

Umatilla County, Oregon
216 S.E. Fourth Street
Pendleton, OR 97801

Request for Proposals
Janitorial Services for Umatilla County
Pendleton & Hermiston Facilities

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

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1. Description of Project

Umatilla County is requesting proposals to provide janitorial services to eight county owned buildings for a period of one year (with renewal options). The buildings are located in Pendleton - Courthouse, Public Health, Juvenile Building, Public Works, Criminal Justice Facility/Emergency Operation Center, Community Corrections Building, and in Hermiston - Stafford Hansell Government Center, and Sam Cook Building. The specific duties for each building are set out in paragraph 9. A proposal may include one or more of the facilities. If multiple facilities are included the proposal, the proposed cost should be itemized by facility.

Before being permitted to work in the specified locations, the proposer and any employee of the proposer must satisfactorily undergo a background investigation in accordance with County security regulations. All staff must clear a Umatilla County background check as well as CJIS security background checks for the District Attorney offices (both in Courthouse and Stafford Hansell Government Center), Community Corrections, and Justice Center, before beginning work. Fingerprints are required for the CJIS checks and must be done by Umatilla County Security officers. Contractor will be responsible for CJIS certifications and must provide the county with a copy of the certificate before staff is allowed in county buildings.

The work contemplated consists of quality janitorial services in

and around the facilities. The contractor will be required to furnish all labor and tools necessary to complete the work, plus current proof of comprehensive liability and workers compensation insurance. The proposal should include an option for the county providing cleaning supplies, and if the proposer provides the cleaning supplies. The County will furnish paper goods and other amenities consumed by tenants and the public.

2. General Information

To be considered, the proposal must be submitted by mail or courier no later than 4:00 p.m., September 26, 2018, to Jolene Meadows, Room 20, Umatilla County Courthouse, 216 S.E. Fourth Street, Pendleton, Oregon, 97801. Proposals sent by facsimile or electronically are not acceptable.

3. Pre-proposal Site Visit

An optional tour of the facilities may be arranged by contacting the point of contact first listed above.

4. Schedule of Activities

RFP Issued: August 22, 2018

Proposal Submission Deadline: Must be received in Room 20 of the Umatilla County Courthouse by 4:00 p.m., September 26, 2018

Public Bid Opening: September 26, 2018, 4:00 p.m.

On Site Presentation (optional): One or more firms may be asked to make an in person presentation about its firm's qualifications to the Board of Commissioners.

Award of Contract: October 3, 2018

Proposals received after the date and hour specified above, will not be accepted under any circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

5. Enforcement

Performance of the listed duties in paragraph 9 will be

strictly enforced. To enforce performance, periodic review meetings will be required under the contract, and failure to perform all requested services will be grounds for contract default, with limited (and decreasing) opportunity for cure of default.

6. Evaluation Criteria

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance. An evaluation team will judge the merit of proposals received in accordance with the general criteria specified in this RFP. This evaluation team will make a recommendation to the Board of Commissioners, who will then make the final decision.

a. Qualifications, competence, and specific examples of past experience.

b. Adequacy and completeness of the proposal with regard to the information provided. Specific activities that will be accomplished, the purpose and desired effect of the activities and a time line in which all services will be delivered.

c. Financial strength and stability.

d. Ability to provide all listed services, and at times and frequency listed.

e. Ability to work with and advise the county as a team to best represent the interests of the citizens of Umatilla County and to obtain quality services at a reasonable price.

f. Immediate availability upon selection.

g. Cost.

7. Instructions to Proposers

a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Janitorial Services." Respondents must submit a complete and concise response to this RFP. Proposals may be for one or more facilities, should be itemized on cost per building, and may be for one location.

Proposals must include a statement as to the period of time the proposal remains valid. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposers ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.

b. Proposals. All proposals shall be typed and comply in every manner with the requirements of this solicitation. Each proposal must be signed in ink. If the proposal is made by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the proposal is made by a corporation, it must be signed in the name of such corporation by a person that is authorized to bind the proposer. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.

c. Withdrawal of Proposals. Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

1. Specifically rejects the proposal or;
2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The proposer agrees to furnish the services as specified to Umatilla County at the prices and with the warranties/guarantees represented for that period.

d. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or subtraction or other modification so that the final price or terms will not be known until the sealed proposal is opened.

e. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal or proposals which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

f. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

g. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

h. Preparation of Proposals. Proposers are expected to examine the specifications, schedule, and all instructions.

