



McPherson Implementing Local Redevelopment Authority

May 23, 2018

REQUEST FOR PROPOSALS (RFP)

For

CLEANING SERVICES

ATTENTION RESPONDENTS

You are hereby invited to submit a proposal to the McPherson Implementing Local Redevelopment Authority (hereafter referred to as "Fort Mac LRA") to provide Cleaning Services. A successful Respondent (or Respondent team) will be selected by Fort Mac LRA based on the Respondent's ability to provide the services described in the Scope of Services (as summarized below), competitive pricing for such services, and other factors listed herein.

Potential Respondents are asked to direct all questions concerning this Request for Proposals or "RFP" process to Robert Mosby, Senior Accounting Manager, via email at rmosby@fortmaclra.com or by phone at (404) 477-6767.

Your complete response to this RFP must be received in the Fort Mac LRA offices at 1794 Walker Avenue, SW, Building 250, Atlanta, Georgia 30310, **no later than 2:00 pm E.D.T. on June 4, 2018**. Absolutely no responses will be accepted **after 2:00 pm E.D.T. on June 4, 2018**. **Please limit your responses to 6-10 pages.**

Fort Mac LRA reserves the right, in its sole discretion, to reject any submittal it considers to be non-responsive. Fort Mac LRA reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all submittals when it is in the best interest of Fort Mac LRA. Should Fort Mac LRA fail to reach agreement with any Respondent(s) initially selected, Fort Mac LRA reserves the right to commence negotiations with the next highest ranked Respondent or team of Respondents. Fort Mac LRA shall select the Respondent (or Respondent team) it considers best qualified and as providing the best value to Fort Mac LRA in its sole discretion. Fort Mac LRA may select a Respondent without an interview or may choose to interview all or a limited number of Respondents prior to selecting the successful Respondent (or Respondent team). The cost of preparing responses will be the responsibility of each Respondent and will not be reimbursed.

REQUEST FOR PROPOSALS

This Request for Proposals for Cleaning Services is hereby issued by Fort Mac LRA in accordance with applicable law. Fort Mac LRA is issuing this Request for Proposals for a Cleaning Services provider to professionally clean and properly and routinely maintain the building housing the Fort Mac LRA offices located at 1794 Walker Ave SW, Building 250 (Only), Atlanta, GA 30310. Other onsite buildings may require professional cleaning as requested by the Fort Mac LRA staff on an as needed basis. Offices are to be maintained at a level commensurate with other similar commercial sites within the metro Atlanta area. Fort Mac LRA is seeking a qualified Respondent (or Respondent team) that can provide a professional staff, strong management with direction, labor, supplies and equipment to provide impeccable cleaning services.

Scope of Services

Your proposal should include a detailed scope of services and corresponding project plan and phasing recommendations that addresses the items below and in the entirety of the RFP.

GENERAL:

- Clean Office-night time only. Three visits per week (Monday, Wednesday, Friday preferred).

WEEKLY:

- Vacuum all carpeted areas.
- Dust trim work. Hand dust, with clean cloth, all office furniture, fixtures and window surfaces. PLEASE REFRAIN FROM TOUCHING EMPLOYEE DESKS if papers are not removed from the desks.
- Empty interior/exterior trash cans, replace plastic liners where required.
- Spot clean door frames, handles wall/light switches.
- Remove finger prints from glass windows.
- Remove all scuffmarks and chewing gum from floors/carpet.
- Clean restrooms, one female and one male (one stall and one urinal). Disinfect all sinks, counters and toilets. Wipe ledges, toilet stalls and doors.
- Sweep and mop all tile floors and baseboards.
- Mop bathroom tile floor with floor treatment as appropriate.
- Replenish paper products and soaps in bathrooms.

BI-WEEKLY

- Dust ventilating louvers.
- Wet mop, spray and buff all tile floors (bathrooms).
Vacuum all carpeted areas of corridors.

MONTHLY

- Dust ceiling; more frequent if needed.

QUARTERLY

- Buff tile flooring (bathrooms).

SEMI-ANNUALLY

- Clean carpeted areas via carpet extraction.

CONTRACT TERM

Respondents are encouraged to submit proposals for cleaning services for a one (1) year term with one (1) renewal on the action of the Fort Mac LRA Board or Director as authorized by the Board. Contract commencement date shall be the date of the issuance of the Notice to Proceed (NTP) that is provided by the LRA.

INFORMATION AND INSTRUCTIONS TO RESPONDENTS

A successful Respondent (or Respondent team) will be selected by Fort Mac LRA based on the process as herein described below.

SCHEDULE

It is anticipated that the solicitation and selection process shall be conducted in accordance with the following schedule provided, however, Fort Mac LRA reserves the right to modify this schedule in its sole discretion.

RFP Invitation: May 23, 2018

Site Visit(s) (Optional)

Questions Due: May 30, 2018 by 3:00 p.m.

Answers Published: May 31, 2018 by (Close of Business)

Proposals Due: June 4, 2018 by 2:00 p.m.

Interviews (Finalist): June 7, 2018

Selection: June 8, 2018

PROPOSAL SUBMITTAL

Your complete response to this RFP must be received by designated staff of Fort Mac LRA at the offices of Fort Mac LRA at 1794 Walker Avenue, SW, Building 250, Atlanta, Georgia 30310, **no later than 2:00 pm E.D.T on June 4, 2018. No responses will be accepted after 2:00 pm E.D.T. on June 4, 2018.** Any submittal received after the time stipulated will not be considered and will be rejected and returned to the Respondent. Submittals must be responsive to all requirements outlined herein. The delivery of the application to Fort Mac LRA prior to the deadline is solely and strictly the responsibility of the Respondent. Fort Mac LRA will in no way be responsible for delays caused by the

United States Postal Service, Federal Express or other couriers or delays caused by any other occurrence. **Three (3) hard copies and one (1) electronic copy are required. Faxed submittals are not acceptable.**

SUBMISSION REQUIREMENTS

The following are minimum RFP submission requirements. Failure to meet any one of these criteria may result in rejection of a submittal. Each section of your qualifications should be clearly labeled and meet the following submission requirements.

