



MISSISSIPPI DEPARTMENT of WILDLIFE, FISHERIES, & PARKS

Sam Polles, Ph.D., Executive Director
1505 Eastover Drive
Jackson, Mississippi 39211
(601) 432-2400

SOLICITATION: Invitation for Bid (IFBD)

SOLICITATION NUMBER: SMART #: 1464-18-R-IFBD-00020
RFX #: 3160002168

DESCRIPTION: Janitorial Services for MDWFP Administration Building

ISSUE DATE: March 26, 2018

BID CLOSING LOCATION: Mississippi Department of Wildlife, Fisheries, & Parks
1505 Eastover Drive
Jackson, Mississippi 39211

BID COORDINATOR: Marilyn Watkins
Telephone: 601.432.2195
Fax: 601.432.2102
Email: marilynw@mdwfp.state.ms.us

CLOSING DATE AND TIME: April 26, 2018, 3:00 PM CST

SECTION 1

1.1 Bid Acceptance Period

The original and two (2) copies of the bid form, three (3) copies total, shall be signed and submitted in a sealed envelope or package to 1505 Eastover Drive, Jackson, MS 39211, no later than the time and date specified for receipt of bids. Timely submission of the bid form 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 number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by the Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP). Each page of the **BID FORM (Attachment B)** and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. The MDWFP reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the MDWFP may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

1.1.1 Timeline

Advertisement Date(s)	
• First Date of Advertisement:	March 26, 2018
• Second Date of Advertisement	April 2, 2018
Bidder Submission Deadline Date and Time	April 26, 2018, 3:00 PM CST
Opening Date and Time	April 26, 2018, 3:00 PM CST

1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless it is the only bid received, or it is received before award is made and was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of bids. It must be determined by the MDWFP that the late receipt was due solely to mishandling by the MDWFP after receipt at the specified address.

The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for

bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

1.2 Expenses Incurred in Preparing Bid

MDWFP accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

1.3 Bid Form

All pricing must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined nonresponsive.

1.3.1 Bidder Certification

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.

1.4 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.

1.5 Debarment

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids 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.

1.6 Additional Information

Questions about the contract portions of the procurement document must be submitted in writing to Marilyn Watkins at marilynw@mdwfp.state.ms.us. Questions concerning the technical portions of the procurement document should be directed to Marilyn Watkins at marilynw@mdwfp.state.ms.us. Bidders are cautioned that any statements made by contact persons that cause a material change to any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.

1.7 Type of Contract

Compensation for services will be in the form of a firm fixed-price agreement.

1.8 Written Bids

All bids shall be in writing.

SECTION 2

2.1 Purpose

The MDWFP is seeking to establish a contract for Janitorial Services at the Jackson Administration Building. It is understood that any contract resulting from 1464-18-R-IFBD-

00020 requires approval by the Public Procurement Review Board. If any contract resulting from 1464-18-R-IFBD-00020 is not approved by the Public Procurement Review Board, it is void and no payment shall be made.

2.2 Scope of Services

The Contractor shall perform and render the services listed in the Scope of Services found in **Attachment 1**.

2.3 Term

The term of the contract shall be for a period of one (1) year. Upon written agreement of both parties at least 30 days prior to each contract anniversary date, the contract may be renewed by MDWFP for a period of three (3) successive one-year period(s) under the same prices, terms, and conditions as in the original contract subject to approval by the PPRB. The total number of renewal years permitted shall not exceed three (3).

SECTION 3

3.1 Insurance

The successful vendor shall maintain at least the minimum level of workers' compensation insurance, comprehensive general liability or professional liability insurance, with minimum limits of \$1,000,000 per occurrence and fidelity bond insurance with minimum limits of \$1,000,000. All workers' compensation, comprehensive general liability, professional liability, and fidelity bond insurance will provide coverage to the MDWFP as an additional insured. The MDWFP reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The vendor shall be prepared to provide evidence of required insurance upon request by the MDWFP at any point during the contract period and should consult with legal counsel regarding its obligations.

