**INVITATION FOR BIDS**

**IFB #3160002197**

To Provide: **Custodial Services**

For: **Capitol Facilities Buildings in Jackson, Hattiesburg and Biloxi**

Issue Date: 04/20/2018

Pre-Bid Conference: 05/07/2018, 2:00 p.m., 13th Floor Woolfolk Building



**Office of Capitol Facilities**

Department of Finance and Administration

501 North West Street, Suite 2001-A

Jackson, MS 39201

**Contact**

Alison Bradford, Bureau Director

Phone: (601) 359-5066

Fax: (601) 359-2875

E-Mail: Alison.Bradford@dfa.ms.gov

**Bids Due: 05/22/2018 at 2:00:00 p.m.**

**SECTION 1**

* 1. **Bid Acceptance Period**

The Original shall be signed and submitted in a sealed envelope or package to 501 North West Street, Suite 2001-A, Jackson, MS 39201 no later than the time and date specified for receipt of bids. Timely submission of the bid is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or package shall be marked with the bid opening date and time, and the IFB number to prevent premature opening by the Office of Capitol Facilities. The time and date of receipt will be marked on the outside of the envelope or package by the Office of Capitol Facilities. Failure to submit bid on the bid form provided or to include required documents may be cause for rejection of the bid as non-responsive. The Office of Capitol Facilities may, but is not obligated to, consider the omission of any information requested as an informality, or irregularity, when in their opinion the omitted information does not alter the amounts contained in the submitted bid, or place other bidders at a disadvantage.

* 1. **Timeline**
* Invitation for Bid (IFB) Issue Date: 04/20/2018
* Pre-Bid Conference Date: 05/07/2018, 2:00 p.m. CST
* Questions to Office of Capitol Facilities: 05/11/2018, 5:00 p.m. CST
* Anticipated Posting of Written Answers to Questions: 05/15/2018, 5:00 p.m. CST
* Bid Package Submission Deadline/Opening: 05/22/2018, 2:00 p.m. CST
* Anticipated Notice of Intent to Award: 05/25/2018, 5:00 p.m. CST
* Anticipated Post-Award Debriefing Request Date: 05/30/2018, 5:00 p.m. CST
* Post-Award Debriefing Held By Date: 06/06/2018, 5:00 p.m. CST
* Protest Deadline Date: 06/13/2018, 5:00 p.m. CST
	1. **Expenses Incurred**

The Office of Capitol Facilities accepts no responsibility for any expense incurred by the bidder in the preparation or presentation of a bid. Such expenses shall be borne exclusively by the bidder.

* 1. **Bid Form**

All pricing must be submitted on the bid form (Attachment A). Failure to complete and/or sign the bid form may result in the bidder being deemed nonresponsive. The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission and agrees to all contract terms and conditions in the attached proposed form of contract (Attachment D). No oral bids will be considered.

* 1. **Registration with Mississippi Secretary of State**

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

* 1. **Debarment**

By submitting a bid, the bidder certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or Federal Government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

* 1. **Withdrawal of Bid**

A bidder may withdraw a bid, prior to the time set for the opening of bids, upon request; however, no bid may be withdrawn after such time except when notice of a claim of error by bidder is submitted in writing to the Office of Capitol Facilities within two (2) working days after the bid opening and all of the following conditions are met:

* + 1. The bid is submitted in good faith;
		2. The bid price is substantially low than those of other bidders because of a mistake;
		3. The mistake is a clerical error, not an error of judgment; and,
		4. Objective evidence is drawn from original work papers, documents, and other materials used in the preparation of the bid demonstrates clearly that the mistake was an unintentional error in arithmetic or an unintentional omission of a quantity.
	1. **Additional Information**

Questions about the contract portions of the procurement shall be submitted in writing to Judy Miller by Mail at 501 North State Street, Suite 1301-B, Jackson, MS 39201, or by E-Mail at judy.miller@dfa.ms.gov. Questions concerning the technical portions of the procurement document should be directed to Alison Bradford by Mail at 501 North State Street, Suite 2001-A, Jackson, MS 39201, by Fax: (610) 359-2875, or by E-Mail at Alison.Bradford@dfa.ms.gov. Bidders are cautioned that any statements made by contact persons that cause a material change to any portion of the procurement documents shall not be relied upon unless subsequently ratified by a formal written addendum amending the procurement documents.

