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Caswell County Partnership for Children

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www.caswellchildren.org

www.facebook.com/CaswellPartnershipForChildren

Request for Bids 18-19 Administrative Goods & Services

Release Date: May 18, 2018

Deadline Date: Must be Received by 4pm on June 18, 2018

Award Notification: July 5, 2018

CCPFC Contact: Bridget Bernal, Administrative/Program Coordinator
336-694-1538 / ccpfcfinance@esinc.net

Submission Instructions: Mail: Caswell County Partnership for Children
PO Box 664
Yanceyville, NC 27379

Late proposals will not be accepted.

****Proposals will be received until 4:00 PM on June 18, 2018****

Request for Bids 18-19

Administrative Goods and Services

INTRODUCTION

The **Caswell County Partnership for Children** (hereinafter referred to as CCPFC) is soliciting bids to select vendors for administrative goods and services through competitive negotiations. The purpose of this Request for Bids is to acquire the goods and services outlined in the Bid Specifications of qualified vendors (hereinafter referred to as the "Vendor"). Services are for the following: office cleaning services, pest control services, office supplies provider, and printing services.

BACKGROUND

The Caswell County Partnership for Children unites the community to provide families with resources and services to enable all children to reach their fullest potential. CCPFC is a non-profit organization serving children, youth and families in Caswell County. CCPFC improves the quality of life for children and families by supporting initiatives addressing early education, family support, health and youth development. CCPFC administers North Carolina's Smart Start and Pre-K programs, as well as several other grant funded programs, and serves as a Raising A Reader® affiliate.

Proposals should cover the time period of July 1, 2018 – June 30, 2019.

Additional information regarding CCPFC can be located at www.caswellchildren.org.

Questions regarding the Request for Bids should be directed to Bridget Bernal, Administrative/Program Coordinator at 336-694-1538 or ccpfcfinance@esinc.net.

BID SPECIFICATIONS PER SERVICE AREA

Provide a cost proposal addressing the specifications for each area of interest. See Attachment A for the specifications.

PROPOSAL REQUIREMENTS

Proposals should include the following:

1. Vendor name, contact person and title, address, phone number, fax number, email address, and name and title of individual who is authorized to legally bind the vendor.
2. Which service(s) the proposal(s) are provided for.
3. Cover letter that includes:
 - Verification that the entity has received official corporate status and that the registered agent and all addresses on the North Carolina Secretary of State website are current for non-profit entities and private, for-profit corporate entities;
 - Verification of the entity's federal tax identification and legal name, including a signed copy of the W-9 form; and
 - Contact name; title; telephone and fax numbers; mailing address, including street address and zip code; and email address.
4. Detailed cost proposal that includes the following information:
 - Responses to the bid specifications provided by CCPFC.
 - Payment terms as applicable.
 - Any discounts that are provided.

Proposals must be received by CCPFC by 4:00 p.m. on Monday, June 18, 2018. Proposals should be mailed to CCPFC at the address listed above. Late proposals will not be accepted.

By submitting any proposal(s) the vendor's representative is agreeing to the following: I understand and agree that all terms and prices included in this proposal will be effective from July 1, 2018-June 30, 2019 if accepted by the Caswell County Partnership for Children.

SELECTION PROCESS

Proposals will be evaluated by CCPFC based on the above requirements, the applicant's capacity to deliver services, and the cost effectiveness of the services provided.

THE PROCUREMENT PROCESS

The following is a general description of the process by which a prospective Vendor will be selected to provide services.

1. Request for Proposals (RFP) is issued to prospective Vendors
2. Proposals will be received via mail from prospective Vendors
3. All proposals must be received by CCPFC no later than the date and time specified in this RFP.
4. At its option, CCPFC may request oral presentations or discussion with any or all prospective Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. However, prospective Vendors are cautioned that CCPFC is not required to request clarification; therefore, all proposals should be complete and reflect the most favorable terms available from the prospective Vendor.
5. Proposals will be evaluated according to criteria that may include completeness, content, and cost. Refer to the Selection Process described above for the specific criteria to be used. Award of a contract to one prospective Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous to CCPFC.
6. As applicable, CCPFC will contact the selected Contractor to obtain information and documentation required for preparation of a contract to include the following:
 - a. Verification that the entity has received official notification of tax-exempt status for non-profit entities.
 - b. Verification that the entity has received official corporate status and that the registered agent and all addresses on the North Carolina Secretary of State website are current for non-profit entities and private, for-profit corporate entities.
 - c. Verification of the entity's federal tax identification or social security number and legal name.
 - d. Name and title of person(s) authorized to sign the contract and formal authorization for this individual(s) to enter into contract binding the entity.
 - e. Name; title; telephone and fax numbers; mailing address, including street address and zip code; and email address of the contract administrator.
 - f. Proof of insurance that may include, but not be limited to, the following:
 1. Workers' compensation;
 2. General liability;
 3. Professional liability;
 4. Automobile (owned, hired or non-owned); and
 5. Fidelity bonding / employee theft coverage
7. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of the contract. CCPFC will not contract with any prospective Contractor that is unable to furnish proof of required insurance coverage.
8. CCPFC will not select any prospective Vendor or enter into a Contract with any vendor that fails to provide **all** required information and documentation.

9. The Vendor must be officially selected or a Contract must be executed prior to CCPFC incurring any expenses.
10. If all proposals are rejected, prospective Vendors will be notified by CCPFC.

GENERAL INFORMATION ON SUBMITTING PROPOSALS

1. **TERMS AND CONDITIONS.** All proposals are subject to the terms and conditions outlined herein. The prospective Vendor specifically agrees to the conditions set forth by submitting the proposal.
2. **ORAL EXPLANATIONS.** CCPFC shall not be bound by oral explanations or instructions given at any time during the competitive bidding process or after award.
3. **REFERENCE TO OTHER DATA.** Only information which is received in response to this RFP will be evaluated; reference to information previously submitted shall not be evaluated.
4. **COST FOR PROPOSAL PREPARATION.** Any costs incurred by prospective Vendors in preparing or submitting offers are the prospective Vendor's sole responsibility; CCPFC shall not reimburse any prospective Vendor for any costs incurred prior to award.
5. **RIGHT TO SUBMITTED MATERIAL.** All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the prospective Vendors shall become the property of CCPFC when received.
6. **OFFEROR'S REPRESENTATIVE.** Each prospective Vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the entity and answer questions or provide clarification concerning the entity's proposal.
7. **SUBCONTRACTING.** In the event the prospective Vendor desires to subcontract any part of the contracted services, the proposal must clearly indicate what work it plans to subcontract and to whom and must provide all required information for each subcontractor. Only the subcontractors specified in the proposal shall be considered approved upon approval of the Proposal.
8. **PROPRIETARY INFORMATION.** Trade secrets or similar proprietary data which the prospective Vendor does not wish disclosed to other than personnel involved in the evaluation or contract administration will be kept confidential to the extent permitted by N.C.G.S. 132-1.2 if identified as follows: each page shall be identified in bold face at the top and bottom as "Confidential." Any section of the proposal that is to remain confidential shall also be so marked in bold face on the top of the title page of that section. Cost information may not be deemed confidential. In spite of what is labeled as confidential, the determination as to whether or not it is shall be as governed by North Carolina law.