

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 22392**

JANITORIAL SERVICES FOR THE DISTRICT COURT IN UPPER MARLBORO, MARYLAND

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The AOC is seeking to contract for janitorial services to provide cleaning services for the District Court of Maryland, located 13400 Dille Drive, Upper Marlboro, Maryland 20772.

2. Statement of Work

The Contractor shall furnish all labor, equipment and supplies necessary to perform the daily, bi-weekly, weekly, and monthly cleaning of this building in strict conformance with the standards specified in these Detailed Specifications.

2.1 Work Excluded from this contract

All mechanical rooms, electrical rooms, and any areas used exclusively by building maintenance personnel are excluded from this contract.

2.2 Hours when work may be performed

Hours to be determined by the District Court and the Contractor.

2.3 Supplies

2.3.1 Supplies will be furnished by the Contractor including all janitorial supplies, paper products, and materials necessary to properly perform the duties under this agreement.

2.3.2 Contractor is required to furnish those sanitary products which are compatible with the machines provided at the facility. Contractor is required to service and maintain those machines for proper operation.

2.4 Service to be supplied by District Court

The District Court will supply the Contractor with light, heat, power, hot and cold water for the cleaning of the building. (Note: Hot water temperature is regulated by the

States energy guidelines and cannot be increased above the current guidelines temperature.)

2.4.2 The District Court will provide janitorial closets, where possible, for the housing of the Contractor's equipment and supplies. These closets will be supplied with locks to safeguard the contractor's property. These closets must be maintained in a clean, neat and orderly condition by the contractor. Keys to the closets will be the responsibility of the contractor. Should the contractor lose these or any other building keys, he shall be responsible for the cost of replacing or rekeying the locks so affected.

2.4.3 The District Court will not supply large trash receptacles (dumpsters) for the final disposal of trash collected in the building. The Contractor shall be required to remove all collected trash from site.

2.5 Janitorial Tasks

The buildings must be cleaned at the frequency and to the standards as detailed in these specifications. The District Court Designee will determine whether the tasks have been performed and that the performance is in accordance with the standards set forth in these specifications. Failure to perform a task or to perform a task to the specified standard, will result in reduction in the Contractor's monthly invoice.

2.5.1 TASK: D-1 Empty Trash Cans and Remove Trash

FREQUENCY: Daily

LOCATIONS: General Offices, Executive Offices, Conference Rooms, Corridors, Lounges, Restrooms.

2.5.2 STANDARDS:

1. Collect and remove all litter in the facility. Empty all designated containers used in collection of recycled aluminum, newspapers or office paper. Empty containers into designated repository located within or near the facility. Return emptied containers to original locations, all soiled containers are to be dampened and wiped clean.

2. All small loose trash shall be placed in large plastic bags and hauled away from site. Large plastic bags are to be closed and tied and are free from holes which would allow trash or liquid to escape.

3. All emptied trash cans have liners that are free of soil and stains caused by liquids, coffee grounds, cigarette ashes, food, garbage or any other substance which creates an odor or will adhere other trash to the side of the liner.

4. All items marked as "trash" are removed and boxes are broken down prior to removal.

2.5.3 TASK: D-2 Refill Paper Towels, Toilet Tissue, Liquid Hand Soap, and Paper Cup Dispenser.

FREQUENCY: Daily

LOCATION: Restrooms

STANDARDS:

1. All paper towel dispensers are filled to 3/4 capacity and paper towels are dispensed easily and correctly from dispenser.

2. All toilet paper dispensers have at least 1/2 roll of toilet paper and rolls are properly installed in dispensers.

3. All hand soap dispensers are filled 3/4 capacity with the proper ratio of 1 part soap to 2 parts water. That the soap dispenser has been accessed properly and the dispenser has been restored to proper operating condition.

2.5.4 TASK: D-3 Clean and Disinfect Basins, Toilets, Urinals and Sanitary Napkin Depositories.

FREQUENCY: Daily

LOCATIONS: Restrooms

STANDARDS:

1. Basins, counter top and plumbing disinfected and free of stains, dirt, hair, smudges, smears and water spots. Chrome fixtures or pipes shined.

2. Toilets and urinals disinfected and free of stains, dirt, hair, smudges, smears, water spots, encrustation and rust. Toilets seats free of stains, dirt, hair, smudges, smears, and water spots on both top and bottom surfaces.

3. Sanitary napkin depositories emptied, disinfected and are free of dirt,

hair, smudges, smears, water spots, encrustation rust or odor. Exterior of depositories are free of smears, film and haze. Contents of depositories bagged in plastic bags, plastic bags tied and hauled away from site.