1. Introductory Cover letter which introduces your company and the personnel that will work on this project. Please identify the lead person for your company or team.
2. Description of your Respondent (or Respondent team) including history, a list of Cleaning projects managed, and results. Include projects that are similar to this project.
3. Identify team lead and other key personnel that would be assigned to this project and their resumes and credentials.
4. Describe your general approach to the engagement, and if applicable, the application of your established cleaning process to this project.
5. Provide Insurance Documentation (or prospective documentation) as follows:
 - Certificate of Insurance for General Liability in the amount of \$1 million.
 - Professional Liability insurance in the amount of \$1 million with a \$1 million aggregate.
 - Name of Workers Compensation Insurance Provider with statutory limits.

DBE Participation: Fort Mac LRA encourages all interested Respondents to promote opportunities for diverse businesses, including Female Business Enterprises (“FBE”), Minority Business Enterprises (“MBE”) and Small Business Enterprises (“SBEs” and together with FBEs and MBEs, “DBEs”) to compete for business as consultants, sub-consultants and/or suppliers. Goals are based on the Scope of Work and general availability of Respondent (or Respondent team) with the requisite experience and capacity to perform the work. Consultants are encouraged to involve DBEs in all aspects of the work. All Respondents shall include specific information regarding DBE participation, if any.

SELECTION PROCESS AND NEGOTIATION

Fort Mac LRA may select one or more Respondent (or Respondent team) for in-person interviews. The most responsive Respondent (or Respondent team) will be identified and Fort Mac LRA will proceed to the interview and the negotiation of an agreement process. Selection criteria for the most responsive Respondent are listed below in the section marked "Selection Criteria". Fort Mac LRA and the successful Respondent would negotiate an agreement promptly following the selection. If a mutually satisfactory contract cannot be reached with the selected Respondent, Fort Mac LRA may enter into negotiations with the second-place Respondent as determined under the selection criteria.

Pricing should be in the form of a Fixed Monthly Fee for service. The selection will be based on the qualifications of the Respondent as presented in the information submitted. Evaluation will be weighted heavily on price; however, all other evaluation criteria will be considered as well. Fort Mac LRA reserves the right to call references provided in the submittal and to require phone or personal interviews with Respondent (or Respondent team) requiring additional evaluation. The following criteria will be used for evaluation.

- Pricing for services defined in the RFP must be for a Fixed Fee to include all equipment and supplies per service provided.
- Quality of the non-priced submittal components of the response.
- Related experience of the Respondent (or Respondent team) with similar projects.
- Inclusion of DBE participation goals. Utilization of local business (Greater Atlanta Area) with special emphasis on the businesses for the communities located within a three-mile radius from Fort Mac LRA's outer perimeter.

Selection criteria that will be used to select the successful Respondent are set forth below:

Criteria	Points
Pricing Approach	50
Experience with Similar Projects	15
Process to complete services	10
DBE Participation	25
Total	100

Fort Mac LRA is an equal opportunity employer and will select a Respondent (or Respondent team) without regard to age, disability, religion, creed or belief, political affiliation, race, sex or ethnicity.

REFERENCES AND ADDITIONAL INFORMATION

Include names, telephone numbers, email addresses, and street addresses for all references. Provide three (3) references from projects that are comparable to this engagement. Include any other information that you feel is pertinent but not specifically asked for herein.

CONTACT PERSONS

Questions concerning any aspect of this project, including the submittal process, should be directed to Robert Mosby, Senior Accounting Manager. Suggestions and questions regarding the RFP and the proposed Scope of Services should be made in writing via e-mail to rmosby@fortmaclra.com.com no later than **May 30, 2017 by 3:00 pm E.D.T.** Answers to those questions will be shared with all parties who have expressed interest by the close of business May 31, 2017.

FORT MAC LRA POLICY ON COMMUNICATIONS AND CONTACT

Respondents are required to conduct the preparation of their applications with professional integrity and free of lobbying activities. Respondents and their respective agents and consultants are not permitted to contact or communicate with, directly or indirectly, any member of the Fort Mac LRA Board regarding the subject matter of this RFP after the issuance date of this RFP, except as specifically permitted herein or approved in advance by Fort Mac LRA. Any verified allegation that a Respondent or team member, or an agent or consultant of the foregoing, has made such contact or attempted to influence the evaluation, ranking, and/or selection of Respondents is cause for Fort Mac LRA to disqualify the Respondent and its team member from further consideration.

OPEN GOVERNMENT LAWS

All Respondents should obtain and thoroughly familiarize themselves with the Georgia Open Records Act (O.C.G.A. S 50-18-70, et seq.) and Georgia Open Meetings (O.C.G.A. S 50-14-1, et seq.) (Collectively, the "Open Government Laws") applicable to the issue of confidentiality and public information. Fort Mac LRA will not advise a Respondent(s) as to the nature or content of documents entitled to protection from disclosure under the Open Government Laws, as to the interpretation of such laws, or as to definition of "proprietary." Each Respondent(s) shall be solely responsible for all determinations made by it under applicable laws. Each proposer/Respondent(s) is advised to contact its own legal counsel concerning the effect of applicable Open Government Laws to that Respondent(s)'s own circumstances.