleaning Services for the Long Island DDSOO (hereinafter "OPWDD") day service sites located at: Cascades West, 4747-14 Route 347, Port Jefferson Station, NY 11776 (approx. 2,000 sq. ft.); Cascades East, 295 Route 25A, Middle Island, NY 11953 (approx. 2,000 sq.ft.); and Maintenance Department, 170 Dupont Street, Plainview, NY 11803 (approx. 3,000 sq.ft.).

OPWDD reserves the right to decrease the Scope of Work. If the Scope of Work is decreased, the Contractor must charge rates consistent with the current contract rates.

At these OPWDD sites, all Contractors and/or individuals employed by or working for the Contractor must sign in and out, clearly indicating the time of arrival and the time of departure. Photo Identification Badges (hereinafter Photo ID Badges) must have the name of the Contractor as well as the full name and photograph of the individual employed by or working for the Contractor. Photo ID Badges must be worn by the Contractor/s and individual/s employed by or working for the Contractor/s at all times. Photo ID Badges must be clearly visible to others while on site.

SERVICE SPECIFICATIONS

Contractor must be able to provide service 5 days per week. Contractor must be available to respond within 2 hours upon notification of an emergency.

Contractors are encouraged to use environmentally sensitive and green cleaning products as per Executive Order 134. For your information, the OGS website which includes guidelines and lists of approved cleaning products may be found at: <https://greencleaning.ny.gov>

A. Cascades West and Cascades East Day Habs:

DAILY CLEANING (five days per week Monday through Friday)

- Sweep and mop all floors and vacuum all carpeting. Sweep exterior entranceways. (Move furniture to ensure complete cleaning, repositioning furniture when completed).
- Empty all trash containers (including outside containers) into outside bins. Replace can liners.
- Clean and **sanitize** all bathroom fixtures, walls, floors, partitions, light switches, door handles and other surfaces. Ensure odor-free environment.
- Provide and replenish paper cups, paper towels, soap, trash bags, toilet seat cover and toilet paper. **Contractor is responsible for providing all equipment, supplies, materials and paper goods needed to service this contract. Ensure that your quote includes expense of sufficient paper goods.** Replenishment supplies must be appropriate size, shape and type for the existing dispensers.
- Wash all tables, chairs (tops, legs and backs), appliance exteriors, counter tops, and sink.
- Spot wash walls, ceilings, door jams, baseboards and other surfaces as needed.
- Clean and sanitize both sides of entryway doors (glass, frame, and handles).

TWICE WEEKLY CLEANING

- Spray buffs all non-carpeted floors. Clean baseboards. Vacuum door tracks.
- Clean and sanitize hand railings.
- Clean interior and exterior of appliances (including door gaskets).

TWICE MONTHLY CLEANING

- Dust all surfaces and high dust walls, ceilings, light fixtures, door and window frames, and sills.
- Vacuum curtains. Clean all vents (remove grills and clean inside).
- Wash and sanitize all trash containers.

QUARTERLY INTENSIVE CLEANING EVERY THREE MONTHS

- Strip, seal, and wax all non-carpeted floors.
- Strip, scrub, scrape or use whatever means necessary to completely clean baseboards, door jams, corners and other 'hard to reach' areas.
- Shampoo or chemically clean all carpeting. Re-treat with scotch guard.
- Wash all windows, interior & exterior and blinds.

The quarterly cleaning must be completed within 3 days and will be done in the first, fourth, seventh and tenth months of the contract. Quarterly Intensive Cleaning includes detail cleaning done on daily, weekly and monthly basis.

B. Maintenance Department

WEEKLY CLEANING (one visit per week)

- Sweep and mop all floors and vacuum all carpeting. Sweep exterior entranceways. (Move furniture to ensure complete cleaning, repositioning furniture when completed).
- Empty all trash containers (including outside containers) into outside bins. Replace can liners. Dispose of garbage in the back dumpster.
- Clean and **sanitize** all bathroom fixtures, walls, floors, partitions, light switches, door handles and other surfaces. Ensure odor-free environment.
- Provide and replenish paper cups, paper towels, soap, trash bags, toilet seat cover and toilet paper. **Contractor is responsible for providing all equipment, supplies, materials and paper goods needed to service this contract. Ensure that your bid includes expense of sufficient paper goods.** Replenishment supplies must be appropriate size, shape and type for the existing dispensers.
- Dust all surfaces and high dust walls, ceilings, light fixtures, door and window frames, and sills.
- Clean all available areas on desks.
- Spot wash walls, ceilings, door jams, baseboards and other surfaces as needed.
- Clean and sanitize both sides of entryway doors (glass, frame, and handles).

QUARTERLY INTENSIVE CLEANING EVERY THREE MONTHS

- Wash and sanitize all trash containers.
- Spray buffs all non-carpeted floors. Clean baseboards. Vacuum door tracks.
- Vacuum curtains. Clean all vents (remove grills and clean inside).

The quarterly cleaning must be completed within 3 days and will be done in the first, fourth, seventh and tenth months of the contract. Quarterly Intensive Cleaning includes detail cleaning done on a weekly basis.