* 1. **Amendments**

Should an amendment to the IFB be necessary, it will be issued as an addendum and posted on the DFA website (<http://www.dfa.ms.gov>) in a manner that all bidders will be able to view. Further, bidders must acknowledge receipt of any addendum to the solicitation by identifying on the applicable space on the bid form provided (Attachment A). Failure to acknowledge any such addendum shall cause bid to deemed non-responsive. It is the bidder’s sole responsibility to monitor the website for amendments to the IFB.

* 1. **Form of Contract**

Contract shall be a firm fixed-price agreement Department of Finance and Administration Personal Services Contact (Attachment D).

**SECTION 2**

* 1. **Purpose**

The Department of Finance and Administration, Office of Capitol Facilities is seeking to establish a contract for Custodial Services at various buildings under their supervision and care in Jackson, Hattiesburg and Biloxi, Mississippi. It is understood that any contract resulting from IFB #3160002197 requires approval by the Public Procurement Review Board. If any contract is not so approved, it is void and no payment shall be made.

* 1. **Scope of Services**

The work shall consist of custodial services at DFA buildings at 620 North Street, 660 North Street, 700 North State Street as well as at the Robert G. Clark, Jr. State Office Building, the Patrick Alan Nunnelee State Office Building, and the 2 Mississippi Museums in Jackson, the State Service Center in Hattiesburg, and the Dr. Eldon Langston Bolton Building in Biloxi on a scheduled basis. Alternate #1 shall add such work at the New Capitol in Jackson. All work of this contract shall be performed under the direct supervision of experienced and qualified Contractor personnel.

* + 1. **620 North Street** (36,292 SF) / **660 North Street** (34,803 SF) / **700 North State Street** (60,389 SF) / **Robert G. Clark, Jr. State Office Building** (54,915 SF) / **Patrick Alan Nunnelee State Office Building** (106,794 SF)

This area shall include custodial services provided **after** regular working hours with on-site worker **during** regular working hours. The following services shall be provided at the indicated frequency:

1. The following general services are to be provided in areas such as offices, corridors, conference rooms, work rooms, stairwells, elevators, etc.:
	1. **Daily** – The following shall be performed on a daily basis each working day:
		1. Dust and/or spot clean furniture and furnishings;
		2. Empty wastebaskets, trash cans and recycling bins and install new liners as needed;
		3. Vacuum and spot clean all carpeting;
		4. Clean entrance doors, push/kick plates and glass at all other doors and sidelights;
		5. Spot clean walls and light switch covers;
		6. Dust mop and wet mop non-carpeted floors;
		7. Clean and disinfect water fountains; and,
		8. Wipe chairs and tables and straighten magazines.
	2. **Weekly** – The following shall be performed on a weekly basis:
		1. Polish all surfaces, such as desktops, credenzas, tables, bookcases, filing cabinets, etc;
		2. Vacuum upholstered furniture and spot clean;
		3. Dust wall décor;
		4. Damp wipe stairwell railings;
		5. Wet mop stairwells, stair treads and landings; and,
		6. Clean elevator doors, handrails and switch panels.
2. The following general services are to be provided in all toilet rooms:
	1. **Daily** – The following shall be performed on a daily basis each working day:
		1. Clean and disinfect toilets, urinals and lavatories;
		2. Empty waste receptacles and install new liners as needed;
		3. Clean and polish all mirrors;
		4. Spot clean walls, partitions, doors and push/kick plates;
		5. Sweep and wet mop floors with disinfectant;
		6. Replenish paper supplies as needed;
		7. Refill all dispensers as needed; and
		8. Clean and polish bright metal finished items.
3. The following general services are to be provided in all break rooms and kitchens:
	1. **Daily** – The following shall be performed on a daily basis each working day:
		1. Empty wastebaskets, trash cans, and recycling bins and install new liners as needed;
		2. Clean all chairs and tables;
		3. Sweep and wet mop floors;
		4. Spot clean walls, doors and push/kick plates;
		5. Clean and disinfect water fountains;
		6. Clean tops of trash receptacles;
		7. Replenish napkin holders; and,
		8. Clean appliances and fixtures.
4. The following tasks shall be provided in all areas:
	1. **Monthly** – The following shall be performed on a monthly basis:
		1. Clean the interior of all windows;
		2. Dust and vacuum vents and grilles;
		3. Remove spider webs;
		4. Spot clean exterior entrance walls; and,
		5. Buff and polish all non-carpeted floors.
	2. **Annually** – The following shall be performed each year:
		1. Deep clean (strip, wax, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring; and,
		2. Deep extraction cleaning of all carpeted areas.
		3. **2 Mississippi Museums** (51,589 SF)