SECTION 4

4.1 Bid Evaluation

Bids will be evaluated based on the requirements set forth in 1464-18-R-IFBD-00020, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable where possible. This Invitation for Bids sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set forth in this Invitation for Bids. Only bidders who are found responsive and responsible will have their bids considered.

4.1.1 Responsive Bidder

Bidder must submit bid which conforms in all material respects to this Invitation for Bids, 1464-18-R-IFBD-00020, as determined by MDWFP.

4.1.2 Minimum Qualifications to be Deemed Responsive

The bidder must meet the requirement and criteria set forth in the Invitation for Bids in order to be deemed responsive.

4.1.3 These minimum qualifications are in addition to a minimum score of five (5) on the Reference Score Sheet (**Attachment E**) from reference interviews by MDWFP with three (3) bidder references (for a total minimum score of fifteen (15), as well as all other requirements of this Invitation for Bids. (See **Attachments C** and **E**).

4.1.4 Nonconforming Terms and Conditions

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. The MDWFP reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the MDWFP of non-responsiveness based on the submission of nonconforming terms and conditions.

4.1.5 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.

4.1.6 Bid Submission Format

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

- Bid Cover Sheet (**Attachment A**)
- Bid Form (**Attachment B**)
- References (**Attachment C**)
- Certifications and Assurances (**Attachment D**)

4.1.7 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 MDWFP.

4.1.8 References

Each bidder must furnish a listing of at least three (3) trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. MDWFP will use these references to determine the bidder's ability to perform the services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. MDWFP will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached. References must be listed on **Attachment C**.

4.2 Bid Opening

Bid opening will be open to the public; however, this will include opening, reading aloud, and listing the bid price 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.

4.3 Award

The contract will be awarded by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids within 30 days.

4.3.1 Notification

All participating vendors will be notified of the MDWFP's intent to award a contract. In addition, the MDWFP will identify the selected vendor. Notice of award is also made available to the public.

4.3.2 Contract Management

If the Contractor fails to adhere to the janitorial services schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Contracting Agency will inform the Contractor, and the Contractor shall complete corrective action within twenty-four (24) 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 Contracting Agency may terminate the contract without further obligation to the Contractor. MDWFP may elect to use the form included as **Attachment F**, Contract Discrepancy Report.

SECTION 5

5.1 Post-Award Vendor Debriefing

A bidder, 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 Director of the MDWFP within three (3) business days of notification of the contract 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 bidder prefers to have legal representation present, the bidder must notify the Director of the MDWFP in writing and identify its attorney by name, address, and telephone number. The MDWFP will schedule and/or suspend and reschedule the meeting 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, Post Award Vendor Debriefing, of the *Office of Personal Service Contract Review Rules and Regulations*.

5.2 Protest of Award

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Bid Coordinator, Marilyn Watkins. The protest shall be submitted on or before 5:00 p.m., May 3, 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 bidder or an individual authorized to sign contracts on behalf of the protesting bidder, 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 bidder must provide facts and evidence to support the protest. A protest

is considered filed when received by the Bid Coordinator, Marilyn Watkins, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after 5:00 p.m., May 3, 2018 will not be considered.

5.3 Mississippi Contract/Procurement Opportunity Search Portal

This Invitation for Bids, and the questions and answers concerning this Invitation for Bids, are posted on the Contract/Procurement Opportunity Search Portal.

5.4 Attachments

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.

SECTION 6

6.1 Applicable Law. The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations. The Contractor expressly agrees that under no circumstances shall MDWFP be obligated to pay an attorney's fee or the cost of legal action to the Contractor.

6.2 Availability of Funds. It is expressly understood and agreed that the obligation of the Agency to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Agency, the Agency shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the Agency of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.

