

REQUEST for DOCUMENTED QUOTATION

DQ1 PMAA 2019-0786 Janitorial Services - Montrose Office

1.0 OVERVIEW AND ADMINISTRATIVE INFORMATION

1.1 Issuing Office

This Request for Documented Quotations (DQ) is issued by the State of Colorado, Department of Natural Resources, on behalf of Colorado Parks and Wildlife (CPW). All contact regarding this solicitation is to be directed to:

Colorado Department of Natural Resources
Purchasing Office, Attn: Rebecca Kreski
1313 Sherman Street. Room 423. Denver, CO 80203
(303) 866-3292 x 8637
Email: Rebecca.kreski@state.co.us

1.2 Purpose

The purpose of this Request for Documented Quotations is to obtain competitive quotations from qualified individuals and firms **to provide Janitorial Services for CPW's Montrose Office.**

1.3 Schedule of Activities

	Activity	Date	Time (MST)
1.3.2	Questions Due	6/28/2019	2 PM
1.3.3	Answers Posted	7/2/2019	2 PM
1.3.4	Bid Submission Deadline	7/8/2019	2 PM
1.3.5	Projected Start Date	8/1/2019 or earlier	

Failure to attend the pre bid meeting will not relieve bidders from responsibility of properly estimating the difficulty or cost of successfully performing the work.

1.4 Written Inquiries

Inquiries may be submitted to **Rebecca Kreski** listed in section 1.1 via email by the **Question Due date listed in Section 1.3.3.**

1.4.1 The preferred method for submitting inquiries is via email as a **.PDF or Microsoft Word attachment.** Inquiries must include the bid number, **DQ1 PMAA 2019-0786** in the subject line of the email. Inquiries sent by fax will not be accepted and an amendment containing questions and their answers will be posted on the Colorado BIDS System, see below.

1.5 Colorado Vendor Self-Service (VSS) Website

This solicitation is published using the ColoradoVSS.; www.colorado.gov/vss. Solicitation documents and information (including any amendments or modifications) will be updated with revisions on this site.

Vendor Recommendations:

- It is preferred that all vendors be registered on Vendor Self-Service (VSS)
- VSS and its registration information can be found at: <https://codpa-vss.hostams.com/webapp/PRDVSS1X1/AltSelfService>

NOTE: Vendors that were registered in the state BIDS system prior to the implementation of the VSS system on July 1, 2014, and are having trouble registering in VSS, please contact the purchasing agent in charge of the solicitation and we will assist you.

1.6 Amendments to Request for Documented Quotation

In the event it should be necessary to revise any portion of this Request for Documented Quotation addenda will be posted on the Colorado BIDS website (see below).

1.7 Bid Submission

All quotations must be received by the Purchasing Officer, identified in Section 1.1, no later than the date and time shown in at the Top of this Bid notice, VSS web site and the Schedule of Activities. It is the responsibility of the Bidder to make sure that their bid is received in the Procurement Office, prior to the deadline. Bidders mailing proposals should allow ample delivery time to ensure receipt of their proposals. **Late will not be considered unless they are deemed acceptable per Procurement Rule R-24-103-202b-07 as determined by the Purchasing Director of the issuing Department.**

Bids will be accepted via email (PDF or Word doc), VSS submittal, mail courier or hand-delivered. Fax submittals are not acceptable. Documented Quotations must be clearly identified as a quotation for **DQ1 PMAA 2019-0786** and shall show such information on the outside of the hard copy DQ packet or in the subject line of the e-mail.

A responsive bid must include the submittal items outlined below under **SUBMITTAL**, below.

1.8 Evaluation Process and Award

Proposals will be evaluated and award made as outlined in section 5.0 Evaluation and Award.

1.9 Additional Attachments

Bid Schedule

State of Colorado Purchase Order Terms and Conditions

2 CONTRACT INFORMATION

2.1 Colorado Contract or Purchase Order

A Purchase Order Contract will be issued to the awarded bidder. The Purchase Order Contract will include all documents associated with the bid including this Request for Documented Quotation,

the bidder's response and the Colorado Purchase Order Terms and Conditions, which are attached to this solicitation.