This area shall include custodial services primarily provided **after** regular working hours Monday thru Friday with two (2) on-site workers **during** regular working hours. Additionally, services at public lobbies, public corridors, public stairways, public elevators, and public toilet rooms on Level 1 and Level 2 shall be provided during, and one (1) hour prior to, Museum weekend operating hours of 9am thru 5pm on Saturdays and 1pm thru 5pm Sundays by not less than two (2) on-site workers at all times. The following services shall be provided at the indicated frequency:

1. The following general services are to be provided in areas on Level B2, Level B1, Level 1 and Level 2 such as offices, lobbies, common areas, corridors, conference rooms, work rooms, stairwells, elevators, etc. **excluding** Permanent Galleries, Temporary Exhibition Halls, Museum Store, Collection Processing/Storage/Shops:
	1. **Daily** – The following shall be performed on a daily basis each regular working day. Additionally, work at public lobbies, public corridors, public stairwells and public elevators on Level 1 and Level 2 shall be performed each Saturday and Sunday:
		1. Dust and/or spot clean furniture and furnishings;
		2. Empty wastebaskets, trash cans and recycling bins and install new liners as needed;
		3. Vacuum and spot clean all carpeting;
		4. Clean entrance doors, curtainwall, push/kick plates, hardware and glass at all other doors and sidelights;
		5. Spot clean the interior of all windows less than 10 feet above finished floor;
		6. Spot clean walls and light switch covers;
		7. Dust mop and wet mop non-carpeted floors;
		8. Clean-up spills at floors, furniture and furnishings, etc. as required;
		9. Clean and disinfect water fountains; and,
		10. Wipe chairs and tables and straighten magazines.
	2. **Weekly** – The following shall be performed on a weekly basis:
		1. Polish all surfaces, such as desktops, credenzas, tables, bookcases, filing cabinets, etc;
		2. Vacuum upholstered furniture and spot clean;
		3. Dust wall décor;
		4. Damp wipe stairwell railings;
		5. Machine scrub lobbies / main corridors on Level 1 and Level 2;
		6. Wet mop stairwells, stair treads and landings; and,
		7. Clean elevator doors, handrails and switch panels.
2. The following general services are to be provided in all toilet rooms:
	1. **Daily** – The following shall be performed on a daily basis each regular working day. Additionally, work at public toilet rooms on Level 1 and Level 2 shall be performed at least two (2) times daily each Tuesday thru Friday, at least four (4) times daily each Saturday, at least three (3) times daily each Sunday and additionally as required to accommodate larger than usual crowds during normal weekday/weekend operating hours:
		1. Clean and disinfect toilets, urinals and lavatories;
		2. Empty waste receptacles and install new liners as needed;
		3. Clean and polish all mirrors;
		4. Spot clean walls, partitions, doors and push/kick plates;
		5. Sweep and wet mop floors with disinfectant;
		6. Replenish paper supplies as needed;
		7. Refill all dispensers as needed; and
		8. Clean and polish bright metal finished items.
3. The following general services are to be provided in all break rooms and kitchens **excluding** Café and catering prep areas:
	1. **Daily** – The following shall be performed on a daily basis each regular working day:
		1. Empty wastebaskets, trash cans, and recycling bins and install new liners as needed;
		2. Clean all chairs and tables;
		3. Sweep and wet mop floors;
		4. Spot clean walls, doors and push/kick plates;
		5. Clean and disinfect water fountains;
		6. Clean tops of trash receptacles;
		7. Replenish napkin holders; and,
		8. Clean appliances and fixtures.
4. The following tasks shall be provided in all areas:
	1. **Monthly** – The following shall be performed on a monthly basis:
		1. Clean the interior of all windows less than 10 feet above finished floor;
		2. Dust and vacuum vents and grilles;
		3. Remove spider webs;
		4. Spot clean exterior entrance walls; and,
		5. Buff and polish all non-carpeted floors.
	2. **Annually** – The following shall be performed each year:
		1. Deep clean (strip, wax, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring; and,
		2. Deep extraction cleaning of all carpeted areas.
		3. **State Service Center** (29,012 SF)

This area shall include custodial services provided **during** regular working hours. As the Mississippi Department of Rehabilitation Services is housed in this facility, the bidder is encouraged to consider, but not required to subcontracting work at this location with AbilityWorks – Hattiesburg located across the street from the State Service Center. The following services shall be provided at the indicated frequency:

1. The following general services are to be provided in areas such as offices, corridors, conference rooms, work rooms, stairwells, elevators, etc:
2. **Daily** – The following shall be performed on a daily basis each working day:
3. Dust and/or spot clean furniture and furnishings;
4. Empty wastebaskets, trash cans and recycling bins and install new liners as needed;
5. Vacuum and spot clean all carpeting;
6. Clean entrance doors, push/kick plates and glass at all other doors and sidelights;
7. Spot clean walls and light switch covers;
8. Dust mop and wet mop non-carpeted floors;
9. Clean and disinfect water fountains; and,
10. Wipe chairs and tables and straighten magazines.
11. **Weekly** – The following shall be performed on a weekly basis:
12. Polish all surfaces, such as desktops, credenzas, tables, bookcases, filing cabinets, etc;
13. Vacuum upholstered furniture and spot clean;
14. Dust wall décor;
15. Damp wipe stairwell railings;
16. Wet mop stairwells, stair treads and landings; and,
17. Clean elevator doors, handrails and switch panels.
18. The following general services are to be provided in all toilet rooms:
19. **Daily** – The following shall be performed on a daily basis each working day:
20. Clean and disinfect toilets, urinals and lavatories;
21. Empty waste receptacles and install new liners as needed;
22. Clean and polish all mirrors;
23. Spot clean walls, partitions, doors and push/kick plates;
24. Sweep and wet mop floors with disinfectant;
25. Replenish paper supplies as needed;
26. Refill all dispensers as needed; and
27. Clean and polish bright metal finished items.
28. The following general services are to be provided in all break rooms and kitchens:
29. **Daily** – The following shall be performed on a daily basis each working day:
30. Empty wastebaskets, trash cans, and recycling bins and install new liners as needed;
31. Clean all chairs and tables;
32. Sweep and wet mop floors;
33. Spot clean walls, doors and push/kick plates;
34. Clean and disinfect water fountains;
35. Clean tops of trash receptacles;
36. Replenish napkin holders; and,
37. Clean appliances and fixtures.
38. The following tasks shall be provided in all areas:
39. **Monthly** – The following shall be performed on a monthly basis:
40. Clean the interior of all windows;
41. Dust and vacuum vents and grilles;
42. Remove spider webs;
43. Spot clean exterior entrance walls; and,
44. Buff and polish all non-carpeted floors.
45. **Annually** – The following shall be performed each year:
46. Deep clean (strip, wax, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring; and,
47. Deep extraction cleaning of all carpeted areas.
	* 1. **Dr. Eldon Langston** **Bolton Building** (113,137 SF)

This area shall include custodial services provided **during** regular working hours. The following services shall be provided at the indicated frequency:

1. The following general services are to be provided in areas such as offices, corridors, conference rooms, work rooms, stairwells, elevators, etc:
2. **Daily** – The following shall be performed on a daily basis each working day:
3. Dust and/or spot clean furniture and furnishings;
4. Empty wastebaskets, trash cans and recycling bins and install new liners as needed;
5. Vacuum and spot clean all carpeting;
6. Clean entrance doors, push/kick plates and glass at all other doors and sidelights;
7. Spot clean walls and light switch covers;
8. Dust mop and wet mop non-carpeted floors;
9. Clean and disinfect water fountains; and,
10. Wipe chairs and tables and straighten magazines.
11. **Weekly** – The following shall be performed on a weekly basis:
12. Polish all surfaces, such as desktops, credenzas, tables, bookcases, filing cabinets, etc;
13. Vacuum upholstered furniture and spot clean;
14. Dust wall décor;
15. Damp wipe stairwell railings;
16. Wet mop stairwells, stair treads and landings; and,
17. Clean elevator doors, handrails and switch panels.
18. The following general services are to be provided in all toilet rooms:
19. **Daily** – The following shall be performed on a daily basis each working day:
20. Clean and disinfect toilets, urinals and lavatories;
21. Empty waste receptacles and install new liners as needed;
22. Clean and polish all mirrors;
23. Spot clean walls, partitions, doors and push/kick plates;
24. Sweep and wet mop floors with disinfectant;
25. Replenish paper supplies as needed;
26. Refill all dispensers as needed; and
27. Clean and polish bright metal finished items.
28. The following general services are to be provided in all break rooms and kitchens:
29. **Daily** – The following shall be performed on a daily basis each working day:
30. Empty wastebaskets, trash cans, and recycling bins and install new liners as needed;
31. Clean all chairs and tables;
32. Sweep and wet mop floors;
33. Spot clean walls, doors and push/kick plates;
34. Clean and disinfect water fountains;
35. Clean tops of trash receptacles;
36. Replenish napkin holders; and,
37. Clean appliances and fixtures.
38. The following tasks shall be provided in all areas:
39. **Monthly** – The following shall be performed on a monthly basis:
40. Clean the interior of all windows;
41. Dust and vacuum vents and grilles;
42. Remove spider webs;
43. Spot clean exterior entrance walls; and,
44. Buff and polish all non-carpeted floors.
45. **Annually** – The following shall be performed each year and scheduled with Owner to be performed on weekends or after regular working hours:
46. Deep clean (strip, wax, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring; and,
47. Deep extraction cleaning of all carpeted areas.
	* 1. **ALTERNATE #1 (New Capitol Floors)**