I. Proposers must state a definite time for delivery of all goods and performance of all services. Time, if stated as a number of the days, will include Saturdays, Sundays and holidays.

j. The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder.

k. Proposers further agree to the following:

1. To examine all specifications and conditions thoroughly.
2. To comply with all Federal, State, and County laws, ordinances and rules.
3. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

l. Taxes. Taxes, whether State or Federal, shall not be included in proposal prices. Umatilla County is generally exempted from federal taxes, specifically, but not limited to excise and transportation taxes.

m. Employees not to Benefit. No employee or elected official of Umatilla County shall be admitted to any share or part of these proposals or to any benefit that may arise therefrom; but this provision shall not be construed to extend to proposals made by a corporation for its general benefit.

8. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279A and B.

9. Scope of Work

Umatilla County Courthouse
216 SE 4th Street, Pendleton, Oregon

1. The following work shall be done daily (Monday-Friday):
 - a. Empty all waste baskets (including office areas).
 - b. Vacuum all carpeted areas and mats (excluding office areas).
 - c. Sweep or dust mop all non-carpeted areas (excluding office areas) and stairs.

- d. Clean and sanitize all entrance doors.
- e. Spot clean spills, marks, hand prints, etc.
- f. Clean and sanitize drinking fountains.
- g. Clean and sanitize all restroom fixtures, partitions, walls, doors, dispensers, mirrors, and surfaces.
- h. Refill all towel, soap, and toilet paper dispensers.
- i. Mop bathroom floors.
- j. Clean and sanitize stair and elevator handrails.
2. The following work shall be done bi-weekly:
 - a. Mop all non-carpeted areas on all floors and stairs (excluding office areas).
 - b. Pick up trash around entrances, clock tower area and outdoor break area.
3. The following work shall be done weekly:
 - a. Thoroughly clean all entrance glass inside and out.
 - b. Empty outdoor trash receptacles.
 - c. Sweep outside of entrances, clock tower area, and outdoor, break area.
 - d. Dust main hallways, stairs, entrances, furniture, window sills and ledges.
 - e. Dust and clean all meeting rooms, jury rooms and courtrooms, including furniture.
 - f. Vacuum elevator carpet.
 - g. Vacuum and dust offices.
4. The following work shall be done monthly:
 - a. Vacuum all supply and return air vent grills.
 - b. Clean and sanitize all elevator surfaces.
 - c. Sweep fire escape stairwells and mop.
5. The following work shall be done every six months:
 - a. Dust and clean all window sills, blinds, furniture, radiators, etc. (excluding office areas).
 - b. Remove water stains, deposits, etc. from fixtures (excluding office areas).
6. The following general work shall be done as required:
 - a. Submit needed inventory lists.
 - b. Clean up any messes that occur.
 - c. Maintain M.S.D.S. for all custodial products.
 - d. Change deodorizer blocks in restroom fixtures.
 - e. Wax bathroom floors and first floor hall and lobby (at least once a year

Public Health Building
200 SE Third Street, Pendleton, Oregon

1. The following work shall be done once per week on Friday:
 - a. Empty all trash cans throughout office, including exam rooms, bathrooms, work stations, etc.
 - b. Mop all hard floor surfaces in office, including offices, exam rooms, kitchen, bathrooms.
 - c. Vacuum all carpeted areas in office including rugs.
 - d. Clean entrance glass windows and doors.
 - e. Clean/sanitize bathrooms i.e., clean toilets, sinks, floors, countertops.
 - f. Clean/sanitize all sinks, including bathrooms, kitchen and exam rooms.
 - g. Refill all restroom and kitchen dispensers with soap or paper products as needed.
 - h. Clean/sanitize all exam room countertops, floors, sinks, etc.

Juvenile Building
Developmental Disabilities Portion
817 SE 13th Street, Pendleton, Oregon

1. The following work shall be done once per week on Friday:
 - a. Clean/sanitize kitchen counters.
 - b. Sweep & mop kitchen.
 - c. Clean & sanitize restrooms & restock all supplies.
 - d. Sweep & mop restrooms.
 - e. Sweep & mop dining rooms.
 - f. Clean/sanitize classroom windows.
 - g. Take out all trash (staff will place garbage receptacles outside of offices).
 - h. Clean/sanitize dining room table.
 - i. Clean/sanitize classroom tables.
 - j. Clean/sanitize downstairs meeting tables.
2. The following work shall be done once a month:
 - a. Clean/sanitize offices when requested.
 - b. Dust railings.

