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Somerset County
Health Department

Somerset County Health Department

8928 Sign Post Road, Suite 2, Westover, Maryland 21871
443.523.1700 · Fax 410.651.5680 · TDD 1-800-735-2258

Health Officer: Danielle Weber, MS, RN

**SOMERSET COUNTY HEALTH DEPARTMENT
WELLNESS AND RECOVERY CENTER
11672 SOMERSET AVENUE
PRINCESS ANNE, MARYLAND 21853**

**REQUEST FOR PROPOSAL
#2021-001**

PROJECT: JANITORIAL SERVICES

**LOCATION: SOMERSET COUNTY WELLNESS AND RECOVERY
CENTER
11672 SOMERSET AVENUE
PRINCESS ANNE, MARYLAND 21853**

Vendor Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Signature of Authorized Representative:

**Proposal Submission Deadline: Monday, June 2, 2021
9:00 a.m. EST**

**Submit To: Christie Taylor,
Purchasing Agent
Somerset County Health Dept.
8928 Sign Post Road
Westover, MD 21853**

SECTION I: INTRODUCTION

A. Scope and Objective

This solicitation is for the purpose of obtaining competitive bid proposals from qualified firms interested in providing janitorial services to one of the Somerset County Health Department sites, located in Princess Anne, MD. The site is the Somerset County Wellness and Recovery Center, 11672 Somerset Avenue, Princess Anne, Maryland 21853. This Health Department site presently consists of 9 employees and services approximately 20 clients per week.

SECTION II: INSTRUCTIONS TO BIDDERS

A. Submission of Proposals

1. Proposals shall be submitted in a sealed envelope clearly identified on the outside with the title: “Somerset County Health Department Janitorial Services Proposal.”

2. Each bidder must use the attached bid forms for submitting their bids. Bidders must show cost for all items on the bid forms.

3. One (1) copy of both completed bid forms and proposal, bearing original signature in ink by authorized principles of the company, and three (3) copies, are to be submitted, by mail or hand-carried, on or before the proposal deadline date of Wednesday, June 2,2021 at 9:00 a.m. EST to:

Christie Taylor, Administrator
Somerset County Health Department
8928 Sign Post Road
Westover, MD 21871

4. Bids received after said time will be returned to the bidder unopened. It is fully the responsibility of the bidder to ensure that the bid is received on time. Somerset County Health Department will not speculate as to the reasonableness of a postmark, nor comment on the apparent failure of a public carrier to have made prompt delivery of the documents. No fax transmissions will be accepted.

5. All bids and accompanying documentation will become the sole property of Somerset County Health Department and will not be returned.

6. Any omissions or deviations to this format will be grounds for automatic rejection of vendor’s bid submission.

B. Proposal Time Frame

Newspaper publication of RFP	Sunday, 5/16/2021
Pre-Proposal Conference/Site Inspections	Wednesday 5/26/2021, 9:00 a.m.
Proposal Submission Deadline	Monday, 6/2/2021, 9:00 a.m. EST
Tentative Award Date	Friday, 6/18/2021
Implementation Date	Wednesday, 7/1/2021

C. Pre-Proposal Conference / Site Inspection

Inspection of the buildings will take place immediately following the pre-proposal conference, which will be held on May 26, 2021 at 9:00 a.m. at the Wellness and Recovery Center, 11672 Somerset Avenue, Princess Anne, MD. Due to COVID-19 restrictions and client scheduling, this will be the only available time for on-site inspection of premises and thus, attendance is strongly advised.

D. Clarifications

Questions concerning RFP requirements shall be directed to the Somerset County Health Department Purchasing Office, attention of:

Christie Taylor, Administrator	443-523-1700
Fax #	410-651-5680

E. Bid Certification

The vendor shall be responsible for the following items:

1. All prices shall include all charges that may be imposed while fulfilling the terms of this contract. Prices shall remain firm for the duration of the contract, unless otherwise stipulated in this request for certification. Insurance is the sole responsibility of the awarded vendor and required certification will be presented to Somerset County Health Department prior to the beginning of contractual work.