ADDITIONAL INFORMATION

Service can begin at approximately 3:00 pm following the end of programming. Schedule changes may affect starting times. Cleaning can be performed Monday through Friday, excluding the following State observed holidays: New Year's Day, Dr. Martin Luther King Jr. Day Observation (Monday), Washington's Birthday Observation (Monday), Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day Observation, Thanksgiving Day, and Christmas Day.

Contractor is to provide contact phone numbers and additional emergency numbers such as cell phone and/or pager numbers to the LIDDSO Manager and such number must be accessible 24 hours a day and seven days a week.

In the event the Contractor does not respond in any way to the need for service for a continuous 48-hour time period, OPWDD reserves the right to assign another vendor to begin cleaning immediately. Any excess cost over the amount paid under the contract will be charged back to the Contractor.

This agency, in general, does not allow for subcontracting of services. The contracting agency must have the staff, equipment, materials and expertise to provide the complete service. The NYS Office of the Comptroller requires that each agency ensure that vendors doing business with the State of New York are qualified as responsible in matters of integrity, performance, legality and finance. Successful bidders will be required to complete vendor responsibility questionnaires and profiles, and undergo OPWDD scrutiny, prior to being awarded contracts or issued purchase orders.

All cleaning is to be done to the best industry standards. These areas are to be maintained at an odor free, hospital level of cleanliness. This requirement of "spotless" cleaning cannot be emphasized too strongly. No tolerance will be shown from the first day through the end of the contract. Contractor must be knowledgeable of, and is responsible to ensure that all cleaning service conforms to any applicable federal, state or local codes, laws or ordinances.

All equipment used in this service must have manufacturer's safety equipment properly installed and functional on the equipment. All vehicles and equipment must be operated in a safe manner when in the location of the sites. The Contractor will be responsible for the repair of all damage to walks, lawns, driveways, shrubbery or other structures of State and neighboring properties, caused by the Contractor's employees or equipment. Contractor is to ensure that no tools, parts or materials are left accessible that could cause harm to home or program residents. Work must be scheduled to create the least interference with OPWDD operations as possible.

Community relations are a major concern of the agency. Contractor will take every precaution to ensure that neighbors and neighboring properties are not disturbed. This includes, but is not limited to, beginning work which produces disturbing noise levels prior to 9:00 am or after 7:00 pm, leaving debris or materials which could blow or drift onto neighboring properties, or production of noxious smelling odors. In compliance with applicable Right-To-Know and OSHA regulations, any toxic, caustic or otherwise potentially harmful materials used in this service must have MSDS forms submitted and be discussed with OPWDD prior to use.

Contractors are advised that the some of the buildings listed for service may have been constructed prior to 1980 and materials used during the construction may be asbestos containing materials (ACM) as defined by the Occupational Safety and Health Act of 1970 (and any revisions since) as well as by Part 56 of Title 12 or the Official Compilation of Codes, Rules and Regulations of the State of New York (12NYCRR Part 56). All suspect materials (flooring, surface material, and Thermal System Insulations) shall be considered to be ACM regardless of the age of the building until proven otherwise by appropriate bulk sampling and laboratory analyses. The owner will provide the Contractor with a listing of all known materials and locations of such in each of the buildings included for services. The Contractor will provide training as required to all employees as required by OSHA regulations and provide documentation such was conducted to the owner.

Services which require specific weather conditions, air temperatures or other conditions to be properly completed must be brought to the attention of the Long Island DDSOO by the contractor so that appropriate scheduling, arrangements, preparations or precautions can be done to ensure optimal results.

The Contractor's employees will adhere to all OPWDD's policies and regulations, including but not limited to smoking, parking, etc.

ACCOUNTING

A. JOB TICKETS

Job Tickets are to be presented on a monthly basis to the Habilitation Specialist or designee at the Day Service sites and the Maintenance Supervisor or designee at the Plainview Maintenance office upon completion of service. It is advised that the Job Ticket be a three-part form. The aforementioned designees will sign Job Tickets if service is satisfactory. The following information is to be recorded on each Job Ticket:

1. The Name of the Site
2. The type of service completed
3. The date of service
4. The Signature of Authorized Designee

One copy of the Job ticket is to remain at the Site serviced. One copy of the signed Job Ticket is to accompany the invoice for services. The signed ticket acts as verification of services, a requirement for payment. One copy is for your files.

B. PREVAILING WAGES:

Prevailing Wages apply to this contract. The PRC number for this contract is 2019900827. A copy of Contractors certified payroll is required to be submitted with invoices prior to payment for services rendered.

C. INVOICES

Invoices must indicate Invoice number, PO# OPD01- , Contract number, the name of the site, the date of service and the type of service rendered. An invoice may be submitted for a single site or multiple sites; as long as each site is itemized on the invoice. All invoices must have a signed Job Ticket attached. Invoices are to be submitted for payment within thirty (30) days of service to:

OPWDD Long Island DDSOO
Unit ID: 3660237
C/O NYS OGS BSC Accounts Payable
Building 5, Fifth Floor
1220 Washington Ave.,
Albany, NY 12226-1900

The State of New York may require the Contractor to submit billing invoices electronically.