6.3 Compliance with Laws. Contractor understands that the Agency is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.

6.4 E-Payment. Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days

of receipt of invoice. Mississippi Code Annotated § 31-7-305.

6.5 E-Verification. If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008, and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 *et seq.* The term “employee” as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, “status verification system” means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- a. termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public; or
- b. the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- c. both.

In the event of such cancellation/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

6.6 Failure to Deliver. In the event of failure of Contractor to deliver services in accordance with the contract terms and conditions, the Agency, after due oral or written notice, may procure the services from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies that the Agency may have.

6.7 Force Majeure. Each party shall be excused from performance for any period and to the extent that it is prevented from performing any obligation or service, in whole or in part, as a result of causes beyond the reasonable control and without the fault or negligence of such party and/or its subcontractors. Such acts shall include without limitation acts of God, strikes, lockouts, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquakes, floods, or other natural disasters (“force majeure events”). When such a cause arises, Contractor shall notify the State immediately in writing of the cause of its inability to perform, how it affects its performance, and the anticipated duration of the inability to perform. Delays in delivery or in meeting completion dates due to force majeure events shall automatically extend such dates for a period equal to the duration of the delay caused by such events, unless the State determines it to be in its best interest to terminate the agreement.

- 6.8 Indemnification.** To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State. Contractor shall be solely responsible for all costs and/or expenses associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the State's concurrence, which the State shall not unreasonably withhold.
- 6.9 Independent Contractor Status.** Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Agency, and the Agency shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Agency shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Agency shall not provide to Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.
- 6.10 Modification or Renegotiation.** This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.
- 6.11 Notices.** All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Agency:	For Contractor:
Sam Polles, Ph.D. Executive Director	[Name, Title]
Mississippi Department of Wildlife, Fisheries, and Parks	[Contractor Name]
1505 Eastover Drive	[Address]
Jackson, Mississippi 39211	[City, State, Zip]

- 6.12 Paymode.** Payments by state agencies using the State’s accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor’s choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.
- 6.13 Procurement Regulations.** The contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 701E, Jackson, MS 39201 for inspection, or downloadable at <http://www.dfa.ms.gov>.
- 6.14 Representation Regarding Contingent Fees.** Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor’s bid.
- 6.15 Representation Regarding Gratuities.** The bidder, offeror, or Contractor represents that it 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 Service Contract Review Rules and Regulations*.
- 6.16 Severability.** If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.
- 6.17 Stop Work Order.**
- a. *Order to Stop Work:* The Procurement Officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Procurement Officer shall either:
 - i. cancel the stop work order; or,

- ii. terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.
- b. *Cancellation or Expiration of the Order:* If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:
 - i. the stop work order results in an increase in the time required for, or in Contractor's cost properly allocable to, the performance of any part of this contract; and,
 - ii. Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.
- c. *Termination of Stopped Work:* If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

6.18 Termination for Convenience.

- a. *Termination.* The Agency Head or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.
- b. *Contractor's Obligations.* Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency Head or designee may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

6.19 Termination for Default.

- a. *Default.* If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Agency Head or designee may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may terminate Contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

- b. *Contractor's Duties.* Notwithstanding termination of the contract and subject to any directions from the procurement officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.
- c. *Compensation.* Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.
- d. *Excuse for Nonperformance or Delayed Performance.* Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one (1) or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled in fixed-price contracts, "Termination for Convenience". (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).
- e. *Erroneous Termination for Default.* If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.
- f. *Additional Rights and Remedies.* The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

6.20 Termination Upon Bankruptcy. This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.

6.21 Trade Secrets, Commercial and Financial Information. It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.

6.22 Transparency. This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79-23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.



RFX #: 1464-18-R-IFBD-00020

Scope of Services
MDWFP Administration Building

Period of Performance – During typical business hours of 8:00 a.m.-5:00 p.m. **Monday-Friday**, and after typical business hours, as specified.