2. Return bid forms (2), signed by an authorized representative, to the Purchasing Agent. See additional proposal format instruction I Section XI of this RFP. By signing Bid Forms, the bidder acknowledges that they have read the Request for Proposal, understand it, and agree to be bound by its terms and conditions.

SECTION III: GENERAL TERMS AND CONDITIONS

A. Bid/Performance Bond

No bid or performance bond is required on this submission.

B. Maryland Law Prevails

The laws of the State of Maryland shall govern the Provisions of this contract.

C. Rejection of Proposals

The Somerset County Health Department reserves the right to reject any and/or all proposals or to waive any technicality it deems in the best interest of the Health Department.

D. Non-Appropriation

All funds for payment by the Somerset County Health Department under this contract are subject to the availability and approval of an appropriation or granting agency. Future funding is therefore not guaranteed and the Health Department is not liable for any costs incurred by proposers or the successful bidders in responding to this RFP.

E. RFP Amendments

The Health Department reserves the right to change scheduling or issue amendments to this RFP at any time.

F. Proprietary Information

Request for Proposals (RFP's) may contain detailed financial and other proprietary information to enable the Health Department to make a complete evaluation and determination of what is being offered. Therefore, proprietary information should be identified in your offer, as proposals become public information after the award is made.

G. Withdrawal of Proposals

Vendors may withdraw a proposal, which has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by an authorized representative of the vendor must be submitted to the Purchasing Agent. After withdrawing a previously submitted proposal, the vendor may submit another one at any time up to the closing date and time.

H. Errors in Proposal

The Somerset County Health Department will not be liable for any errors in vendor submissions. Vendors will not be allowed to alter proposal documents after the deadline for submission. The Health Department reserves the right to make corrections or amendments due to errors identified in proposals by the Health Department or vendor. This type of correction or amendment will only be allowed for such errors as typing, transposition, or any other obvious errors. Any changes will be date and time stamped and attached to documents. All changes must be coordinated in writing with, authorized by, and made by the Purchasing Agent. Vendors are liable for all errors or omissions contained in their proposals.

I. Equal Employment Opportunity and Non-Discrimination

All respondents are subject to and must comply with the provisions of all applicable state and federal anti-discrimination laws. Respondents shall not discriminate against any employee or applicant for employment or any member of the public because of race, color, creed, religion, national origin, sex, disability, marital status, age, or otherwise commit an unfair employment practice.

J. Indemnification

The contractor covenants to save, defend, keep harmless, and indemnify the Somerset County Health Department and all of its officers, divisions, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost, including court costs and attorney's fees, charges, liability, and exposure, however caused, resulting from, arising out of, or in any way connected with, the contractor's negligent performance or non-performance of the terms of the contract.

K. Subcontracting

"Contractor" means any firm, provider, organization, individual, or other entity performing services under this contract. It shall include any subcontractor retained by the prime contractor as permitted under the terms of this contract. Subcontractor means one not in the employment of the contractor who is performing all or part of the services under this contract and under separate contract with the Contractor. The Contractor may, **with prior written permission from the Somerset County Health Department**, enter into subcontracts with third parties for its performance of any part of the Contractor's duties and obligations. The Contractor agrees that all subcontractors shall be agents of the Contractor. The Health Department shall not be liable for any loss or damage resulting from personal injury, physical loss, harassment of employees, violations of the provisions of this contract occasioned by the acts or omissions of the Contractor's subcontractors, their agents or employees. The indemnification provisions of this contract shall apply to all subcontractors.

L. Proposal Certification

If applicable, the vendor must certify in writing that all vendor proposal terms, including prices, will remain in effect for a minimum of 120 days after the Proposal Submission Deadline date.

M. Non-Collusion

Vendors, by submitting a signed proposal, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under State of Maryland or United States law.

N. Method of Award

The Somerset County Health Department reserves the right to award this contract not necessarily to the vendor with the lowest price, but to the vendor that demonstrates the best

ability to fulfill the requirements of this RFP. The successful vendor will be chosen based on the qualifications and selection criteria discussed in Sections that are further in the RFP.

