

**Caswell County Partnership for Children  
Request for Applications  
Administrative Service-Cleaning**

The Caswell County Partnership for Children is soliciting applications for cleaning services through competitive negotiations. This is a two-year bid.

RFA Release Date:	May 29, 2019
Deadline for Questions:	June 12, 2019
Submit Questions to:	Bridget Bernal ccpfcfinance@esinc.net
Responses to Questions:	Will be posted at <a href="http://www.caswellchildren.org">www.caswellchildren.org</a> by June 19, 2019
Deadline for Applications:	Must be received by June 26, 2019 by 4 PM
Submit to:  Mailed or hand delivered:	Bridget Bernal  Caswell County Partnership for Children 1084 NC Hwy 86 N PO Box 664 Yanceyville, NC 27379
Electronic Submission:	Bridget Bernal ccpfcfinance@esinc.net
Award Notification:	July 24, 2019

**Applications may be submitted electronically or in hard copy format. Faxed applications will not be accepted.**

Note: By providing an application you are confirming that you are aware of all of the Application Requirements and Selection Process and that you agree to provide the documentation and services as required.

## **I. GENERAL INFORMATION**

### **Introduction**

The Caswell County Partnership for Children (hereinafter referred to as CCPFC) is soliciting applications from qualified Contractors for the administrative service of office cleaning through competitive negotiations. The purpose of this Request for Applications (RFA) is to acquire the services of a qualified Vendor (hereinafter referred to as Contractor) to provide bi-weekly office cleaning services. The total square footage of the office space is 1200 consisting of five offices, waiting area, conference room, bathroom, kitchen area, and a hallway. Contractors may call CCPFC to set up a time to view the office if desired.

CCPFC 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. Additional information regarding CCPFC can be located at [www.caswellchildren.org](http://www.caswellchildren.org).

Applications should cover the time period of July 1, 2019-June 30, 2021. This is a two year bid.

### **Purpose of the Request**

- To obtain a qualified Contractor to provide bi-weekly office cleaning services.

## **II. AVAILABLE FUNDING AND ELIGIBILITY REQUIREMENTS**

### **Award Term and Requirements**

Funding for this project is provided for a two-year term and is contingent on funding availability and adherence to the requirements of the contract. The term of any resulting award is anticipated to be for two fiscal years, from 7/1/2019 until 6/30/2021.

### **Eligibility**

#### **APPLICATION REQUIREMENTS**

Responses to the RFA must include a completed application (located at the end of this document).

Vendor should provide prices for two years, for each fiscal year.

### **Selection Process**

Applications received by the deadline will be reviewed for completeness.

Completed applications will be evaluated according to price, quality, reputation for service, and ability to comply with the Caswell County Partnership for Children's fiscal policies and procedures.

### **III. SUBMISSION INSTRUCTIONS**

#### **Additional Requirements Upon Selection**

Upon selection, the CCPFC will contact the Contractor to obtain the following information and documentation:

- Completed Internal Revenue Service (IRS) Form W-9 (unless already on file)
- Pre-contracting forms required by CCPFC
- A contract will be established. The Contract must be executed prior to the start of work and incurring any expenses. The CCPFC will not contract with any Contractor that fails to provide all required information and documentation. After all required information and documentation has been submitted, the CCPFC will prepare the contract, notify the selected Contractor and submit the contract for signature. A template of the Contract that the selected Contractor will be required to sign is available upon request.

Contractor will be notified no later than July 24, 2019 about application status. If all applications are rejected, Contractors will be notified promptly by the CCPFC.

**Office Cleaning Services 2019-2021 Application**

Name of Contractor:

\_\_\_\_\_

Name of Individual authorized to legally bind the Contractor:

\_\_\_\_\_

Signature of individual authorized to legally bind the Contractor (by signing, you are verifying that you are the legal representative of the Contractor and are authorized to bind the application):

\_\_\_\_\_

Provide a statement about the Contractor's experience and history as it relates to the performance of work in this request for applications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total not to exceed cost, representing the maximum of all work to be performed:

1<sup>st</sup> year: \_\_\_\_\_

2<sup>nd</sup> year: \_\_\_\_\_

Are cleaning supplies included in the pricing above (circle one)?    YES    NO

If not, provide list of supplies needed and estimated cost: \_\_\_\_\_

\_\_\_\_\_

An invoice should be submitted each month (no later than the 5<sup>th</sup>) for services rendered during the previous month. Will vendor comply with this?    YES    NO

CCPFC requires Net 30 on invoices. Will Contractor allow 30 days to pay?    YES    NO

Cleaning services should be provided biweekly, every Tuesday between 9-11am. Can Contractor accommodate this schedule?    YES    NO

If Contractor would like to suggest another day/time (Monday-Thursday 9am to 4pm), please state for consideration: \_\_\_\_\_

Does vendor have workers compensation insurance? YES NO

If YES, please attach certificate to this application.

The Contractor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents or subcontractors of which the contractor has knowledge, or a statement that there is none. The Local Partnership reserves the right to reject a proposal based on this information. Please provide statement here:

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Cleaning services to be performed at each biweekly visit should include: vacuuming all carpets, mopping tile floors, cleaning and sanitizing all bathroom fixtures, dusting offices, cleaning glass door and front windows inside and out, cleaning kitchen area including sink and microwave, and emptying all trash. Does vendor agree to provide these services? YES NO

Provide names of the person(s) assigned to provide the cleaning services and relevant work experience:

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Have all person (s) listed above passed a criminal background check? YES NO  
By circling YES, you are verifying that employees have been properly screened and documentation is on file at \_\_\_\_\_ .

If vendor is a sole individual, and not a company, will the individual agree to a criminal background check? YES NO NOT APPLICABLE

If assigned cleaning person changes over the course of the contracting period, does vendor verify that any new individuals not listed here will have sufficient experience AND will have passed a criminal background check before beginning services?  
YES NO

List two references including name, phone number, and email address:

1<sup>st</sup> Reference: \_\_\_\_\_

2<sup>nd</sup> Reference: \_\_\_\_\_