



## WorkLink Workforce Development Board

Workforce Innovation and Opportunity Act  
Janitorial Services (RFQ)  
18-WIOA-01

Issue Date	Thursday, August 23, 2018
Deadline for Submissions	12:00PM (EST), Wednesday, September 12, 2018
Technical Assistance	Meredith Durham mdurham@worklinkweb.com
Executive Director	Trent Acker

[worklink.scworks.org](http://worklink.scworks.org)

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## **I: GENERAL RFQ INFORMATION**

### **A. Introduction**

The WorkLink Workforce Development Board (WDB) is seeking the services of a qualified organization for janitorial services as noted in section II: Scope of Work. The location of this space is at 1376 Tiger Boulevard, Suite 102, Clemson, SC 29631

### **B. Funding Available Through this RFQ**

It is anticipated that one (1) organization will be funded to provide services described in this RFQ's Statement of Work.

### **C. Eligible Organizations**

Any private-for-profit, private-nonprofit, or public entity with a minimum twelve (12) months of documented experience may submit a proposal.

### **D. Deadline for Receipt of Proposals**

An electronic copy of the proposal must be emailed to [mdurham@worklinkweb.com](mailto:mdurham@worklinkweb.com) no later than 12:00 p.m. (EST) on Wednesday, September 12, 2018.

Late proposals will not be accepted. WorkLink reserves the right to determine the timeliness of all submissions.

### **E. Technical Assistance**

All questions should be directed only to Meredith Durham at [mdurham@worklinkweb.com](mailto:mdurham@worklinkweb.com). Questions regarding this quote must be submitted in writing via email by 12:00 pm (EST) on Thursday, September 6, 2018. All questions and answers received will be posted to the website at <http://www.worklinkweb.com/welcome/request-for-proposals/> by 5:00pm (EST) on Friday, September 7, 2018. No questions or requests for additional information will be accepted after 12:00 pm on Thursday, September 6, 2018.

A walkthrough of the facilities is **mandatory** and will be performed at the following times:  
Tuesday, September 4, 2018 at 2:00pm (first choice)  
Wednesday, September 5, 2018 at 2:00pm (second choice if not available on first choice)

**Please RSVP to Meredith ([mdurham@worklinkweb.com](mailto:mdurham@worklinkweb.com)), Thursday, August 30, 2018 by 5:00pm, indicating which of the walkthrough sessions you will be attending.**

PLEASE NOTE: Any questions received for which the answer(s) would change the scope of this RFQ or solicitation will be posted on the WorkLink website ([worklink.scworks.org](http://worklink.scworks.org)).

### **F. General Proposal Conditions**

1. All costs of proposal preparation shall be borne by the applicant. The WDB shall not, in any event, be liable for any pre-contractual expenses incurred by the applicant in the preparation and/or submission of the proposal.



2. The applicant shall include the applicant's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the WDB that will remain open and valid for a minimum of four months from the proposal submission deadline.
3. Nothing contained in this RFQ shall create any contractual relationship between the applicant and the WDB. Selection of applicant as a contractor is not an acceptance of the terms and conditions included in the proposal. Selection is only the beginning of an offer-counteroffer process.
4. The WDB reserves the right to extend the submission deadline. Applicants have the right to revise their proposals in that event.
5. The WDB reserves the right to withdraw this RFQ at any time without prior notice. The WDB makes no representation that any contract will be awarded to any offeror responding to this RFQ. The WDB reserves the right to reject any or all bids and or items therein. The WDB reserves the right to determine that the RFQ is a "failed competition"; that there are not a sufficient number of satisfactory proposals to award the funds. In that case, the WDB may reissue the RFQ to get additional proposals or award the contract on a sole source basis.
6. Proposals shall be reviewed and rated by the WDB as submitted. No changes or additions may be made by the applicant after the deadline for receipt of proposals.
7. If the applicant knowingly and willfully submits false information, the WDB reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false data submitted in response to this RFQ, the WDB reserves the right to withdraw the funding award or terminate that contract.
8. The WDB reserves the right to verify the information in the proposal. If the information in the proposal cannot be verified, and if errors are not willful, the WDB reserves the right to reduce the rating points awarded.