The successful vendor shall commence work only after receipt of written notification to proceed from Somerset County Health Department. The successful vendor will fulfill all requirements as indicated in the proposal in compliance with the negotiated contract.

Vendors whose proposals do not meet the mandatory requirements will be considered non-compliant. After the evaluation and selection of the successful vendor, all vendors will be notified in writing of the selected firm.

The Somerset County Health Department reserves the right to award to multiple bidders if it is in the best interest of the agency.

O. Terms of Contract

The term of this contract shall be for one (1) year, beginning on Monday, July 1, 2021 and extending through June 30, 2022. This contract may be renewed yearly based on the same terms, conditions and pricing, and solely at the discretion of the Health Department. Contract may be terminated by either party prior to contract expiration by providing 30 days written notification.

P. Method of Payment

Invoices shall include contractor's name, address and Federal Tax Identification Number or Social Security Number, services provided, location of services, and total amount due. Contractor shall obtain payment by invoicing the Somerset County Health Department on a monthly basis.

Q. Insurance

Award of a contract will be contingent upon the successful proposer submitting certificates of insurance in accordance with the terms of this solicitation. Contractor agrees to maintain public liability insurance in the minimum amount of \$500,000 per accident, \$300,000 personal injury per person, and \$50,000 property damage. Contractor agrees to bond in the amount of \$25,000 all employees who will be working in the building. Contractor further agrees to carry Workman's Compensation Insurance covering all of its employees engaged in the performance of said contract and sufficient to satisfy the provisions of Maryland law. The Health Department shall be furnished certificates evidencing the required insurance prior to the start of contractual work.

R. Conflict of Interest

By submission of a proposal, the proposer agrees that, at the time of contracting, the contractor has no interest, direct or indirect, that would conflict in any manner or degree with the performance of the contractors' service. The contractor shall further covenant that, in the performance of the contract, the contractor shall not employ any person having any such known interest.

S. Response Material Ownership

All material submitted regarding this RFP becomes the property of the Somerset County Health Department.

T. Debarment

By submitting a proposal, the proposer certifies that they are not currently debarred from submitting bids for contracts issued by any political subdivision of the State of Maryland and that they are not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Maryland.

U. Sales Tax:

Somerset County Health Department is exempt from Federal excise and Maryland State Sales Tax. A copy of an exemption certificate shall be furnished upon request. According to the Office of the Comptroller of Maryland, if applicable, the contractor is responsible for paying the sales tax and should incorporate it into his bid.

V. Expenses Incurred in Proposal Preparation

Somerset County Health Department accepts no responsibility for any expenses incurred by the proposer in the preparation and presentation of this proposal. Such expenses shall be borne exclusively by the proposer.

SECTION IV: VENDOR REQUIREMENTS

A. Proposer shall have had previous Health Facilities cleaning experience and shall supply a list of customers for references. The Somerset County Health Department reserves the right to check current or former vendor customers to determine the quality of service provided by the proposer in the past. Bidders may also be required to furnish evidence of financial stability.

B. A summary of the areas requiring service, by building and square footage is provided in Section V, Item A. It shall be the responsibility of the Contractor to be familiar with procedures and housekeeping practices in the cleaning of health facilities and to perform the same. The Contractor shall be familiar with requirements of the various areas and shall have examined the premises and understand the conditions under which they will be obligated to operate. No allowance will be made consequently for any errors or negligence in this regard.

C. It is agreed and understood that the Contractor shall remain an Independent Contractor in the performance of these services, and that all personnel furnished by the Contractor in the course of such performance shall at all times and for all purposes be solely in the employment of said Contractor, and subject to his direction and control. The Contractor agrees not to continue employment of any employee that, in the Health Department's judgment, is unacceptable for any reason whatsoever.

D. The Somerset County Health Department reserves the right to request a list of employees that would be working in the Health Department from the qualified bidder. Bidders

will be required to do a criminal background check on their employees so that they can be cleared to work in the Health Department environment.

