



YORK COUNTY COMMUNITY COLLEGE

112 College Drive, Wells ME 04090

REQUEST FOR PROPOSALS

For: Custodial & Cleaning Services

Date of Release: April 3, 2023

Bids Due By: April 19, 2023 at 2:00 p.m.

Point of Contact: Kevin Sarzynski, Director of Campus Safety
ksarzynski@yccc.edu, 207-216-4433

SITE WALK:

Interested contractors are encouraged, but not required, to attend a pre-proposal site walk at YCCC. The site walk will take place on Monday, April 10 at 1:00 p.m. Questions will be addressed at this site walk. Please contact Kevin Sarzynski to let him know if you expect to attend. Meet inside the main, front entrance of YCCC.

SCOPE OF WORK:

York County Community College (YCCC) seeks proposals for custodial and cleaning services at its campus at 112 College Drive in Wells, Maine. The contract will be for three years with two options to extend the contract for one additional year each. The initial contract period will be July 1, 2023 – June 30, 2026 (36 months).

The Wells campus has two buildings. The main building is approximately 60,000 square feet and consists of classrooms, offices, restrooms, and common spaces. The Pratt & Whitney Building is approximately 14,000 square feet and consists of classrooms, an auditorium, and common spaces.

YCCC has a second facility at 60 Community Drive, Sanford, Maine. The College seeks an hourly proposal for this location.

Contractors are made aware the construction of additions may take place on both campuses within this contract period.

Services will take place to the College's satisfaction. The scope of work includes:

- Entry ways, hallways, and stairwells: Daily vacuum mats and carpets. Daily dust sweep /dry mop of tiled/laminated areas. Daily emptying of trash. Weekly auto-scrubber. Weekly cleaning of doorknobs, glass doors, and handrails.
- Restrooms: Daily disinfect/cleaning of toilets, seats, urinals, sinks, countertops, faucets, mirrors, dispensers, doors dividers, fixtures, and wet mopping of floors. Daily stocking of paper and soap dispensers as needed. Daily emptying of trash. Monthly replacing of urinal screens and room fresheners.
- Water fountains: Daily disinfect/clean
- Classrooms, Success Commons/Library, bookstore, cafeteria, and culinary classroom: Daily emptying of trash. Weekly sweep / vacuum floors, clean whiteboards. Monthly wash desktops, wipe down plastic chairs, vacuum upholstered chairs, dust horizontal surfaces and air vents.
- Offices: Daily emptying of trash. Weekly sweep / vacuum floors. Monthly wash desktops, wipe down plastic chairs, vacuum upholstered chairs.
- Staff kitchen areas: Quarterly cleaning of refrigerator interiors.
- Tiled floor stripping, sealing, and waxing: Annually. Price separately.
- Baseboards: Annually
- Interior side of windows and exterior side of flip-in windows: Annually
- Spot cleaning glass, rugs, floors: As needed
- Trashcan liners: Replace as needed.
- Landfill and recycling trash will be kept segregated.

Excluded from Scope: Commercial kitchens, mechanical rooms, and the shop floor at the Sanford campus.

The contractor will provide all necessary chemicals and consumable cleaning supplies, equipment, tools, labor, and fuel.

YCCC will supply consumable materials for dispensers such as paper products, hand soap, and trash bags or liners.

Trash and recycling collected in totes may be disposed on-site in dumpsters supplied by the College.

Schedule: YCCC is closed on weekends and closes for 13 holidays. Classes are not held during approximately five weeks during the school year (the last two and first two weeks of the year and a week for Spring Break in March) and for approximately 16 weeks in May-August. Cleaning services on holidays or during breaks may be reduced with the express approval from YCCC. Alternatively, these may be times to schedule annual or semi-annual deep or detailed cleans of select spaces or equipment. In the event the College is closed due to weather events, cleaning services will not need to take place.

The College anticipates work will be done during the second shift, i.e. between 3-11 p.m. However, the College is open to considering alternative schedules vendors may suggest. Work involving high

decibel equipment such as vacuums should not take place during classroom instruction times to the extent this can be avoided.

The contractor may leave certain equipment on site at a mutually agreed upon location.

The College respects the contractor as a professional with subject matter expertise. As such, the College will consider additional work beyond the scope of this contract; changes in the schedule or frequency of work which the contractor may identify and recommend; guidance on preventative maintenance; and related matters.