**G. General Contract Conditions**

1. The Contractor will be required to comply with all Federal, State, local, and WDB laws, regulations, policies and procedures, and any subsequent amendments thereto, as applicable.
2. By submitting a proposal, applicants are:
  - A. Making a commitment to carry out all contractor responsibilities, comply with all requirements;
  - B. Making a commitment to comply with all federal, state, and local affirmative action, non-discrimination, and equal opportunity requirements;
  - C. Certifying that they possess the skills, knowledge, and expertise to successfully plan and operate the project as described in the RFQ;
  - D. Certifying that they possess the organizational structure, fiscal system, facilities, and experienced and qualified staff necessary for successfully managing their proposed project;
  - E. Certifying that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this grant by any Federal department or agency.
3. The applicant to whom the contract is awarded shall be required to enter into a written contract



with the WDB on a form approved by the WDB. The proposal, or any part thereof, may be incorporated into the final contract; however, the WDB reserves the right to further negotiate the terms and conditions of the contract with the selected applicant.




4. In the event a contractor does not provide services during the period as specified in the contractor's proposal to, and as negotiated by the WDB, the contract will be deemed breached.

5. The scope of work associated with this RFQ is approximately from October 1, 2018 – June 30, 2019 with year-to-year renewal options pending satisfactory delivery of service.

## **II. SCOPE OF WORK**

The WDB is seeking the services of an organization that can provide at the minimum the following:

	Daily	Weekly	Quarterly	Semi-Annually	Annually	As Requested
General cleaning: bathrooms, offices, kitchen, common areas, etc. to include sweeping, mopping, vacuuming, dusting, mirrors, and trash disposal.	X					
Cleaning and changing of light fixtures	X					
Cleaning of glass surfaces and windows, both interior and exterior	X					
Strip & Wax Floors				X		
Carpet Cleaning						X
Clean out refrigerator		X				

-  Include consumable supplies in the quote (re: toilet tissue, paper towels, soap refills, trash bags, cleaning supplies, air freshener, light bulbs, etc.). *WorkLink will reimburse for consumable supplies that are purchased as part of the awarded contract. In the event of a terminated or ended contract, supplies reimbursed by WorkLink WDB will be relinquished to WorkLink WDB.*
-  Indicate whether or not storage space is needed for consumable supplies.
-  There are 5 restrooms located in approximately 8,600 sq ft of space.

### **Additional Stipulations:**

- Janitorial Services staff responsible for cleaning are not allowed to have guests in the building unless pre-arranged with SCWorks WorkLink grant contacts.
- The assigned Janitorial Staff must notify the assigned SC Works WorkLink contact person as soon as it is known, but no later than COB the same day, if services will be interrupted at any time during the agreed upon period of service.
- Failure to meet these stipulations may be cause for early termination of contract.

## **III. CONTRACT/FISCAL POLICIES**

### **A. Method of Contracting**

Contractors will be required to enter into a Contract with WorkLink WDB's Administrative Entity, the SC Appalachian Council of Governments ("COG"). Although the WDB will not sign



vendor contract forms, elements of the latter contract may be incorporated in the WorkLink Contract as additional terms and conditions if approved by the COG.

## **B. Cost/Price Reasonableness**

The price (and or cost) must be determined by the WDB to be reasonable and competitive. Applicants shall justify the proposed cost by describing the cost elements that go into the cost (i.e., staffing, cost of materials, other related costs). The total final contract award will not exceed \$16,416.

## **IV. INSTRUCTIONS FOR COMPLETING AND SUBMITTING PROPOSALS**

### **A. General Instructions**

- ✔ One electronic copy of the proposal must be submitted.
- ✔ All proposals must be assembled in the following order:
  - Cover Sheet
  - Project Narrative
  - Statement of Work
  - Budget
  - 2018 W-9 Form
  - Required Affidavits (sign and scan into final quote package)
- ✔ Applicants must use the forms provided here in completing their proposals.
- ✔ Do not submit information, data, forms or letters not specifically requested.

### **B. Project Narrative**

The narrative will describe applicant's services and professional and organizational experience. When preparing your response, please list the number and name of the sections as they appear below.

#### *1. Company Information*

- ✔ Full legal company name
- ✔ Year business started
- ✔ Location of company headquarters
- ✔ Brief company history
- ✔ Current # of people employed

#### *2. Experience/References*

- ✔ Describe your experience in providing these services in similar projects.
- ✔ Submit the name of three organizations that can serve as references that you are currently providing services for—include contact person and telephone number as well as the website address (if applicable).

#### *3. Contact Information*

- ✔ Key contact name, title, address (if different from above address), email address, and direct telephone number.

#### *4. Schedule of Services*

- ✔ Provide a schedule of when/which services will be performed (weekly, monthly, etc.) This must include the list of limited items listed in the table under Scope of Work.