If awarded, this area shall include floor care services provided **after** regular working hours. The following services shall be provided at the indicated frequency:

1. The following services are to be provided at Basement (quarry tiled areas) thru Fourth Floor Level public corridors, ante rooms, public restrooms, east, west and main stairs (41,554 SF) **prior to** each Session scheduled with the Office of Capitol Facilities after regular hours:
	1. **Floors**: Shower scrub – apply 3 coats finish, buff with high speed buffer
	2. **Landings:** Shower scrub – apply 3 coats finish, buff with high speed buffer
	3. **Stairs:** Shower scrub - no finish
	4. **Baseboards:** Clean/strip – apply 1 coat finish at discretion of Owner
	5. **Restrooms:** Shower scrub – no finish
2. The following services are to be provided at First thru Fourth Floor Level public corridors, ante rooms, east, west and main stairs (38,579 SF) **during** each Session scheduled with the Office of Capitol Facilities after business hours. For the purposes of this Contract, duration of each Session is twelve (12) weeks except for the 2020 Session which will be sixteen (16) weeks:
3. **Floors:**
	* 1. **3 Times Weekly:** Dust mop/sweep/machine scrub
		2. **Weekly:** Buff with high speed buffer
4. The following services are to be provided at Basement (quarry tiled areas) thru Fourth Floor Level public corridors, ante rooms, public restrooms, east, west and main stairs (41,554 SF) **following** each Session occurring in an odd-numbered year and scheduled with the Office of Capitol Facilities after regular working hours:
5. **Floors** (Basement/Second/Fourth): Strip/Recoat – apply 2 coats sealer / 5 coats finish, buff with high speed buffer
6. **Floors** (First/Third): Shower scrub – apply 3 coats finish, buff with high speed buffer
7. **Landings** (Between Basement & First/Between Second & Third):Strip/Recoat – apply 2 coats sealer / 5 coats finish, buff with high speed buffer
8. **Landings** (Between First & Second/Between Third & Fourth):Shower scrub – apply 3 coats finish, buff with high speed buffer
9. **Stairs:** Shower scrub - no finish
10. **Baseboards:** Clean/strip – apply 1 coat finish at discretion of Owner
11. **Restrooms:** Shower scrub – no finish
12. The following services are to be provided at Basement (quarry tiled areas) thru Fourth Floor Level public corridors, ante rooms, public restrooms, east, west and main stair (41,554 SF) **following** each Session occurring in an even-numbered year and scheduled with the Office of Capitol Facilities after regular working hours:
13. **Floors** (Basement/Second/Fourth): Shower scrub – apply 3 coats finish, buff with high speed buffer
14. **Floors** (First/Third): Strip/Recoat – apply 2 coats sealer / 5 coats finish, buff with high speed buffer
15. **Landings** (Between Basement & First/Between Second & Third):Shower scrub – apply 3 coats finish, buff with high speed buffer
16. **Landings** (Between First & Second/Between Third & Fourth):Strip/Recoat – apply 2 coats sealer / 5 coats finish, buff with high speed buffer
17. **Stairs:** Shower scrub - no finish
18. **Baseboards:** Clean/strip – apply 1 coat finish at discretion of Owner
19. **Restrooms:** Shower scrub – no finish
	* 1. **Vacant Space**

Square footages identified in Paragraphs 2.2.1, 2.2.2, 2.2.3 and 2.2.4 are based upon the maximum service areas for all buildings identified. Pricing for this work is requested on a lump sum basis per year for each building based upon these areas. Payment for any areas that are vacant at start of Contract or that become vacant during the initial term or subsequent renewals shall be pro-rated monthly based upon percentage of vacated space to overall building service area square footage. 32,305 SF at the Robert G. Clark, Jr. State Office Building and 16,410 at the Dr. Eldon Langston State Office Building will be vacant at the start of Contract due to renovations. Owner will notify Contractor not less than thirty (30) days prior to re-occupancy of such space as well as any subsequent vacating and subsequent re-occupancy of any space throughout the Contract.