Daily and Weekly Services to be performed:

Employee Work Areas, Offices, Executive Area, Conference Rooms, Storage Areas Restrooms – First & Ground Floors, First Floor – Public Lobby and hallways

After 5:10 p.m. only

Employee Work Areas, Hallways, Break Areas, Conference & Storage Rooms

8:00 a.m. – 5:00 p.m. only

First Floor - Commission Conference Room 155A, Personnel – File Room 133A and Office 127A, Legal – 131A, Office – 130A, Parks – 166A, 165A, 164A
Radio Room & Restroom – 121A, Office – 157A, Office – 158A,
Office – 158A, Conservation – 153A, Wildlife – 028A, Fisheries – 124A

Executive Suite - (6 offices, conference, staff area, hallways, storage room & break area)
Executive area to be cleaned between the hours of 12:00 p.m. – 1:00 p.m.
Vacuum, mop, dust, empty garbage – after 5:00 p.m. daily

Ground Floor – Break Room 123A, Print Services 002A, Accounting 004A, Purchasing 003A, Reporting 005A, Revenue 010A MIS Suite (office 039A, 4 rooms, staff area, hallways)- beginning at 4 p.m.

Items 1 – 9 to be performed in each area as per the times listed above (after 5:10 p.m. only):

1. Vacuum and *spot clean all carpeted areas daily. Sweep vinyl, slate, stone, ceramic tile and concrete floors with treated dust mop daily, Wet mop vinyl, slate, stone, ceramic tile and concrete floors a minimum of once a week. Floors shall be swept and mopped more than once a week as required to remove foot prints, mud, dirt, etc.
2. Empty all waste paper containers and replace plastic bag inserts daily. This does not include the recycle containers for paper.
3. Dust and/or damp wipe all employee desktops and work areas once a week. Dust and polish all wood desk tops, conference tables and wood credenzas once a week.

4. Dust and vacuum all upholstered and vinyl furniture, chairs, filing cabinets, and picture frames once a week.
5. Clean all glass doors daily at executive area. All cleaned glass shall be streak free.
6. Clean glass windows on interior wall at conference room in the executive area a minimum of once a month. Clean more frequently as needed to remove dust, finger prints, etc. All cleaned glass shall be streak free.
7. Clean all interior glass at large conference room (off the main lobby) a minimum of once month. All cleaned glass shall be streak free.
8. Dust all window sills and frames, including all vertical and horizontal surfaces, once monthly for entire building.

Public Corridors, Reception Areas, Lobby, Elevator Floor and Elevator Walls

Items 1 – 5 shall be performed after 5:10 p.m.

1. Vacuum and *spot clean all carpeted areas daily. Sweep vinyl, slate, stone, ceramic tile and concrete floors with treated dust mop daily. Wet mop vinyl, slate, stone, ceramic tile and concrete floors a minimum of once a week. Floors shall be swept and mopped more than once a week as required to remove foot prints, mud, dirt, etc.
2. Clean all glass doors and side glass panels daily. Dust all picture frames and wall decor weekly.
3. Clean and dust or damp wipe all entry and reception area furniture and wall pictures once a week.
4. Dust and/or damp wipe all lobby furniture once a week.
5. Clean elevator walls and elevator handrails once a week.
6. Clean and sanitize all water fountains daily.

* Spot cleaning of carpet is defined as cleaning soiled places, spots, stains etc. within a 3' x 3' area.

Restrooms shall be cleaned twice daily as a minimum - once between the hours of 11:30 a.m. and 1:00 p.m. and once after 5:10 p.m.

Items 1 - 6 shall be performed during each cleaning of the restrooms.

1. Clean, sanitize and wet mop all floors daily.

2. Refill soap, furnished by MDWFP, in dispensers daily.
3. Refill paper towels and toilet paper, both furnished by MDWFP, dispensers daily.
4. Empty waste containers, clean and sanitize containers daily. Replace plastic bag insert
5. Clean all mirrors, metal, vinyl, plastic and plastic laminate surfaces daily.
6. Clean and sanitize all lavatories, toilets, and urinals daily.

