Commercial Cleaning Services

RFQ 6.17.2020: Commercial Cleaning Services

Publication of Request: June 17, 2020 at 8:00am

Submission of Response Deadline: July 31, 2020 at 5:00pm

Commercial Cleaning Services
for
Business Office and High Rise Building Cleaning

The Fort Wayne Housing Authority (FWHA) is seeking a professional partner to assist with the cleaning of its business offices and high-rise buildings. The Fort Wayne Housing consist of 3 business offices and 3 high-rise buildings throughout the City of Fort Wayne. The properties are outlined as follows:

Prospective Bidders:
Please quote us your best price on the items enumerated below. Your quotation, to be accepted, must reach us by **July 31, 2020 at 5:00 pm.** *with the following attachments:* **Office Cleaning Bid Sheet.** *The FWHA is exempt from both Federal Excise and Indiana Sales Tax.*

Property & Addresses
Administration Building – 7315 Hanna Street
Miami Homes Business Office - 2111 Cheyenne Dr. 46809
McCormick – Resident Resource Ctr. 2007 McCormick Ave. 46803
Beacon Heights – High rise - 2210 Beacon Street 46805
Tall Oaks – High-rise – 7300 Decatur Road 46816
North Highlands – High-rise - 2100 Saint Mary's Avenue

Scope of Work
The Authority is looking for a qualified company to clean our business offices and high-rise buildings. The schedule of cleaning is outlined as follows:

Three Per Week (Monday, Wednesday, and Friday)
Administration Building, Residence Resource Center,
Beacon Heights high-rise; Tall Oaks high-rise; and North Highlands high-rise

Twice Per Week (Tuesday & Thursday):
Miami Homes Business Office
The services that the FWHA is soliciting for the business offices are to clean all office areas, cubicles, lobby, kitchen, break area, conference room, briefing room, bathrooms, windows, doors, etc.
High-rise building will include but are not limited to the following: conference rooms, fitness rooms, libraries, laundry rooms, community rooms, lobbies, hallways, elevators, kitchens, bathrooms, window, doors, etc.
The services provided at all locations would include general cleaning of all areas outlined, which would include the following, but not be limited to: emptying trash, vacuuming carpet, mopping hard surface areas, and

dusting, etc. The provider must be able to strip and wax the areas with tile floors when directed by the Site Manager.
Window cleaning for all properties would include the inside and outside of windows located in the lobby areas at each respective property.
Windows on the main floor of all properties will need to be cleaned twice a year, once at the beginning of the Spring and Fall seasons. This is separate from the cleaning of the windows in the lobby.

DESCRIPTION

The FWHA job sites are located in Fort Wayne, IN. Contractor shall provide all necessary labor, material, supplies and equipment listed in scope of work. Please refer to the **Scope of Work** *above. All responses must be received on or before* **July 31, 2020 at 5:00 pm.**

Any suspected discrepancies should be brought to the attention of FWHA prior to submitting a proposal. Any questions should be brought to the attention of Diveeta Kinchen at dkinchen@fwha.org or 260.267.9300 ext. 7500, Monday through Thursday, between the hours of 8:00 a.m. and 4:30 p.m. and Fridays between the hours of 8:00 a.m. to 12:00pm.

Please contact Dan Kuleff at (260) 410-2980 to schedule a site visit.

All responses must be mailed (certified or carrier) to Diveeta Kinchen July 31, 2020 at 5pm with a bid sheet ***(See Attached)*** *detailing the cost based on the outlined scope below. Mail your responses to the following address:* ***7315 Hanna Street Fort Wayne IN. 46816 or email Diveeta Kinchen at dkinchen@fwha.org.***

FWHA will award the contract on the best bid received, but reserves the right to waive any informalities in the bidding.

Contractor shall be responsible for obtaining and paying for all permits and inspections necessary to complete all work related to the specifications. All work shall comply with Federal, State and local codes.

Contractor shall repair any damage done by their employees in the performance of this work at no expense to FWHA. All invoices will be paid on a 30-day schedule.

Sites visits will be scheduled for any respondent that intends to bid on the Request for Quote (RFQ). Please contact Dan Kuleff, (260) 410-2980, to schedule times to tour our properties.

