**CAMPUS CLEANING SERVICES**

**Naugatuck Valley Community College-Danbury Campus**

**Request for Quotation #NVCC-DANBURY CLEANING-2016**

Naugatuck Valley Community College is requesting quotations from qualified vendors to provide cleaning services at the Danbury Campus, 190 Main Street, Danbury, CT 06810

**Release of RFQ: August 26, 2016**

**Quotation Due Date: September 9, 2016 @ 2:00pm**

This is a new facility that is under construction, vendors are not allowed to enter the facility. A copy of the floor plans is included as an attachment to this bid.

If you require a hard copy of this bid request, please contact Lisa Anderson at 203-575-8115 email: landerson@nvcc.comment.edu OR Michelle Jette at 203-575-8111 email: mjette@nvcc.comment.edu

Quotations must be submitted in a **sealed** envelope marked: “NVCC RFQ #NVCC-DANBURY CLEANING-2016, do not open before September 9, 2016 at 2:00pm.”

Quotations are to be mailed or hand delivered to:

Naugatuck Valley Community College

Attn: Lisa Anderson

Purchasing Department, Room K-705

750 Chase Parkway

Waterbury, CT 06708

Any quotation not clearly marked with the identification, “**RFQ #NVCC-DANBURY CLEANING-2016**” as well as the date and the name and address of the contractor may be opened as general mail thus nullifying the contractor’s submission. All quotations must be in strict conformity with the instructions and shall be submitted in the approved manner. Quotations must be printed or written in ink and corrections must be initialed. Penciled quotations shall not be accepted. Quotations submitted or received after that date and time shall not be accepted or considered. Fax or telephone quotations shall not be accepted.

The Contractor is responsible for all costs in the preparation and presentation of the proposal.

This RFQ is not a contract and shall not be interpreted as such. This RFQ only serves as the instrument through which quotations are solicited. NVCC shall pursue negotiations with the highest scoring proposal. If, for some reason, NVCC and the initial proposer fail to reach consensus on the issues relative to a contract, then NVCC may commence contract negotiations with other proposers. NVCC may decide at any time to start the RFQ process again.

Naugatuck Valley Community College shall be the sole judge of the responsiveness, appropriateness and completeness of any and all quotations. Naugatuck Valley Community College reserves the right to reject any or all quotations and in particular any proposal not containing the complete data or information requested. Naugatuck Valley Community College also reserves the right to waive any irregularity in any proposal received.

Quotations shall be evaluated by a committee appointed by the college.

The Contractor shall have in good standing serviced and maintained for not less than two (2) years, facilities of the same grade and type to be serviced at NVCC. The Contractor shall include with the quotation a list of two (2) contract customers, of the four (4) references needed, to be of equal size and complexity where service, as described herein, has been provided. NVCC retains the option of contacting any or all of those listed for reference purposes.

**VALIDITY OF PROPOSAL**

Quotations shall be considered valid for 90 days from the submission deadline.

**SIGNATURE**

Quotations must be signed by an officer of the company who is authorized to bind the company by contract, listing name, title and date of signing.

**BID EVALUATION**

The College shall determine which responses are to be considered for evaluation and shall determine the successful vendor. A team led by the Associate Dean, Danbury Campus and the Purchasing Department, following the College’s policies and procedures, shall conduct the evaluation process. The college reserves the right to reject any and all quotations, wholly or in part, and waive any irregularities in the RFQ process.

**INFORMATION TO BE SUPPLIED BY CONTRACTOR**

* Statement of Ownership/experience
* Copy of insurance certificate
* References. At least four references must be submitted with the bid. Current references from Colleges in Connecticut shall be viewed upon favorably.
* Proof of all required permits.

**SPECIFICATIONS**

**Contract Period**

It is the intention of NVCC to award an exclusive contract for cleaning service privileges to the contractor. **The contract shall be in force for a period of one (1) year, commencing on September 30, 2016 through September 30, 2017. The contract shall be renewable each year through September 30, 2020 at the discretion of Naugatuck Valley Community College Director of Purchasing.**

**CONTRACTOR’S RESPONSIBILITIES:**

1. The Contractor is responsible for any required permits, fees, notices, etc. for any federal, state, or local government agency having jurisdiction over the project.

2. The Contractor shall be responsible for maintaining an environment in compliance with all rules, regulations, and codes covering an occupied school facility.

3. The successful bidder shall provide insurance certificates for minimum insurance coverage as follows:

GENERAL LIABILITY Each Occurrence Aggregate

Bodily Injury Liability $ 1,000,000 $ 2,000,000

Property Damage $ 1,000,000 $ 2,000,000

OR

Bodily Injury & Property

Damage Combined $ 1, 000,000 $ 2,000,000

AUTOMOBILE LIABILITY

Bodily Injury & Property

Damage Combined Single

Limit $ 1,000,000

EXCESS LIABILITY

Commercial Umbrella

Coverage $ 1,000,000 $ 1, 000,000

WORKERS’ COMPENSATION & EMPLOYERS’ LIABILITY

Each Accident $ 500,000

Disease-Policy Limit $ 500,000

Disease-Each Employee $ 500,000

4. Standard Wage Rate: Contractor must comply with all provisions of Connecticut General Statues 31-57f, Standard Wage rates for Certain Service Workers and must pay wages in accordance with current wage rates provided by the Department of Labor. Information regarding this Statute and how and when it applies can be obtained from DOL’s web site at: <http://www.ctdol.state.ct.us/wgwkstnd/99-142guide.htm>

Questions concerning the provisions and implementation of this act should be referred to the Connecticut Department of Labor, Wage and Workplace Standards Division, 200 Folly Brook Blvd., Wethersfield, CT 06109-1114 (806) 263-6790 or his designated representative.