The College may request additional work, or a change in the schedule, for special events such as graduation. The College anticipates such requests would be conducted on a "flexed" basis and in lieu of regularly scheduled cleaning work, not considered outside the scope of work outlined in this RFP.

The contractor will be responsible for any damage caused by the contractor to fixtures or other College property. Any restoration shall be completed within two weeks of the damage being suffered or identified.

PROPOSAL REQUIREMENTS:

Pricing: Provide a fixed annual cost inclusive of the scope of work itemized above. The selected vendor shall invoice the College in twelve equal installments, net 30 days, on or about the first of the month beginning July 1.

Flooring: Provide a separate price for stripping, sealing, and waxing tiled floor surfaces two times per year.

Time & Materials Hourly Rate - Wells: The College may seek similar or adjacent services outside the scope of this RFP. Contractors will submit an hourly rate for other work to be performed at this location. This rate will be inclusive of labor, equipment, fuel, overhead, and any other expenses. This rate will exclude the cost of supplies needed for such work, which will be billed on a time and materials basis subject to prior written approval by the College.

Time & Materials Hourly Rate - Sanford: The College may seek similar services at its 60 Community Drive, Sanford, Maine location. Contractors will submit an hourly rate for other work to be performed at this location. This rate will be inclusive of labor, equipment, fuel, overhead, and any other expenses.

Tax Exempt: YCCC is exempt from sales, property, and excise taxes.

Lead Contact: State clearly your company's lead contact and contact information. The lead contact must be authorized by the organization to enter into contracts.

Business Profile: A statement of qualifications.

Scope of Work: Statement of items to complete the project and deliverables. State any assumptions relevant to preparation of the response.

List of Equipment: Include a list of available equipment, e.g., make, model, and size.

Registered and Inspected: Statement acknowledging equipment will be registered and inspected, if applicable.

Licensed: Statement acknowledging that any personnel operating equipment will be licensed for the class of equipment being used, if applicable.

Reciprocal Obligations: Bids must specify any obligations by YCCC.

Optional Information: Proposals may include additional information such as qualifications, a list of key personnel to be assigned to the project, and references.

ADDITIONAL REQUIREMENTS:

After the award, the contractor will:

1. Identify one Site Supervisor or Project Manager, and provide contact information for that individual, to facilitate communication.
2. Provide a statement of pre-existing conditions or deficiencies. Contractor may include photos to document any issues of concern.
3. Provide certificates of insurance (workers comp, liability, motor vehicle).
4. Supply safety data sheets for all chemicals.

Proposals shall remain firm for ninety (90) days from the bid due date.

By submitting a proposal, the bidder agrees and assures the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in your response.

The bidder shall be responsible for all costs associated with this proposal up to and including any contract that may result from this proposal.

EVALUATION CRITERIA:

Proposals will be evaluated on the basis of understanding of the project, capacity to perform the work in a timely manner, cost, experience, references, and other criteria deemed appropriate by YCCC. YCCC reserves the right to reject any or all proposals, to waive any formality in any proposal, and generally take such actions as shall be in its best interest. YCCC may, at its discretion, conduct interviews with finalists.

PROPOSAL SUBMISSION:

- A. The RFP due date is April 19, 2023 at 2:00 p.m. Late proposals will not be read or considered.
- B. Submit proposals in a sealed envelope plainly marked to Kevin Sarzynski at YCCC, 112 College Drive, Wells, ME 04090. Proposals may be submitted by email to ksarzynski@yccc.edu with the subject heading RFP CLEANING SERVICES.
- C. Questions should be directed to Kevin Sarzynski by email to ksarzynski@yccc.edu. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be posted as addenda on the YCCC website and sent to the attention of any vendor who has inquired about the project. YCCC will not be bound by oral responses to inquiries or written responses other than addenda.
- D. YCCC expects to award the project within 30 days of the due-by date. All bidders will be notified of the outcome.

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. **MCCS DOES NOT AGREE TO:**

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees; costs, including collection costs; expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point black font on a white background and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal

- actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.
5. Any MCCS entity shall have the option to purchase goods and services from VENDOR under the same terms and conditions set forth in this Agreement.