For projects exceeding \$100,000, the successful proposer(s), hereafter called Contractor, will be required to enter into a formal contract with the State. The contract will incorporate this DQ, published addenda and the response of the successful bidder, and will include all contract terms and the Colorado Special Provisions.

2.2 Project Duration

The project will not begin until all CPW contracting agreements have been signed and executed. Work will be guaranteed through 06/30/2022.

2.3 Measurement and Payment

Payment for the project will be based upon the monthly cost stated in the submitted quotation, with an annual cost for the semi-annual window and blind cleaning as described in the **SCOPE OF WORK**.

2.4 Insurance Requirements

- A. The contractor shall obtain, and maintain at all times during the term of this contract, insurance in the following kinds and amounts:
- 1) Workers' Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of contractor's employees acting within the course and scope of their employment.
 - 2) Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
 - a. \$1,000,000 each occurrence
 - b. \$1,000,000 general aggregate;
 - c. \$1,000,000 products and completed operations aggregate; and
 - d. \$50,000 any one fire.

If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the State a certificate or other document satisfactory to the State showing compliance with this provision.
 - 3) Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
 - 4) The State of Colorado shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction contracts will require the additional insured coverage for completed operations on endorsements

CG 2010 11/85, CG 2037, or equivalent). Coverage required of the contract will be primary over any insurance or self-insurance program carried by the State of Colorado.

- 5) The Insurance shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to the State by certified mail.
- 6) The contractor will require all insurance policies in any way related to the contract and secured and maintained by the contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.
- 7) All policies evidencing the insurance coverage's required hereunder shall be issued by insurance companies satisfactory to the State.

2.6.1 Certificates

Contractor and all subcontractors shall provide certificates showing insurance coverage required hereunder to the State with return of the signed Contract or prior to issuance of a purchase order. No later than 15 days prior to the expiration date of any such coverage, Contractor and each subcontractors shall deliver to the State or Contractor certificates of insurance evidencing renewals thereof. In addition, upon request by the State at any other time during the term of this Contract or any sub-contract, Contractor and each subcontractors shall, within 10 days of such request, supply to the State evidence satisfactory to the State of compliance with these provisions.

2.5 Annual Rate Adjustments

Prices established in the award, shall remain firm through June 30, 2020. Beginning with July 1, 2019 and each succeeding July 1 for the term of the contract, rate adjustments may be made and will be based on an average of the prior 12 months of Consumer Price Index (CPI) rates for West Urban Region or a five percent (5%) adjustment, whichever is less, that are published prior to the May 15 that the rate increase is due to take effect. Only one such increase will be allowed in any 12-month period of this Contract. In no event shall the rates set for consecutive fiscal years be less than the prior fiscal year's test prices.

CPI rate adjustments can be found at the following web address:

<http://data.bls.gov> – (Select: All Urban Consumers (current series)/West Urban Region/ All items/not seasonally adjusted – click the more formatting options and choose 12-month percent change)

The process by which the annual rate adjustments will be handled is as follows. If the Contractor is seeking a price increase for the following fiscal year, the Contractor shall submit a request in writing to the Purchasing Agent requesting a price increase by the amounts listed above, no later than May 15 annually. The State shall respond in writing that the requested price increase is agreed to, that the increase percentage has been applied correctly and a formal amendment shall be required to implement any rate increase as allowed above.

When figuring rate increases, rounding shall be handled as follows: any price increase that results in beyond two decimal places shall be rounded up to next whole cent if the third decimal place number is 5 or greater; if the third decimal place number is 4 or less the price rate will not

be rounded up. An example is: current rate is \$26.25/sample and a 5% increase is allowed = \$27.5625 would stay at \$27.56/sample or a rate of \$26.75/sample with a 5% increase is \$28.0875/sample would round up to \$28.09/sample.

2.6 Contractor Evaluation

If the maximum amount payable to Contractor under this Contract is \$100,000 or greater, either on the Effective Date or at anytime thereafter, this §19 shall apply. Contractor agrees to be governed by and comply with the provisions of §§24-106-103, 24-102-206, 24-106-601, and 24-106-107, C.R.S. regarding the monitoring of vendor performance and the reporting of contract performance information in the State's contract management system ("Contract Management System" or "CMS"). Contractor's performance shall be subject to evaluation and review in accordance with the terms and conditions of this Contract, Colorado statutes governing CMS, and State Fiscal Rules and State Controller policies.