5. All employees of the Contractor shall be considered to be solely in the Contractor’s employ. All employees must be bondable or the Contractor accepts all liability for all employees that are not bonded. The Contractor agrees to replace any employee deemed unsuitable by the College.

6. Contractor shall render itemized bills to the College, who in turn shall make payment to the Contractor after services have been performed.

**NON-PERFORMANCE EVALUATIONS:**

* The College reserves the right to terminate this agreement prior to any Contract termination date if either service, equipment, or Contract performance and conduct, as judged by the College, does not meet acceptable standards.
* If the Contractor fails to render continued satisfactory service during the term of their Contract, the College may cancel the Contract at any time.

**SPECIAL TERMS AND CONDITIONS:**

1. The risk of loss, and the sole responsibility, for all equipment together with all contents thereof, and other Contractor provided equipment shall be that of the Contractor and not NVCC.

2. The contractor shall be responsible for the repair or replacement cost of any damage to NVCC property caused by the use, misuse, or negligence of the contractors.

The Contractor is responsible for reporting, in writing, within 72 hours the occurrence of damage to State property. Failure to report the damage within the specified time may be cause for termination of this contract.

3. Purchases made by the State of Connecticut are exempt from the payment of Federal excise Tax, Transportation Tax and Connecticut Sales and Use Tax. The aforementioned taxes must not be included in the bid prices.

**SCOPE OF SERVICES:**

Communications regarding the scope of services shall be directed to:

Naugatuck Valley Community College

Attn: Antonio Santiago

Phone: 203-797-9361

Email:ASantiago@nvcc.commnet.edu

**Work Load Specifications**

**Custodial Services Night & Weekend Cleaning**

**Description Service Days**

***Area: Administrative/Faculty Offices*** Square feet: TBD

Spot Clean light Switches and Doors. 104

Empty the trash into the trash cart. Replace the liners if they are torn or soiled. 260

Take the collected trash to the designated location. 260

Fully vacuum all carpets from wall to wall. 260

Dust mop all hard surface floors with micro fiber dust mop. 260

Dust all horizontal surfaces free of liter. 104

***Area: Classrooms*** Square feet: TBD

Spot clean light switches and doors. 104

Empty the trash into the trash cart. Replace the liners if they are torn or soiled. 260

Take the collected trash to the designated location. 260

Disinfect table tops and wipe dry. 104

Dust mop all hard surface floors with microfiber dust mop. 260

Dust all horizontal surfaces free of liter. 104

***Area: Restrooms*** Square Feet: TBD

Clean and sanitize fixtures, damp mop floors, spot clean walls, empty trash and 260

restock the Restrooms

Dust and clean restroom return air vents. 12

***Area: Entrance lobby & corridor*** Square Feet: TBD

Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains. 104

Spot clean light switches and doors. 104

Empty the trash into the thrash cart. Replace the liners if they are torn or soiled. 260

Take the collected trash to the designated location. 260

Dust mop all hard surface floors with micro fiber dust mop. 260

Wash exterior store front plate glass and wipe down frame.

* Contractor shall not sub-contract any portion of this contract without the written preapproval of the College.