#### *5. Supplies*

- ✔ Provide a list of supplies to be used & stocked at our facility, as well as the ordering process for new supplies.

#### *6. Checklist*

- ✔ Provide a tool/checklist to be used for monitoring (making sure your staff is doing what they are supposed to do and within the allotted time scheduled).



### **C. Budget**

Please provide a budget for the costs associated with all items. Please specify if this is an hourly/weekly/monthly/quarterly rate.

### **D. Instructions for Completing Exhibits**

Please complete the Cover Sheet and the Budget. In addition, there are four (4) affidavits that must be completed, signed, and returned with your proposal.

## **V. FUNDING RECOMMENDATION PROCESS AND EVALUATION CRITERIA**

### **A. Funding Recommendations Process**

The funding recommendations process is as follows:

1. *Acceptance for Review*

Only proposals received by the deadline shall be accepted and reviewed. Proposals submitted that are substantially incomplete, or use unauthorized forms may be termed "unrateable" and not reviewed.

2. *Contents Review*

Proposals received by the deadline and accepted for review shall be ranked and scored according to the criteria listed in this RFQ.

### **B. Evaluation Criteria**

Evaluation of proposals will be based on a competitive selection process. Evaluation criteria is as follows:

1. *Past Experience - 25 Points*

Applicants shall be rated primarily on whether or not it has a substantial history of providing similar services. References shall weigh heavily in the scoring.

2. *Statement of Work - 35 Points*

Applicants will be rated on the quality of the services proposed and how closely they fit the stated needs of the RFQ.

3. *Cost Reasonableness - 40 Points*

Applicant's proposed costs will be reviewed to determine that costs are reasonable and competitive with other applicants.

## **VI: RFQ Timeline of Events**

- A. Thursday, August 23, 2018 – RFQ issued
- B. Thursday, August 30 – RSVP to attend one of the walkthroughs
- C. Tuesday, September 4 (2:00pm) – Walkthrough of facilities
- D. Wednesday, September 5 (2:00pm) – Walkthrough of facilities
- E. Thursday, September 6 by noon – Technical Assistance deadline
- F. Friday, September 7 by 5:00pm – Questions and Answers posted to website
- G. Wednesday, September 12 by 12:00pm – Proposals due
- H. Thursday, September 13 – Proposal reviews begin
- I. Wednesday, September 19 – Board votes on janitorial services recommendation
- J. Thursday, September 20 – Enter negotiations with bidder and issue letters to unsuccessful bidders
- K. Monday, October 1 – Janitorial Services contract begins



Cover Sheet

**WorkLink Workforce Investment Act  
Janitorial Services  
18-WIOA-01**

Applicant Information

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Submission: \_\_\_\_\_





# AFFIDAVIT I

## AFFIDAVIT OF NON-COLLUSION

I, \_\_\_\_\_, depose and say that I am the

\_\_\_\_\_ of \_\_\_\_\_, who  
(“President”, “Vice-President”, etc.) (Insert name and address of proposing organization)

submits this proposal to the WDB and hereby declares that this proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named and the that the applicant had to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the applicant has not in any manner sought by collusion to secure for himself in advantage over any other applicant.

\_\_\_\_\_ at \_\_\_\_\_  
Date City, State

Affix Corporate Seal:

I certify or declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature



## AFFIDAVIT II

ALL ORGANIZATIONS MUST COMPLETE THE FOLLOWING AFFIDAVIT AS TO NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES.

The undersigned representatives do hereby certify that, consistent with the regulations issued pursuant to the Workforce Innovation and Opportunity Act of 2014 the applicant or contractor does and will continue to comply with Title VI of the Civil Right Acts of 1964 (42USCS2000d) and all other applicable federal, state and local statutes relative to non-discrimination.

The undersigned further recognizes that the WDB may not contract with any organization, which is not compliance with these assurances. No person shall on the grounds of race, creed, national origin, color, handicap, sex, sexual preference, religion, age, or political affiliations, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity funded in whole or in part with funds available under the Workforce Innovation and Opportunity Act of 2014.

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Organization

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Location (address)

---

City, State and Zip Code

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Officer's Signature

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Officer's Title with Organization

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Date



# AFFIDAVIT III

## CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all "sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all" sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Grantee/Contractor Organization Program/Title

\_\_\_\_\_  
Name and Title of Authorized Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*Note: In this instance, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000. (per OMB).



# AFFIDAVIT IV

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

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Signature

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Date