3 SCOPE OF WORK

3.1 Project Background and Objectives

To establish a three year agreement for janitorial services of Montrose Office. The Montrose office consists of 6 restrooms and 18 offices and two office buildings.

3.1.1 Main building is 4600 square feet. One half floor space is carpet (in offices) and half floor space is commercial laminate (hallways and restrooms).

3.1.2 Second office building is 1596 square feet. One half floor space is carpet (in offices) and half floor space is commercial laminate (hallways and restrooms).

3.2 General Requirements

3.2.1 Services shall be performed 5 days a week.

3.2.2 All cleaning shall be completed by 8AM the following morning.

3.2.4 Vendor shall supply their own vacuum.

3.2.5 All trash and recycling shall be bagged and placed in the appropriate dumpsters in the parking lot.

3.3 Restrooms

The building contains six (6) restrooms and the following shall be completed each time the vendor comes to clean.

3.3.1 Clean and sanitize 6 toilets, 2 urinals and 7 sinks, five days a week

3.3.2 Check/fill 6 soap dispensers, five days a week

3.3.3 Check/fill 6 towel dispensers, five days a week

3.3.4 Mop floors five days a week

3.4 Offices

The building contains eighteen (18) offices and the following services shall be completed each time the vendor comes to clean.

- 3.4.1 Dump 31 trash containers, 5 days a week
- 3.4.2 Sweep floors, 5 days a week
- 3.4.3 Mop floors, 5 days a week
- 3.4.4 Vacuum floors, five days a week
- 3.4.5 Clean mats, five days a week
- 3.4.6 Damp wipe walls and partitions, five days a week
- 3.4.7 Dust or damp wipe approximately 25 chairs, weekly
- 3.4.8 Dust or damp wipe approximately 50 pictures weekly Dust or damp wipe all items with fingerprints, five days a week
- 3.4.9 Clean lobby entrance glass as needed, including front counter glass minimum, mostly twice a week
- 3.4.10 Spot clean 45 light switches as needed
- 3.4.11 Clean two drinking fountains , five days a week
- 3.4.12 Clean desks, tables and phones in eighteen offices, five days a week

3.5 Irregular Cleanings

- 3.5.1 Clean 12 venetian blinds, twice a year
- 3.5.2 Shampoo carpets two times a year
- 3.5.3 Strip and wax floors as needed, 3098 square feet
- 3.5.4 Clean over 20 inside windows, twice a year
- 3.5.5 Clean over 20 outside windows, twice a year
- 3.5.6 Remove and clean approximately twelve storm windows, once a year
- 3.5.7 Deep clean 3098 square feet of carpet, once a year

4 SUBMITTAL

4.1 Submission

In order to be responsive to this Request for Documented Quotations, the bidder must fully address each item of listed below. Start with the first item and consecutively continue through completion of all items. Fully address the subject item. The description may be in narrative or outline formatting. Be as concise as you can while discussing the items fully. Reference and attach any supporting documents that help describe or contribute to an item.

4.2 Submittal Format

This section describes the information that must be furnished by the proposer and the prescribed format in which it must be presented. The Department of Natural Resources Requests that proposals be submitted that:

- 4.2.1 Proposers are encouraged to submit responses via VSS. Proposers must make sure to attach their proposal and be aware that the maximum attachment size for VSS documents is 2MB per attachment.
- 4.2.2 Vendors may also submit via email, as a PDF attachment to rebecca.kreski@state.co.us MS Word is also acceptable.

4.2.3 The preferred method of all delivered proposals via courier is on a CD or flash drive as a Portable Document Format (“.pdf”) or Microsoft Word document file attachment.