Attachment 1:
Bid Sheet:

Office Cleaning Bid Sheet

Company Name: Date:

Location	Cleanings Per Week	Cost
Administration Building 7315 Hanna Street	*3 Cleanings Per Week*	
Beacon Heights Apartments High-Rise 2210 Beacon Street 46805	*3 Cleanings Per Week*	
McCormick Resident Resource Center 2007 McCormick Ave. 46803	*3 Cleanings Per Week*	
Miami Homes Business Office 2111 Cheyenne Dr. 46809	*2 Cleanings Per Week*	
Tall Oaks Apartments High-rise 7300 Decatur Road 46816	*3 Cleanings Per Week*	
North Highlands Apartments High-rise 2100 Saint Mary's Avenue	*3 Cleanings Per Week*	

FWHA's RESERVATION OF RIGHTS:

Definitions:
Respondent – Company or individual responding to the RFQ
Contractor – Company or individual who is awarded the contract

FWHA reserves the right to:

1. FWHA reserves the right to reject any or all Responses, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the FWHA to be in its best interests.
2. FWHA reserves the right not to award a contract pursuant to this RFQ.
3. FWHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon fourteen (14) days written notice to the successful Respondent(s).
4. FWHA reserves the right to determine the days, hours and locations that the successful Respondent(s) shall provide the services called for in this RFQ.
5. FWHA reserves the right to retain all Responses submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Responses without the written consent of the FWHA Contract Administrator (CA).
6. FWHA reserves the right to negotiate the fees proposed by the Respondent entity. If such negotiations are not, in the opinion of FWHA's CA, successfully concluded within a reasonable timeframe as determined by FWHA, FWHA shall retain the right to end such negotiations.
7. FWHA reserves the right to reject and not consider any Response that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete Responses and/or Responses offering alternate or non-requested services.
8. FWHA shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFQ.
9. FWHA shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a respondent or reject any Response submitted that does not conform to any of the requirements detailed herein. Each prospective respondent further agrees that he/she will inform FWHA's CA in writing within five (5) days of the discovery of any item that is issued thereafter by FWHA that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve FWHA, but not the prospective respondent, of any responsibility pertaining to such issue.
10. FWHA reserves the right, prior to award, to revise, change, alter or amend any of the

instructions, terms, conditions, and/or specifications identified within the RFQ documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on FWHA's website www.fwha.org under Procurement. Such changes that are issued before the Response submission deadline shall be binding upon all prospective respondents.

11. In the case of rejection of all Responses, FWHA reserves the right to advertise for new Responses or to proceed to do the work otherwise, if in the judgment of FWHA, the best interest of FWHA will be promoted.
12. FWHA reserves the right to, without any liability; cancel the award of any Response(s) at any time before the execution of the contract documents by all parties.
13. FWHA reserves the right to reduce or increase estimated or actual quantities in whatever amount necessary without prejudice or liability to FWHA, if:
    - 13.1 Funding is not available,
    - 13.2 Legal restrictions are placed upon the expenditure of monies for this category of service or supplies; or,
    - 13.3 FWHA's requirements in good faith change after award of the contract.
14. FWHA reserves the right to make an award to more than one respondent based on ratings and to award with or without negotiations or a "Best and Final Offer" (BAFO).
15. FWHA reserves the right to require additional information from all respondents to determine level of responsibility. Such information shall be submitted in the form required by FWHA within two (2) days of written request.
16. FWHA reserves the right to amend the contract any time prior to contract execution.
17. FWHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFQ and any resulting contract.
18. FWHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the respondent regardless of their inclusion in the reference section of the Response submittal.

19. In the event any resulting contract is breached, prematurely terminated or cancelled

due to non- performance and/or withdrawal by the Contractor, FWHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between existing Contracted rate and new Contract rate) beginning the date of Contractor's termination, breach and/or cancellation through the contract expiration date.

20. FWHA reserves the right to require the Contractor to replace any employee, subcontractor, or other individuals and/or entities, found to be unacceptable, performing work under any contract resulting from this RFQ. Replacement shall occur within two (2) days of notification by FWHA.
21. FWHA must maintain appropriate records (payrolls, work orders, job descriptions, training program materials and apprentice/trainee registrations and any other data related to the employment and utilization of maintenance laborers and mechanics) which must be preserved for no less than three years or until resolution of any dispute. Employers under contract to FWHA to provide maintenance work must submit to FWHA their original employment records as described above or agree to retain the original employment records for three years or until resolution of any dispute subject to this solicitation.

The deadline for the submission of this Response is *July 31, 2020 by 5:00 PM ET*.