

REQUEST FOR PROPOSALS

MORONGO BAND OF MISSION INDIANS Morongo Tribal TANF Program

Posting Date: November 26, 2018

Closing Date: January 11, 2019

Proposal Number: MTTP RFP #102-11-FY19

To: Prospective Proposers

From: Morongo Tribal TANF Program (MTTP)

Subject: **Janitorial Services for Banning Site**

STATEMENT OF PURPOSE

The Morongo Tribal TANF Program (MTTP) is seeking bids for janitorial services beginning February 2019. Services are to be performed Monday–Friday, after business hours, at 940 E. Williams Street, Banning, CA 92220. The 15,000 square foot suite consists of shared office space, (9) private offices, (4) training/conference rooms, (1) child care room, (3) kitchen/break areas, lobby, hallways, and a large program/event room. Proposers are encouraged to walk the site prior to bid submission; please call to schedule an appointment. *Cleaning Specifications* attached.

MTTP reserves the right to accept or reject any or all proposals submitted and to retain all proposals submitted, regardless of whether a proposal is selected. Submission of proposal indicates acceptance by the proposer of the conditions contained in the Request for Proposals (RFP) and an agreement to enter into a contract. During the evaluation process, MTTP may request additional information or clarification from the proposers, or allow corrections of errors or omissions. Morongo Tribal TANF Program reserves the right to make an award on the basis of the greatest benefit to the TANF program and not necessarily the lowest price.

BACKGROUND INFORMATION

The Morongo Tribal TANF Program is a federally and state funded program that provides time-limited assistance to low-income families with children through the provision of cash assistance and supportive services. It is the intent of MTTP to promote career development and education to enable participants to become self-sufficient. MTTP provides prevention and family formation services to youth and adults, incorporating life skills and cultural activities designed to promote healthy families.

SCOPE OF WORK

All labor, materials and equipment needed to complete the scope of work as defined on the attached *Cleaning Specifications* document must be provided by the selected contractor. Services must be performed in the evenings after 7:00 p.m. (preferred) or completed early

REQUEST FOR PROPOSALS

mornings before 8:00 a.m. Contractor may invoice MTTP for supplies on a monthly basis. Supplies must be properly stored on the premises in a secure, designated area.

TERM OF CONTRACT

The successful bidder shall enter into a contract for a minimum of three (3) months. The contract shall become effective upon signature by both parties and shall renew automatically and continue until canceled by either party with a 30 day advance written notice. MTTP, a grant funded program, may terminate the contract at any time for cause and convenience of the Tribe or awarding agency.

PAYMENTS, CONTRACTUAL TERMS AND CONDITIONS

Submission of proposal indicates the proposer's willingness to enter into a contract and to follow applicable federal, state and tribal laws and regulations. Execution of contract will depend upon the following:

1. Payment for work performed under the contract will not exceed agreed upon amounts
2. Monthly invoices for services rendered must be submitted to MTTP no later than the 5th of the following month
3. The full amount of the awarded contract is subject to availability of TANF grant funding; payments may be suspended by the MTTP Director with Tribal Council approval
4. Proposer understands and agrees to comply with applicable contract provisions for federal awards and Federal regulations related to Tribal TANF, including HHS Assurance Status
5. Proposer agrees to comply with MTTP background investigations and criminal history record check, confidentiality assurances, and debarment and suspension policies (SAM database exclusions)
6. Proposer agrees to comply with present and future General Provisions, OMB Circulars, Program Guides and RFP amendments as developed by MTTP
7. Proposer agrees to provide W-9 and new vendor ID forms, upon request if selected
8. Contract is subject to review and approval by the Morongo Band of Mission Indians Legal Counsel, Tribal Council, and awarding agency; may be canceled at any time with 30 day written notice for cause or convenience of the Tribe or awarding agency

PROPOSAL REQUIREMENTS (Bid Submission)