* + 1. **Additional Floor Cleaning**

Additional deep cleaning (strip, wax, seal, buff, steam clean as appropriate to floor type) all non-carpeted flooring and deep extraction cleaning of all carpeted areas, **excluding** New Capitol, that the Owner determines has become necessary during the term of the contract will be added on the basis of unit prices identified on the proposal form. Unit prices shall be based upon weekend or after regular working hour performance of such work. Annual contract amount will include cost for up to 100,000 SF of additional non-carpeted floor cleaning and up to 100,000 SF of additional carpeted floor cleaning per year.

* + 1. **Service Hours**

Regular working hours shall be Monday thru Friday from 8:00 a.m. through 5:00 p.m. excluding State Holidays. Additional hours shall be provided where specifically noted above. Work may also be restricted at times due to events scheduled for the facilities. The Office of Capitol Facilities will provide advance notice of such events no less than 30 days in advance of each event.

* 1. **Term**

The term of contract shall be for a period of 3 years. Upon written agreement of both parties at least 90 days prior to the end of the contract time, the contract may be renewed by the Department of Finance and Administration, Office of Capitol Facilities for additional successive one-year periods under the same prices, terms and conditions as in the original contract subject to approval by PPRB. The total number of renewal years permitted shall not exceed two.

**SECTION 3**

* 1. **Insurance**

The successful bidder shall maintain insurance which, at a minimum, shall include the following types of insurance and coverage limits. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Mississippi, meaning insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The Department of Finance and Administration, Office of Capitol Facilities reserves the right to request from carriers, certificates of insurance regarding the required coverage.

* + 1. **Workers’ Compensation** – as required by the State of Mississippi
		2. **Comprehensive General of Commercial Liability**

Provide at least $1,000,000 each occurrence for bodily injury, personal injury, accidental death, and property damage with the State of Mississippi added as an additional insured.

* + 1. **Motor Vehicle Liability Insurance**

Provide covering all vehicles, owned or otherwise, used in the contract work with limits of at least $1,000,000 per occurrence for injuries including accidental death to any person and subject to the same limit for each person for any one accident involving two or more persons with the State of Mississippi added as an additional insured.

* + 1. **Motor Vehicle Property Damage**

Provide covering all property damage by vehicle with limits of $250,000 with the State of Mississippi added as an additional insured.

**SECTION 4**

* 1. **Bid Evaluation**

Bids will be evaluated and awarded to the lowest responsive, responsible bidder meeting all mandatory minimum requirements as follows:

* + 1. **Responsive Bidder**

Bidder must submit bid including Bid Form and all required Attachments and other documents which conform in all material respects to this Invitation for Bids IFB #3160002197, as determined by the Department of Finance and Administration, Office of Capitol Facilities.

* + 1. **Nonconforming Terms and Conditions**

A bid response that includes submission of terms and conditions in addition to or proposed as modifications to those included in this solicitation shall constitute a conditional bid and subject to rejection as nonresponsive. The Department of Finance and Administration, Office of Capitol Facilities reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid prior to determination of responsiveness of bidder.

* + 1. **Conditioning Bid Upon Other Awards**

Any bid which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

* + 1. **Bid Submission Format**

The Quote package must be sealed and must contain the following:

* Bid Form (**Attachment A**)
* Certifications and Assurances (**Attachment B**)
* Bidder References (**Attachment C**)
* Proposed Account Manager(s) Resume(s) including reference contact information
* Proposed New Capitol Work Supervisor Resume including reference contract information (if same as above, so notate on Proposed Account Manager resume)
	+ 1. **Confidential Information**

Any bidder claiming that its response contains information exempt from the Mississippi Public Records Act (Mississippi Code Annotated §§ 25-61-1, *et. seq.*, and 79-23-1), shall segregate and mark the information as confidential and provide the specific statutory authority for the exemption.