**Naugatuck Valley Community College**

**Danbury Location**

**Daily Job Duties – Evening Shift**

**Monday thru Thursday after 10pm and Friday after 4:30pm**

**Mon 10-11:30pm, Tues 10-12:30am, Wed 10-11:30pm, Thu 10-12:30am & Fri 10-11:30pm**

**Mon, Wed & Fri 1,5 Hours Tue & Thu 2.5 Hours**

**Asignaciones de todos los dias – Horario de Noche**

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| **Administrative Office/Faculty Offices**  **Oficina de Administracion/Oficina de facultad** | | **Days Of Service/ Dias de Servicio**  **Monday thru Friday/ Lunes a Viernes**   * Empty the trash into the cart. Replace the liner if they are torn or soiled * Vaciar los recipients de basura en el carro de utilidad   Remplazar la bolsa solamente si está rota o mojada   * Take the collected trash to the designated location. * Tirar la basura en la área asignada * Fully vacuum all carpets from wall to wall * Aspirar todo el área, de pared a pared * Dust mop all hard surfaces floors with micro fiber dust mop. * Limpiarvtodos los pisos de cerámica con la trapeador de polvo   **Tuesday and Thursday/ Martes y Jueves**   * Spot clean light switches and doors * Limpiar todas las puertas y todas las apagadores de luces * Dust all horizontal surfaces free of liter * Mantener todas las áreas horizontales ( mesas, tramos,etc) libre de basura |
| **Classrooms**  **Salones de Clases** | **Days of Service/Dias de Servicio**  **Monday thru Friday/Lunes a Viernes**   * Empty the trash into the trash cart. Replace the liner if they are torn or soiled * Vaciar los recipientes de basura en el carro de utilida.   Remplazar la bolsa solamente si está rota o mojada   * Take the collected trash to the designated location * Tirar la basura en la área asignada * Dust mop all hard surface floors with micro fiber dust mop * Limpiar todos los pisos de cerámica con el trapeador de polvo.   **Tuesday and Thursday/ Martes y Jueves**   * Spot clean light switches and doors * Limpiar todas las puertas y todos los apagadores de luces * Disinfect table tops and wipe dry * Desinfectar todas las mesas y secarlo enseguida * Dust all horizontal surfaces free of liter * Mantener todas las áreas horizontales( mesas, tramos,etc) libre de basura. | |
| **Restrooms/ Cuartos de Baňo** | **Days of Service/ Dias de Servicio**  **Monday thru Friday/ Lunes a Viernes**   * Clean and sanitize fixtures, damp map floors, spot clean walls, empty trash and restock the restrooms * Limpiar y desinfectar los accesorios de los baňos, trapear el piso **(usar el aviso de “Wet Floor”)**, remover las manchas de las paredes, vaciar los recipientes de basura y rellenar todos los abastecedores de papel higiénico y de toallas de papel   **Once a Month/ Una vez al mes**   * Dust and clean restrooms return air vents * Sacar el polvo de los ventiladores de aire en los baňos. | |

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| **Entrance Lobby and Corridor**  **Entrada Principal y Pasillo** | **Days of Service/ Dias de Servicio**  **Monday thru Friday/ Lunes a Viernes**   * Empty the trash into the trash cart. Replace the liner if they are torn or soiled. * Vaciar los recipientes de basura en el carro de utilidad   Remplazar la bolsa solamente si está rota o mojada   * Take the collected trash to the designated location * Tirar la basura el la área asignada * Dust mop all hard surface floors with micro fiber dust mop * Limpiar todos los pisos de cerámica con el trapeador de polvo.   **Tuesday and Thursday/Martes y Jueves**   * Spot Clean all horizontal and vertical surfaces removing fingerprints, smudges and stains * Limpiar marcas de dedos, suciedad y manchas en todas las areas horizontales ( mesas, tramos,etc) y verticals ( puertas de vidrio,etc) * Spot clean light switches and doors * Limpiar todas las puertas y todas los apagadores de luces   **Once a week/ Una vez a la semana**   * Wash exterior store front plate glass and wipe down frames * Lavar los vidrios de la parte exterior del edificio y aseguarse de secar los marcos de la puerta o ventana. |

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| **Restrooms/Cuartos de Baňo** | **Days of Service/Dias de Servicio**  **Monday thru Friday/Lunes a Viernes**   * Clean and sanitize fixtures, damp mop floors, spot clean walls, empty trash and restock the restroom. * Limpiar y desinfectar los accesorias de los baňos, trapear el piso ( **usar el aviso de “Wet Floors”),** remover las manchas de las paredas, vaciar los recipientes de basura y rellenar toos los abastecedores de papel higiénico y de toallas de papel.   **Once a Month/ Una vez al mes**   * Dust and clean restrooms return air vents * Sacar el polvo de los ventiladores de aire en los baňos. |

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| **Entrance Lobby and Corridor**  **Entrada Principal y Pasillo** | **Days of Service/Dias de Servicio**  **Monday thru Friday/ Lunes a Viernes**   * Empty the trash into the trash cart. Replace the liner in they are torn or soiled. * Vaciar los recipientes de basura en el carro deutilidad. Replazar la bolsa solamente si está rota o mojada. * Take the collected trash to the designated location. * Tirar la basura en la área asignada. * Dust mop all hard surface floors with micro fiber dust mop. * Limpiar todos los pisos de ceramica con el trapeador de polvo   **Tuesday and Thursday/ Martes y Jueves**   * Spot clean all horizontal and vertical surfaces removing fingerprints, smudges and stains. * Limpiar marcas de dedos, suciedad y manchas en todas las areas horizontales (mesas, tramos, etc) y verticales ( puertas devidrio, etc) * Spot clean light swtiches and doors. * Limpiar todas las puertas y todos los apagadores de luces.   **Once a week/ Una vez a la semana.**   * Wash exterior store front plate glass and wipe down frames. * Lavar los vidrios de la parte exterior del edificio y asegurarse de scar los marcos de la puerta o ventana. |

**ATTACHMENTS:**

* FLOOR PLANS
* OPM Ethics Form 1 (to be returned)
* OPM Ethics Form 5 (to be returned)
* NON-DISCRIMINATION FORM B (to be returned)
* NON-DIDCRIMINATION FORM C (to be returned)
* CHRO NOTIFICATION TO BIDDERS (to be returned)
* STATEMENT OF QUALIFICATIONS (to be returned)
* AGENCY VENDOR FORM (to be returned)
* SEEC FORM 10 (to be returned)