E. Selected vendor must instruct all employees concerning health risks that could be potentially encountered at the worksites, including education and training in universal precautions and other requirements as contained in the MOSH/PSHA Bloodborne Pathogens Standard 29 CFR 1910, 1030, as well as OSHA Enforcement Policies and Procedures for Occupational Exposure to Tuberculosis.

F. Contractor shall, at his sole expense, provide all labor, equipment, and supplies with the exception of the following:

1. Bathroom air fresheners

G. Proposer shall list types of germicidal detergent (LPH, Phenolic, Quat) as well as dust mop treatment, bowl cleaner, and disinfectant aerosol (bacteria – static), used, and MSDS Sheets (Material Safety Data Sheets) for applicable materials.

SECTION V: VENDOR SPECIFICATIONS

A. Building locations and square footage to be cleaned and maintained are as follows:

- 1. Somerset County Wellness and Recovery Center**
11674 Somerset Avenue
Princess Anne, Maryland 21853

B. Cleaning Schedule

- 1.** Our normal work hours are from 8:00 a.m. to 5 p.m. Monday through Friday. These requested services shall be performed after 5 p.m.:

Weekly: Service performed Monday, Wednesday and Friday of each week

2. Holidays:

A printed schedule will be provided each December for the actual dates of the following year's holiday closings. We are closed on the following 2021 State holidays:

New Year's Day
Birthday of Dr. Martin Luther King Jr.
President's Day
Memorial Day
Independence Day
Labor Day

Columbus Day
Election Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

C. Special Terms and Conditions

1. Materials Recommended

- a. Use of LPH, Phenolic, Quat or any germicidal detergent that will kill Staph, Pneumococcal, Tuberculosis, germs, COVID-19, and viruses upon contact.
- b. For dust mop treatment: Use Bacteriostatic

2. Floor Maintenance

- c. Sweep and Mopping – 3 times per week in the waiting room, all 3 bathrooms, and kitchen.
- d. Carpets shall be vacuumed and spot cleaned in like manner as described in Section VI, A, 4.
- e. Venetian Blinds not included in this contract.
- f. Walls/Doors and interior/exterior entrance glass to be cleaned in like manner in all buildings as described in Section VI, A, 5..
- g. Light Fixtures – Cleaned annually. Exterior covers to be vacuumed and/or dusted.

3. Trash Removal

- a. All regular trash will be collected 3 days a week by the Contractor and disposed of at the designated on-site location. Regular trash includes, but is not limited to paper, cardboard, wood, metal, plastic, etc.

SECTION VI: Vendor Performance Requirements -

**Somerset County Wellness and Recovery Center, 11674
Somerset Avenue,
Princess Anne, MD 21853**

The following services shall be performed at the Somerset County Health Department's site as required: Wellness and Recovery Center.

A. Staff Offices – Schedule

1. Empty Waste Baskets

- a. Empty all waste baskets located in the Somerset County Wellness and Recovery Center.
- b. Trash is to be disposed of by the vendor. Line waste containers with new trash liners three (3) times weekly. Wipe exterior of waste containers with germicidal solution as needed.

2. Fixtures

- a. Wipe sink, fixtures, mirror, towel dispenser and counter tops and windowsills in with germicidal detergent solution. Wipe all surfaces, porcelain, wood, and metal until dry to prevent water spotting.

3. Furniture

- a. Damp dust chairs, tables (top and bottom) with germicidal solution.
- b. Dust all bookshelves, and fill cabinets.

4. Floors

- a. Dust mop uncarpeted floors using clean, treated dust mop.
- b. Damp mop uncarpeted floors using germicidal detergent solution.
- c. Spray buff as scheduled in Section V, C, 3.
- d. Remove all furniture from the kitchen and strip and refinish all hard and resilient floors according to schedule in Section V, C,3.
- e. Machine clean and wash floor according to schedule in Section V, C, 3.
- f. Vacuum all carpeted areas and spot clean as needed.