* + 1. **Responsible Bidder**

Bidder must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by the Department of Finance and Administration, Office of Capitol Facilities. Bidder shall also meet the following minimum qualifications in order to be deemed responsible:

* + - 1. **Previous Experience**

Bidder shall document a minimum of two (2) years of successful previous experience providing similar services at one or more properties totaling no less than total required by the scope of this IFB. Include a minimum of three (3) contact references including square footage of property maintained for validation of such experience on References Form (Attachment C). Provide a minimum of two (2) additional contact references documenting experience of bidder, or designated subcontractor, at a Mississippi Landmark and/or National Landmark building with care of historic floor finishes such as the marble, terrazzo tile, porcelain tile and quarry tile similar to those found at the New Capitol. All information received from those clients, if contacted, must verify that a high level of satisfaction was provided in that service trade.

* + - 1. **Supervision**

Bidder shall propose provision of experienced and qualified personnel who will be present at all times during performance of any and all work of this contract. Work shall be validated by completion and submission of weekly Custodial Completion Checklists for each facility in a format acceptable to or provided by the Office of Capitol Facilities. Contractor Account Manager(s) shall be made available for regularly scheduled progress meetings with representatives of the Office of Capitol Facilities and/or tenants on not more than a monthly basis. Bidder shall document on Certifications and Assurances Form (Attachment B) that Bidder has and/or will provide appropriate personnel will be provide same throughout the contract term.

* 1. **Bid Opening**

Bid opening will be open to the public; however, this will include opening, reading aloud, and listing the bid price, alternate price and unit prices on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

* 1. **Notice of Intent to Award**

Notice of Intent to Award, subject to approval of PPRB, shall be made to the winning bidder in writing and shall be posted on the Department of Finance and Administration website within three days of receipt of bids. Such notice shall also include a tabulation of all bids received and indicate any bids rejected as non-responsive or non-responsible.

* 1. **Contract Management**

If the Contractor fails to adhere to the custodial services schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Owner will inform the Contractor, and the Contractor shall complete corrective action up to and including replacement of Contractor Staff assigned within forty-eight (48) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the Owner may terminate the contract without further obligation to the Contractor. The Contractor shall also be responsible to:

* + 1. Assign a Contractor Account Manager(s) to work directly with the Office of Capitol Facilities;
		2. Maintain a pool of workers sufficient to meet the Office of Capitol Facilities’ needs throughout the initial Contract term and any subsequent renewals;
		3. Administer and maintain all employment and payroll records, payroll processing and payment of payroll and taxes, including the deductions required by State, Federal and local laws such as social security and withholding taxes for their business and employees;
		4. Make all unemployment compensation contributions as required by Federal and State law(s) and process claims as required for their business and employees;
		5. Ensure that custodial personnel report to work at the appropriate time and place in accordance with the scope of services to be provided;
		6. Perform all services provided in the contract between the Contractor and Owner in accordance with customary and reasonable industry standards; and,
		7. Provide recommendations concerning quantities and frequency of delivery of consumable supplies furnished by Owner as well as timely notice of shortage(s) of same as applicable.

**SECTION 5**

* 1. **Post-Award Vendor Debriefing**

A responding vendor, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Executive Director of the Department of Finance and Administration within three (3) business days of notification of intent to award. A post-award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within five (5) business days of receipt of the request. If a vendor prefers to have legal representation present, the vendor must notify the Executive Director in writing at the time of request and identify its attorney by name, address, and telephone number. The Department of Finance and Administration will schedule any debriefing at which vendor will have legal representation present at a time when a representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114 through 7-114.07, Post-Award Vendor Debriefing, of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.*

* 1. **Protest of Award**

Any actual or prospective responding vendor or contractor who is aggrieved in connection with this solicitation or the outcome of the Request for Proposals may file a protest with the Department of Finance and Administration Purchasing Director. The protest shall be submitted on or before 5:00 p.m. CST, June 13, 2018, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the responding vendor or an individual authorized to sign contracts on behalf of the protesting responding vendor, and contain a statement of the reason(s) for protest, citing the law(s), rule(s), or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting responding vendor must provide facts and evidence to support the protest. A protest is considered filed when received by the Purchasing Director via either U.S. mail, postage prepaid, or personal delivery. Protests filed after 5:00 p.m. CST, June 13, 2018 will not be considered.

* 1. **Contract Terms and Conditions**

Contract terms and conditions shall be limited to those as included in the Department of Finance and Administration Personal Services Contract (Attachment D).