Break Rooms and Coffee Areas

Items 1 - 6 shall be performed after 5:10 p.m.

1. Clean floor thoroughly by sweeping daily. Wet mop a minimum of once a week. Floors shall be swept and mopped more than once a week as required to remove foot prints, mud, dirt, etc.
2. Empty waste containers and sanitize daily. Replace plastic bag inserts daily.
3. Clean and sanitize all counters tops, sinks, cabinet faces, cabinet doors, break tables, and chairs daily.
4. Clean all exterior surfaces of microwaves and refrigerators daily.
5. Clean all glass doors thoroughly daily.
6. Clean all interior window glass in main break room thoroughly once a month. All cleaned glass shall be streak free.

Stairwells

Item 1 shall be performed after regular business (after 5:10 p.m.)

1. Sweep all stairwells, stair treads and landings daily. Damp wipe all stairwell railings once a week. Mop all stairwells, stair treads and landings a minimum of once a week. Stairwells, stair treads and landings shall be swept and mopped more than once a week as required to remove foot prints, mud, dirt, etc.

Removal of Spider Webs from Interior of Building

Item 1 shall be performed after 5:10 p.m.

1. Weekly, remove all spider webs from walls, ceilings, doors, doorways, windows and window frames and other interior areas with a pole mounted duster. This includes the windows (interior and exterior sides) located near the entrance door in the parking garage. This includes the lobby/fountain area on the first floor that can be cleaned by a typical,

telescoping pole mounted duster extended to 8.5 feet. This does not include the wood lattice ceiling on the second floor above the lobby/fountain.

Janitorial Services to be performed after typical business hours:

Floor Cleaning

1. All chairs in each conference room shall be moved for carpet cleaning. In private offices and all work areas, only chairs, small tables, waste receptacles, and other small furnishing items shall be moved for floor cleaning of vinyl and carpet.
2. Clean and/or shampoo all carpet in entire building one (1) time a year. Carpeted public corridors on second floor shall be cleaned one (1) additional time a year. Schedule a minimum of 3 days in advance with MDWFP staff the dates to clean the carpet.
3. Strip, wax and buff all the vinyl composition tile (VCT) floors in the entire building two (2) times a year. Schedule with MDWFP staff a minimum of 3 days in advance the dates to clean the floors.
4. Clean all concrete, slate, stone and ceramic floors in the entire building, except restrooms, two (2) times a year. Remove all stains and discoloration from tile and grout.
5. All grout joints are to be thoroughly cleaned. Schedule with MDWFP staff a minimum of 3 days in advance of the dates to clean the floors.
6. Clean all ceramic tile floors in the restrooms in the entire building two (2) times annually* (1) Strip sealer from grout. (2) Scrub grout by hand using grout brushes. Use stripping agent. Do not use floor machine. (3) Steam clean entire floor. (4) Cover partition bases and other metal components to protect from stripping agent. (5) Rinse area thoroughly with clear water to remove residue. Schedule with MDWFP staff a minimum of 3 days in advance of the dates to clean the restroom floors.

****All tile grout to be thoroughly cleaned. All discoloration, stains, etc. to be removed from grout joints. Vendor to provide the appropriate cleaning methods, equipment and solutions to achieve the specified results without damage to the grout or tile.***

Cleaning of Parking Garage Floor and Garage Walkways

1. Pressure wash the entire parking garage floor and garage walkways two (2) times a year. Remove all leaves, dirt, tire marks, oil, grease, anti-freeze and other vehicular fluids from the garage floor and walkways. Upon completion of cleaning there shall be no standing water or puddles on garage floor.
2. Schedule with MDWFP staff a minimum of 3 days in advance of the date to clean the parking garage. Cleaning in these areas will be performed after 5:10 p.m.