5. Walls/Doors/Door Glass

- a. Remove spots and finger marks from walls. Wipe doorknobs, push handles, and door tops, door closers and hinges as needed, using germicidal solution. Clean door glass using germicidal glass cleaner.

D. Public and Private Bathroom Facilities – 3 Times Weekly Schedule

1. Remove filled trash liners from waste paper containers and discard according to regular trash removal instructions. Replace liners.
2. Wipe paper towel holder with germicidal cleaner and refill with paper towels.
3. Wipe toilet paper holder with germicidal cleaner and refill with toilet paper. If the dispenser holds more than one roll, fill both sides. Leave extra rolls on the shelf or area provided.
4. Any papers or magazines found in the restrooms should be discarded. DO NOT PUT INTO CIRCULATION as they might be contaminated.
5. Wash mirrors, face bowls and fixtures with germicidal solution and damp dust around mirrors.
6. Clean interior and exterior of toilet bowls with germicidal solution. Bowl cleaner can be used once a week.
7. Replace empty soap dispensers.
8. Damp dust window ledges, tops of doors, vents, push and kick plates, with germicidal solution.
9. Dust mop floor with treated dust mop. Damp mop floor with germicidal solution.

E. Public and Private Bathrooms – Quarterly Schedule

1. Remove all soap dispensers and replace.
2. Wipe down toilets and sinks with germicidal solution.
3. Wash all trash receptacles inside and out.

F. Common Areas: Offices, Conference Room, Waiting – 3 Times a Week Schedule

1. Remove trash according to Section VI, A, 1.
2. Clean restrooms according to Section VI, D.
3. Vacuum all carpeted areas thoroughly.
4. Follow instructions in Section VI, A, 4, in this contract for care of waiting area floor.
5. Clean spots out of carpets on a daily basis.
6. Clean with germicidal solution and dry thoroughly conference and waiting room tables.

G. Common Areas – Weekly Schedule

1. Vacuum under and behind desks.
2. Dust with treated cloth all furniture: desks, file cabinets, tables, lamps, pictures, mirrors, bulletin boards, phones, calculators, TV screens.
3. Glass shall be cleaned with glass cleaner and dried thoroughly.
4. Wipe down all vinyl chairs, removing stains as necessary.
5. Wipe down all chairs and waiting areas.
6. Clean doors and walls according to Section VI, A., 5.

7. Wipe counter tops in the kitchen area.

H. Common Areas – Monthly Schedule

1. Damp wipe window sills that are clear of items, i.e. pictures, files, etc.

I. Common Areas – Quarterly Schedule

1. Vacuum all upholstered furniture and spot clean as needed.
2. Vacuum all vents and air diffusers.
3. Replace air filters.

J. Employee Kitchen – Daily Schedule

1. The scope of this contract does not include the washing of dishes; microwaves, interior of refrigerators, coffee makers, or other kitchen appliances. However, counters and cabinets should be wiped down in kitchen areas and sinks cleaned with germicidal solution if they are free of debris.
2. Floors shall follow the procedure as outlined in Section VI, A, 4.
3. Empty trash receptacles following the same procedure as outlined in Section VI, A, 1.
4. Wipe tops of all counters and tables with germicidal solution.
5. Keep paper towel holders stocked.

L. Employee Kitchens –Quarterly Schedule

1. Pull refrigerators out and clean back coils and front grills. Wipe down the entire refrigerator with germicidal cleaner.

N. Offices, Waiting Room Areas, Reception Areas

Shall follow the same procedure and schedule as outlined under Staff Offices in Section VI, A, 1.

O. Janitor's Closet

1. Contractor shall maintain their own areas which have been designated by the Health Department. These areas should be maintained in a clean manner at all times and floors should be maintained as outlined in procedures above.

P Outside Areas and Vestibules – Daily Schedule

1. Carpet mats shall be vacuumed/shaken.
2. Sweep exterior area around entrance/exit doors, removing debris from 10-foot circumference around egress.
3. Wash and dry all entrance door glass, remove mat and wash and dry floors, replace mat.