1. **Narrative-** Please provide a brief summary of your services, experience and qualifications
2. **References-** Please provide contact information for at least (2) professional references
3. **Insurance & Licenses-** Please provide proof of liability insurance coverage, bond certificate, and business license

REQUEST FOR PROPOSALS

4. **Cost Estimate-** Please provide a cost estimate based on services five (5) days per week according to the scope of work
5. **Additional Costs-** Please prepare a comprehensive supply list with associated costs, separate of the service fee total

SELECTION AND EVALUATION PROCESS:

The contractor selection process will include an extensive review by MTTP staff. The selection process will be based on the response to this RFP and any interviews required to verify the ability of the contractor to provide services in response to this RFP. Meeting all RFP conditions and instructions as outlined herein, as well as the clarity, completeness and comprehensiveness of the proposal will serve as the basis for selection. The proposal which appears most comprehensive and beneficial to the TANF program will be selected.

MTTP will make every effort to make an award determination within two weeks of submission deadline.

BID SUBMISSION CONTACT

Submissions must be received by 5:00 pm on January 11, 2019. Please indicate “MTTP RFP #102-11-FY19” on your proposal. Proposals may be submitted via email, in person, or by U.S. mail to:

ATTENTION:

Julie Flores, Site Manager
Morongo Band of Mission Indians
jflores@morongo-nsn.gov

Delivery Address:

Morongo Tribal TANF Program
940 E. Williams Street, Suite A
Banning, CA 92220

Mailing Address:

P.O. Box 1268
Banning, CA 92220

For questions, please contact Julie Flores, Site Manager at (951) 755-5178. Thank you for your interest.

REQUEST FOR PROPOSALS

Attachment A- Cleaning Specifications

DAILY CLEANING

Common areas, training/program rooms, and office spaces include:

1. Empty waste receptacles and replace liners. Wash as needed
2. Vacuum all carpets and mats
3. Vacuum all hard floors
4. Dust all horizontal surfaces of desks, chairs, tables and other furniture (*do not move papers or other items found on desks)
5. Damp wipe all horizontal surfaces with disinfectant (including drinking fountains)
6. Mop all hard floors with disinfectant
7. Remove cobwebs from front entry and immediate surrounding areas
8. Remove fingerprints and marks from around light switches and door frames
9. Clean glass doors inside and out
10. Wipe all internal glass
11. Polish all brass and bright work on doors and cabinets
12. Spot clean walls and painted surface
13. Collect all trash and recyclables. Remove material to designated areas
14. Ensure all areas are clean & arranged neatly
15. Notify designated contact person of any damage or large stains/spills
16. Ensure all doors are locked and closed after cleaning.
17. Activate alarm system as instructed

Kitchen/Break Rooms & Restrooms:

18. Stock toilet tissue, toilet covers, hand towels, and hand soap
19. Empty waste receptacles and wipe if needed and replace bin liners as required
20. Clean and polish mirrors
21. Wipe hand towel dispensers
22. Wipe down doors and sills – remove all dust and prints
23. Clean and sanitize all basins, bowls and changing tables. Polish all bright work
24. Remove splash marks from walls and partitions around basins
25. Mop clean restroom and kitchen floors with disinfectant
26. Remove trash from all areas
27. Polish all brass and bright work
28. Vacuum and mop all hard floors
29. Toilets and urinals to be cleaned and disinfected on both sides and disinfected/sanitized and wiped dry

AS NEEDED

1. Remove scuff marks on floor
2. Dust, wipe and clean chair bases, high chairs, and furniture
3. Wipe and sanitize gym equipment weekly

REQUEST FOR PROPOSALS

4. Dust ceiling vents and high surfaces
5. Flush water and drain P-trap weekly to ensure elimination of odor
6. Monitor, order and restock supplies. Keep janitorial room clean, safe and orderly
7. Keep area around outside trash receptacles clear of debris
8. Receive and attend to emergency calls promptly, as needed