4.2.3.1 For all printed documents, please submit One (1) original copy as well as a digital copy if possible.

4.2.3.1.1 Include recycled paper as much as possible

4.2.3.1.2 Print on 8 ½ by 11” paper

4.2.3.1.3 Proposals should be bound to facilitate filing; three-ring binders and bulky submittals are not permitted.

4.2.4 Fax submittals WILL NOT BE ACCEPTED

Submittals must include:

4.2.1 Company Information

Please include a brief cover letter, signed by the sole proprietor, individual or someone authorized to bind your firm, which includes:

4.2.1.1 Vendor Name

4.2.1.2 Vendor Address

4.2.1.3 City, State, Zip

4.2.1.4 Phone

4.2.1.5 Email Address

4.2.1.6 Acceptance of the unaltered Colorado Purchase Order Terms and Conditions.

4.2.1.7 Information on where work will be conducted, including the percentage of work that will take place outside of the State of Colorado and outside of the United States.

4.2.1.1 Resident Bidder Preference. When a contract for commodities or services is to be awarded to a bidder, a resident bidder shall be allowed a preference against a nonresident bidder equal to the preference given or required by the state in which the nonresident bidder is a resident. A resident bidder is authorized to transact business in the State of Colorado, maintains a place of business in Colorado and pays unemployment compensation taxes.

4.2.1.2 Service Disabled Veteran Owned Small Businesses (SDVOSBs). SDVOSBs, who are incorporated or organized in Colorado or maintain a place of business or have an office in Colorado and who are officially registered and verified as a SDVOSB by the Center for Veteran Enterprise within the U.S. Department of Veterans Affairs. (www.vip.vetbiz.gov), may receive a 5% preference on their bid. This preference applies only to the price, and the SDVOSBs must still meet all other qualifications required in the bid. SDVOSBs claiming this preference shall submit documentation of SDVOSB certification Issued through the U.S. Department of Veterans Affairs in their response to the solicitation. Bid submissions without this documentation will not be given a preference.

4.2.2 Project Work Plan and Implementation

Detail schedule of work describing proposed equipment and labor needs, as well as, estimated start time, time table, and plan of work.

4.2.3 Price

Fill out and return the Bid Rate Schedule (attached) showing cost per acre to complete the project in the proposed timeline.

Note: Contractors that have received a below standard performance ratings with the State of Colorado will not be considered for work.

4.3 Submission Methods

Bids will be accepted by mail, hand-carried, Colorado VSS or via email as a Word or .pdf file attachment, and must be sent to the Department of Natural Resources Purchasing Agent:

- Via email as a PDF (preferred) or MS Word attachment to Rebecca.kreski@state.co.us
- Via VSS (Vendor Self-Service - see registration information above)
- Delivery via USPS, courier services or personal delivery (hand delivered) to Colorado Department of Natural Resources, Procurement Office, Attn: Rebecca Kreski, DQ1 PMAA 2019-0786. 1313 Sherman Street, Room 423, Denver, CO 80203.
- **Fax submittals WILL NOT BE ACCEPTED**

4.3.1 Hardcopy Submittals: Each submittal shall consist of one original (identified as such) and two (2) copies of the consultant's complete documented quotations (for a total of three [3] copies) and include all submittal information outlined in the solicitation. It is the responsibility of the proposer to ensure that the quotation is received in the Procurement Office, prior to the deadline. Consultants mailing submittals should allow ample mail delivery time to ensure timely receipt of their quotations. **Submissions received after the above date and time will not be considered.**

4.3.2 Email Submittals: Email submittals must be received prior to the bid due date and must include the bid number, **DQ1 PMAA 2019-0786** in the subject line of the email. Bids may be submitted in Word format, but are preferred as PDF.

5 EVALUATION PROCESS

5.1 Evaluation Process and Award

An evaluation will be made by the purchasing agent and/or other such evaluators as may be appointed by the purchasing agent to judge the acceptability of quotations received. The relative value of competing responses will be compared.

The choice of vendor/contractor will be based on which quote will be most advantageous to the State of Colorado, price and other factors considered. All bids will receive fair and equal treatment.

The purchasing agent may negotiate with any vendor/contractor to clarify its quote or to effect modifications that will: make the quote more acceptable or make the quote more advantageous to

the state. However, in the negotiation process, the terms of one vendor's/contractor's quote shall not be revealed to a competing vendor/contractor, and quotes may be kept confidential until a commitment voucher is issued.