2. OPWDD TERMS AND CONDITIONS:

- Contractors requiring additional information in order to provide quotes should submit their questions in writing to the Primary Designated Contact prior to the closing date for questions.
- OPWDD will not be held liable for any cost incurred by the Contractor for work performed in the preparation of a response to this RFQ or for any work performed prior to the formal execution of a Contract.
- Quotes submitted in response to this RFQ should be complete and timely. Responses to the RFQ must be received by the deadline specified above. A Contractor is strongly encouraged to arrange for delivery of RFQ responses prior to the date of the RFQ Due Date. Late RFQ responses may be rejected. The received time of a RFQ response will be determined by the Designated Contact.
- All Contractor responses to this RFQ must remain valid for at least 60 days from the RFQ Due Date, unless the time for selecting the candidate is extended by mutual consent of OPWDD and the Contractor.
- All quotes and accompanying documentation become the property of OPWDD and ordinarily will not be returned
- The Contractor and/or its Employees shall indemnify and hold harmless the State, its officers, its consultants and employees from claims, suits, actions, damages, lien, fine, judgments, decree and costs of every nature arising out of the provision of services pursuant to any agreement resulting from this Bid / Request for Quotes. OPWDD shall not be held responsible for any loss or damages to the Contractor's equipment.

Cost Proposal Form

COST PROPOSAL INSTRUCTIONS

Please read the following carefully before submitting a quote:

- The price quotes below **MUST** include labor, equipment, supplies, materials, and paper goods for the year.
- All cleaning prices quoted below must be for an **ANNUAL** basis
- Please read the scope thoroughly as cleaning frequencies differ between the Day Service sites and the Maintenance Department.
- The Daily Cleaning Cost quote is based on annual cleaning five (5) days a week, Monday through Friday.
- The Annual Quarterly Intensive Cleaning Cost for the facilities listed below should be a quote for four (4) intensive cleaning services per year.
- To get the Total Annual Cost Per Site, total all the cleaning service types in the column for each facility listed below.
- To come up with the **Grand Total Annual Cleaning Cost**, add the prices in the Total Annual Cost Per Site for all three (3) facilities together.
- In the event of a mathematical error in calculating the Grand Total Annual Cleaning Cost on the part of the Contractor, the prices for the various cleaning service types in the column for each location will be used to determine the lowest Grand Total Annual Cleaning Cost.

Facility Name and Address	Cascades East 295 Route 25A Middle Island, NY 11953	Cascades West 4747-14 Route 347 Port Jefferson Station, NY 11776	Maintenance Dept. 170 Dupont Street Plainview, NY 11803
Approximate Sq. Footage	2,000 sq. feet	2,000 sq. feet	3,000 sq. feet
Annual Cost of Daily Cleaning	\$	\$	
Annual Cost of Twice Weekly Cleaning	\$	\$	
Annual Cost of Weekly Cleaning			\$
Annual Cost of Twice Monthly Cleaning	\$	\$	
Annual Cost of Quarterly Intensive Cleaning	\$	\$	\$
Total Annual Cost Per Site	\$	\$	\$

Grand Total Annual Cleaning Cost

\$

Contractor Information

This Page is to be Completed by the Contractor Responding to the RFQ

The RFQ Response must be fully and properly executed by an authorized person. By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this RFQ (including any Questions/Answers or addenda), and that all information provided is complete, true and accurate.

FEIN Number	Company Name	Company Address
Bidder's Signature: _____ Date: _____		Phone Number: _____ E-Mail: _____
Printed or Typed Name: _____		Title: _____

If you are not providing a RFQ Response, place an "x" in the box, please explain why you are not responding, and return this page only.

WE ARE UNABLE TO RESPOND AT THIS TIME BECAUSE:

After fully completing the information above, please submit this page along with the completed Cost Proposal Form above via email, mail, or hand delivery to the Primary Designated Contact indicated below:

Email: (reference RFQ LI 110419 in subject line)

rebecca.j.whitaker@opwdd.ny.gov and
eny.nyc.li.contracthub@opwdd.ny.gov

Remember to attach the completed Cost Proposal Form and signed Contractor Information page to the email.

Mail or Hand Deliver to:

**OPWDD
 Contract Management Unit – RFQ: LI 110419
 C/O Rebecca Whitaker, CMS1
 26 Center Circle, Building 58, Service Building
 Wassaic, NY 12592-2637**

Special Note for Delivery: OPWDD is located in a rural area. The OPWDD mailroom is open from 10:00 am – 3:00 pm; therefore, overnight delivery can take a minimum of two (2) business days to be received by OPWDD. Contractors mailing their responses must allow sufficient mail delivery time to ensure receipt of their quotes by the quote submission deadline. Do not depend upon an expedited, "early AM," or similar delivery service to timely deliver to OPWDD. The Designated Contact reserves the right to request the original executed page of this RFQ.