Window Cleaning & Cleaning of Miscellaneous Areas

The following cleaning shall be done once a year as scheduled with MDWFP staff a minimum of 3 days in advance of the date for cleaning. Work to be done after typical business hours (5:10 p.m.).

1. Interior- damp clean to remove all dust, spider webs, insects, finger prints, etc. from all interior window glass and all interior metal window frames, to include the fountain and lobby areas. All cleaned window glass shall be streak free.
2. Miscellaneous interior areas to be cleaned of dust and spider webs include the wood lattice ceiling and box beams at the fountain/lobby area, copper/brass trees and plants in the fountain.
3. Exterior- clean to remove all dust, spider webs, insects, finger prints, etc. from all exterior window glass and all exterior metal window frames. All cleaned window glass shall be streak free.

Additional Specifications & Data

- A. The janitorial service shall furnish all cleaning supplies and equipment including, but not limited to, cleaning solutions, furniture polish, carpet stain remover, carpet shampoo, vacuums, carpet shampoo machines, power floor scrubbers, power floor scrubber pads, cleaning pads, cloths, sponges, mops, brooms and all other supplies and equipment necessary for a complete and finished job.
- B. The MDWFP shall provide the following supplies for restrooms; paper hand towels, toilet paper and liquid hand soap, break rooms and break areas; paper hand towels and hand soap, trash cans and waste paper baskets; plastic trash bags/can liners. The janitorial service will be responsible for the refilling of all paper and soap dispensers. The janitorial service shall also be responsible for replacing all the trash bags/can liners on a daily basis.
- C. The janitorial service shall be provided with storage spaces located at the janitorial closets and at the maintenance storage area on the first floor. The MDWFP assumes no responsibility for the proper storage or safe keeping of the janitorial service's equipment and supplies.
- D. The janitorial contractor shall coordinate all work with the appropriate MDWFP personnel to work inside the building after typical business hours (Mon.-Fri. from 8 a.m.- 5 p.m.). All janitorial staff shall be furnished electronic access and usage is required during all times of entering and exiting the building. Janitorial staff shall wear I.D. Access Badges while on the premises.
- E. All completed janitorial work shall be inspected by MDWFP personnel during typical business hours.
- F. Before the execution of the contract, the contractor shall furnish to the MDWFP Certificates of Insurance for Worker's Compensation insurance and General Liability insurance. Such personnel

shall not be deemed in any way, directly or indirectly, expressly, or by implication, to be employees of MS Dept. of Wildlife, Fisheries, and Parks.

- G. Any person employed by Independent Contractor to perform the services hereunder shall be the employee of Contract Worker, who shall have the sole right to hire and discharge his employee(s).



MS DEPARTMENT OF WILDLIFE, FISHERIES, AND PARKS
1505 EASTOVER DRIVE, JACKSON, MS 39211-6374

BID COVER SHEET
ATTACHMENT A

RFX #: 1464-18-R-IFBD-00020

The MDWFP is seeking to establish a contract for janitorial services at the MDWFP Jackson Administration Building at 1505 Eastover Drive, Jackson, MS 39211.

Bids are to be submitted online in MAGIC or by paper submission, on or before April 26, 2018 at 3:00 PM CST.

PLEASE MARK YOUR ENVELOPE:

RFX #: 1464-18-R-IFBD-00020
Janitorial Services – MDWFP Administration Building
Opening Date: April 26, 2018, 3:00 PM CST
Mississippi Department of Wildlife, Fisheries, and Parks
ATTN: Marilyn Watkins
1505 Eastover Drive
Jackson, MS 39211

SEALED BID – DO NOT OPEN

Company Name: _____

Quoted by: _____

Signature: _____

Address: _____

(Street/P.O. Box)

(City)

(State)

(Zip Code)

Company Representative: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

In addition to providing the above contact information, please answer the following questions regarding your company:

What year was your company started? _____

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? _____

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. _____

If your company is not physically located in the region, how will you supply janitorial services to agencies in the regions? _____

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. _____

For how many customers has your company provided janitorial services in the past two (2) years? Please include the dates, the size of the area maintained, and the annual amount of the billing to each customer. _____

What is the largest customer your company has provided janitorial services for in the past two (2) years? Please include the annual amount of the billing. _____

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. _____

List all the equipment that your company has available or that is intended to be used to perform the services required in this Invitation for Bids.