SECTION VIII: Security Requirements

- A.** Vendor will be responsible for arming alarms in the Somerset County Wellness and Recovery Center Building upon completion of daily services and exiting of premises. Vendors will be issued a private code which will be utilized when setting evening alarms.
- B.** Contractor shall be responsible for the neat and clean appearance of its employees. For security, control, and safety of the Health Department, all employees must be introduced to the Procurement Supervisor prior to beginning work for the Contractor.
- C.** Contractor agrees to assume full responsibility for all building keys entrusted to them. Failure to relinquish or return said keys within 5 days after the termination of this contract, will result in the forfeiture by Contractor of \$50.00 per key. This fee will be deducted from his final bill for services. Contractor also agrees not to duplicate any Health Department keys. If more keys are required by Contractor, a request must be made to the Administrator.

SECTION IX: Evaluation Procedures

- A.** An evaluation committee will independently evaluate the merit of proposals received in accordance with the evaluation factors defined below. The recommendation of this committee will be forwarded to the Health Officer by the Purchasing Agent for review and approval. The Somerset County Health Department will evaluate the proposals not only in terms of price, but other considerations, such as experience, references, financial stability, etc.
- B.** Failure of an offeror to provide any information requested in the RFP may result in disqualification of the proposal and shall be the sole responsibility of the offeror.
- C.** The sole objective of the evaluation committee will be to recommend the offeror whose proposal is most responsive to the Somerset County Health Department's needs while remaining within the available resources.
- D.** The proposal with the highest average score will be recommended for award.
- E.** Somerset County Health Department reserves the right to reject any and/or all proposals, or to waive any technicality it deems in the best interest of the Health Department.

SECTION X: Evaluation Criteria

- A. Vendor Capability: (40 Points)**
 - 1.** Vendor experience, financial resources and stability, organizational skills, technical skills, references.

B. Ability to Meet Work Schedules: (20 points)

1. Staffing patterns, logical and progressive order of work.

C. Responsiveness to Request for Proposal: (20 points)

1. Quality of response, substance of content.

D. Price: (20 points)

SECTION XI: Proposal Format

A. Cover Sheet: Completed and signed

B. Proposal Price Form I: Completed and signed

C. Proposal Price Form II: Completed and signed

D. Documentation and explanation to provide the necessary information requested in Section X, Items A and B above.

1. References should include correct name of company, address, telephone number, fax number and contact.
2. Financial information should include complete name of institution, address, telephone number, fax number and contact.
3. A list of cleaning products and materials used by vendors, as specified in Section IV, G, should be included in the proposal.
4. Vendors may include any information deemed helpful or informative to his proposal submission.

However, proposal submission shall not exceed eight (8), 8 ½" x 11", typed, single or double spaced, pages including both proposal pricing forms and cover sheet. MSDS Sheets and Insurance Certificates are not included in the page limit for the proposal

PRICE PROPOSAL FORM I
SOMERSET COUNTY HEALTH DEPARTMENT
JANITORIAL SERVICES
RFP #0131-06

TO: Christie Taylor, Purchasing Agent
Somerset County Health Department
8928 Sign Post Road, Suite 2, Westover, MD 21871

Pursuant to your request inviting proposals to be received until 9:00 a.m., EST on June 2, 2021 for janitorial services to the Somerset County Wellness and Recovery Center the undersigned hereby submits the following pricing schedule based on the specifications, instructions, and conditions contained in RFP#2021-01:

Somerset County Health Department
Wellness and Recovery Center
11674 Somerset Avenue
Princess Anne, Maryland 21853

(Annual Figure)

Trash Removal – Wellness and
Recovery Center

(Annual Figure)

Note: It is understood that invoices for said services will be rendered to Somerset County Health Department / Accounts Payable on a monthly basis.

BID FORM MUST BE SIGNED IN ORDER TO BE ELIGIBLE

AGENCY NAME

REPRESENTATIVE (SIGNATURE)

ADDRESS

REPRESENTATIVE (PRINT)

TELEPHONE NUMBER

DATE