Public Works Department
3920 Westgate, Pendleton, Oregon

1. The following work shall be done weekly (Fridays):
 - a. Clean all entrance glass.
 - b. Vacuum carpeted areas.
 - c. Clean, mop, sanitize, and restock all restrooms.
 - d. Dust mop/wet mop all non carpet areas.
 - e. Empty all waste baskets.
 - f. Dust office areas, furniture, window sills and ledges.
 - g. Dust and clean all meeting rooms.

Umatilla County Criminal Justice Facility
and Emergency Operations Center
4700 NW Pioneer Place, Pendleton, Oregon

1. Work to be done five days weekly (Monday-Friday):
 - a. Dust and wet mop Sheriff office and Jail lobby.
 - b. Sweep and mop stairwells.
 - c. Clean elevator.
 - d. Clean glass in front lobby areas to include doors, windows, and partitions.
 - e. Clean, sanitize, and restock all building restrooms.
 - f. Clean, sanitize, and restock Sheriff office locker rooms.
 - g. Vacuum break room.
 - h. Vacuum Dispatch area.
 - i. Vacuum clean Large Media Conference room, empty trash when needed.
 - j. Vacuum clean emergency management operations room.
 - k. Spot vacuum entire office including hallways.
 - l. Spot clean stains on carpet.
 - m. Clean glass/windows at Jail reception downstairs (excludes top of reception windows).
 - n. Empty trash throughout building.

Community Corrections Building
4705 NW Pioneer Place, Pendleton, Oregon

1. The following work shall be done once per week on Wednesday, after 5:00pm:
 - a. Empty wastebasket in lobby area.
 - b. Vacuum carpeted areas in lobby.
 - c. Vacuum entrance mats.
 - d. Clean entrance glass.
 - e. Clean/sanitize all restrooms.
 - f. Refill all restroom dispensers.
 - g. Clean/sanitize and restock paper products.
 - h. Restroom dust vents.
 - i. Empty trash in all offices.
 - j. Vacuum & dust offices.
 - k. Clean conference room.
 - l. Kitchen/cafeteria sweep/mop.

Stafford Hansell Government Center
915 SE Columbia Drive, Hermiston, Oregon

1. The following work shall be done daily (Monday- Friday):
 - a. Ground Floor:
 - i. Clean and sanitize all entrance doors.
 - ii. Empty all wastebaskets (excluding Sheriff and Community Corrections offices).
 - iii. Clean glass meeting room.
 - iv. Dust mop/wet mop lobby floor.
 - v. Dust mop/wet mop stairs.
 - vi. Clean elevator.
 - vii. Vacuum entrance carpets & mats.
 - viii. Vacuum meeting room.
 - ix. Clean, sanitize, and restock all restrooms.
 - b. Second Floor:
 - i. Empty all wastebaskets .
 - ii. Vacuum all carpet areas (excluding offices).
 - iii. Dust mop/wet mop all non carpet areas.
 - iv. Clean, sanitize, restock all restrooms.
2. The following work shall be done weekly:
 - a. Dust main hallways, stairs, entrances, furniture, window sills and ledges.
 - b. Thoroughly clean all entrance glass inside and out.
 - c. Dust and clean all meeting rooms, jury rooms and courtrooms, including furniture.

- d. Vacuum and dust offices(excluding Sheriff and Community Corrections offices).
3. The following work shall be done monthly:
 - a. Clean and sanitize all elevator surfaces.
 - b. Sweep fire escape/secondary stairwells and mop.
4. The following work shall be done every six months:
 - a. Dust and clean all window sills, blinds, furniture, radiators, etc. (excluding office areas).
 - b. Remove water stains, deposits, etc. from fixtures (excluding office areas).
5. The following general work shall be done as required:
 - a. Submit needed inventory lists.
 - b. Clean up any messes that occur.
 - c. Maintain M.S.D.S. for all custodial products.
 - d. Change deodorizer blocks in restroom fixtures.
 - e. Wax bathroom floors and first floor hall and lobby

Sam Cook Building
435 E Newport. Hermiston, Oregon

Public Health and Public Restrooms

1. The following work shall be done once per week on Friday:
 - a. Empty all trash cans throughout office, including exam rooms, bathrooms, work stations, etc.
 - b. Mop all hard floor surfaces in office, including offices, exam rooms, kitchen, bathrooms.
 - c. Vacuum all carpeted areas in office including rugs.
 - d. Clean entrance glass windows and doors.
 - e. Clean/sanitize bathrooms i.e., clean toilets, sinks, floors, countertops.
 - f. Clean/sanitize all sinks, including bathrooms, kitchen and exam rooms.
 - g. Refill all restroom and kitchen dispensers with soap or paper products as needed.
 - h. Clean/sanitize all exam room countertops, floors, sinks, etc.