* 1. **Mississippi Contract / Procurement Opportunity Search Portal**

This Request for Proposals, and the questions and answers concerning this Request for Proposals, are posted on the Mississippi Contract / Procurement Opportunity Search Portal.

**ATTACHMENT A**

BID FORM

CUSTODIAL SERVICES

I propose to complete all work included in the scope of work identified in the Invitation for Bids for the specified term of 3 years for the sum of:

**BASE BID:**

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR X 3 YEARS FOR A TOTAL OF:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (written out carries) for the 3 YEAR TERM

Base bid above shall include the provision of these services at **620 North Street**, **660 North Street**, **700 North State Street** as well as at the **Robert G. Clark, Jr. State Office Building**, the **Patrick Alan Nunnelee State Office Building**, and the **2 Mississippi Museums** in Jackson, the **State Service Center** in Hattiesburg, and the **Dr. Eldon Langston Bolton Building** in Biloxi on a scheduled basis.

**620 North Street** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR

**660 North Street** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR

**700 North State Street** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR

**Robert G. Clark, Jr. State Office Building** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR

**Patrick Alan Nunnelee State Office Building** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR

**2 Mississippi Museums** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR

**State Service Center** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR

**Dr. Eldon Langston Bolton Building** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER YEAR

**ALTERNATE #1 (New Capitol Floors):**

I propose to complete all pre-Session, during Session and post-Session work included in the alternate scope identified in the Invitation for Bids for the specified term of 3 years at the **New Capitol** for an additional:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars ($\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) (written out carries) over the 3 YEAR TERM and consisting of:

**2019 Session (Pre/During 12 week Session/Post)** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2020 Session (Pre/During 16 week Session/Post)** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2021 Session (Pre/During 12 week Session/Post)** $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIT PRICE #1 (Additional Non-Carpeted Floors):**

I propose to provide up to 100,000 SF of additional deep cleaning (strip, wax, seal, buff, steam clean as appropriate to floor type) of non-carpeted flooring at a rate of: $\_\_\_\_\_\_\_\_\_\_\_ / SF.

**UNIT PRICE #1 (Additional Carpeted Floors):**

I propose to provide up to 100,000 SF of additional deep cleaning (strip, wax, seal, buff, steam clean as appropriate to floor type) of non-carpeted flooring at a rate of: $\_\_\_\_\_\_\_\_\_\_\_ / SF.

**ADDENDA ACKNOWLEDGMENT:** (if any)

 No. \_\_\_\_\_ No. \_\_\_\_\_

 No. \_\_\_\_\_ No. \_\_\_\_\_

**ACCEPTANCE:**

I certify that I have thoroughly read, understand, and agree to all provisions of this Request for Proposals and the attachments herein, that the company meets all requirements and acknowledges all certifications herein, has, or will secure, all applicable personnel who shall be qualified to perform the duties required to be performed, and will perform, without delay, the services required at the prices quoted, and am authorized to enter into a binding contract if this proposal is accepted.

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

Name / Title: (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (as recorded at the Secretary of State)

Physical Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT B**

CERTIFICATIONS AND ASSURANCES

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding and that the truthfulness of the facts affirmed herein and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by signing below:

1. **REPRESENTATION REGARDING CONTIGENT FEES**

The bidder represents as a part of Contractor’s bid that Contractor has not retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

1. **REPRESENTATION REGARDING GRATUITIES**

The bidder represents that it \_\_\_\_ has or \_\_\_\_ has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Public Procurement Review Board Office of Personal Services Contract Review Rules and Regulations*.

1. **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, intention to submit a bid, or the methods or factors used to calculate price.

1. **REPRESENTATION REGARDING REQUIRED SUPERVISON**

Bidder represents that it has and will provide experienced and qualified supervisory personnel who will be present at all times during performance of any and all work of this contract. Contractor Account Manager(s) shall be made available for a regularly scheduled progress meetings with representatives of the Office of Capitol Facilities and/or tenants on not more than a monthly basis.

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

Name/Title: (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT C**

REFERENCES

**Reference #1:**

Client Name / Location / Square Footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #2:**

Client Name / Location / Square Footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #3:**

Client Name / Location / Square Footage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services Provided: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The bidder may submit as many references as desired by submitting as many additional copies of this Attachment C, References, as needed. The Department of Finance and Administration will begin contacting references at the top of the list and will continue down the list until at least three contacts have been reached.