OWNED EQUIPMENT					
Year	Make	Model	ID#	Capacity	Description

RENTED/LEASED EQUIPMENT					
Year	Make	Model	ID#	Capacity	Description



RFX #: 1464-18-R-IFBD-00020

- All required equipment and materials
- All required insurance
- All required overhead
- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any)
- Any and all other costs associated with performing the services

The pricing must include ALL associated costs with no additional or hidden fees.

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids, 1464-18-R-IFBD-00020, and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, 1464-18-R-IFBD-00020, and the attachments herein;
3. That the company agrees to all provisions of this Invitation for Bids, 1464-18-R-IFBD-00020 and the attachments herein;
4. That the company will perform, without delay, the services required at the prices quoted in this **Attachment B**; and

5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date.
6. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bids.

Printed Name: _____

Signature/Date: _____



RFX #: 1464-18-R-IFBD-00020

Reference 1

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____

Reference 2

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____

Reference 3

Name of Company: _____
Dates of Service: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____

The bidder may submit as many references as desired by submitting as many additional copies of this Attachment C, References, as needed. The MDWFP will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached. See Section 4.1.6 of this Invitation for Bids.



RFX #: 1464-18-R-IFBD-00020

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

1. REPRESENTATION REGARDING CONTINGENT FEES

Contractor represents that it **has/has not** retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.

2. REPRESENTATION REGARDING GRATUITIES

The bidder or Contractor represents that it **has/has not** violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 9.105 (Gratuities) of the Mississippi Procurement Manual.

3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder certifies that the prices submitted in response to the solicitation **have/have not** 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, the intention to submit a bid, or the methods or factors used to calculate price.

4. PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES

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

Name/Title: _____

Signature/Date: _____

Note: Please be sure to **circle the applicable word or words** provided above. Failure to circle the applicable word or words and/or to sign the bid form may result in the bid being rejected as nonresponsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.**



RFX #: 1464-18-R-IFBD-00020

COMPLETED BY MDWFP ONLY

Bidder Name: _____

Reference Name: _____

Person Contacted, Title/Position: _____

Date/Time Contacted: _____

Service From/To Dates: _____

Able to provide janitorial services when you called?	Yes	No
Satisfied with the janitorial services provided? If no, please explain.	Yes	No
Vendor easy to work with in scheduling janitorial services?	Yes	No
Was the janitorial services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here ____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Each "yes" is 1 point; each "no" is 0 point(s). Bidder must have a minimum score of "5" from three (3) references (total of "15" points) to be considered responsible and for its bid to be considered.

Score: _____

Do you have any business, professional or personal interest in the bidder's organization? If yes, please explain.	Yes	No
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Called by: _____

Notes: _____



RFX #: 1464-18-R-IFBD-00020

Janitorial Services located at: _____

Date and Time of Service: _____

Report Date: _____

Discrepancy or Problem: (Describe in detail; attach supporting document; include reference to specification requirement; and attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _____

Contractor Response as to Cause, Corrective Action, and/or Actions to Prevent Recurrence: (Cite applicable existing or new Quality Control Program or Procedures; and attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _____

Contracting Agency Evaluation and Action: (Partial or full acceptance, rejection, payment deduction, cure notice, show cause, termination, other; attach continuation sheet if necessary).

Name: _____ **Signature:** _____ **Date:** _____