2.5.5 TASK: D-4 Vacuum all Carpeted Areas

FREQUENCY: Daily

LOCATIONS: All carpeted offices and areas.

STANDARD:

1. Carpets are to be free of all dirt, dust, paper clips, small pile of paper or other trash.
2. Furniture is to be returned to its original position.

2.5.6 TASK: D-5 Vacuum Floor Mats (if supplied)

FREQUENCY: Daily

LOCATIONS: Lobbies, and Corridors.

STANDARDS:

1. All dirt, dust, and trash removed from floor mats.
2. Floor mats returned to their original positions.

2.5.7 TASK : D-5 Wet mop all tile floors

Frequency: Daily

Locations: All tile areas inside leased space

2.5.8 TASK: 2XW-1 Spot Clean Building Surfaces

FREQUENCY: Mondays and Wednesdays

LOCATIONS: Lobbies, General Offices, Conference Rooms, Corridors, Lounges, Restrooms.

STANDARD:

All vinyl, painted or ceramic tile walls and restrooms partitioning shall be free of smudges, smears, marks, dirt, fingerprints or other soil. Surfaces will be free of detergent residue, streaks, film or haze.

2.5.9 TASK: W-1 Spot Clean Carpets Stains

FREQUENCY: Weekly

LOCATIONS: All Carpeted Areas

STANDARD:

Carpet is to be free of stains, spots or marks of any kind which can be removed by

carpet cleaners.

2.5.10 TASK: W-2 Dust all Horizontal Surfaces

FREQUENCY: Weekly

LOCATIONS: General Offices, Offices, Lobbies, Corridors, Lounges, and Conference Rooms

STANDARDS:

All window ledges, desks, file cabinets, storage cabinets, wooden furniture, venetian blinds, and all other horizontal surfaces are to be free of dust and trash. Also, the dusting of all air grilles and ceiling diffusers with a damp cloth.

TASKS: W-3 Dust Vertical Surfaces

FREQUENCY: Weekly

LOCATIONS: General Offices, Lobbies, Lounges, and Conference Rooms.

STANDARDS:

All dust removed from all vertical surfaces in the above areas.

2.5.11 TASKS: W-4 Stripping and Waxing of tile floors

FREQUENCY: Quarterly

LOCATIONS: All tile floors inside leased space

STANDARDS:

- l. Strip all old wax buildup and residue from floors
- m. Thoroughly wash floors
- n. Apply two coats of wax to floors

2.5.12 TASK: M-1 Clean Glass and Mirrors

FREQUENCY: Monthly

LOCATIONS: Entrances, General Offices,, Corridors, Lounges, Restrooms.

STANDARD:

Glass shall be free of smears, smudges, fingerprints and be uniform in appearance without residue or haze.

2.5.13 OPTION #1

TASK: A-1 Clean and Shampoo Carpeting

FREQUENCY: Twice Annually

STANDARDS:

1. Carpet is to be free of all dirt, stains, shampoo residue or other soil which can be removed through proper cleaning.
2. Carpet presents a uniform appearance.
3. Furniture is restored to its original position.

2.5.14. HOLIDAYS

The District Court facility shall be serviced Monday – Friday, including weekday holidays as this office is a 24/7 operation.

3. Conduct of Janitors

- 2.1 Employees of the Contractor, while performing work under this contract, will not:
 - A. Remove any District Court property or personal property, equipment, monies forms, or any other item from the building;
 - B. Engage in loud or boisterous behavior;
 - C. Play radios or tape players;
 - D. Be under the influence of alcohol or drugs;
 - E. Gamble;
 - F. Turn on or off or use any equipment other than the Contractor's equipment;
 - G. Use any District Court telephone except a telephone designated by the District Court for the purpose of business under this contract;
 - H. Open any desk, file cabinet or storage cabinet;
 - I. Consume any food or beverage, other than that brought with the employee or purchased from vending machines, and only in areas designated by the District Court;
 - J. Engage in horseplay;
 - K. Remove any article from desks;
 - L. Sleep;
 - M. Engage in long conversations with visitors, or other individuals;
 - N. Take photographs of the building or its contents;
 - O. Remove any documents, records, forms, or paper of any kind which is not either in trash cans or clearly marked as trash; and
 - P. Engage in any activity which is not in the best interest of the District Court or is otherwise detrimental to the performance of this contract.

2.2 Should the district court find any janitor undesirable under this contract, it shall immediately notify the Contractor's representative verbally, followed by a written notification to the Contractor, that the particular janitor is undesirable. The Contractor shall be responsible for the conduct of that janitor and liable for any action or inaction of that janitor while performing work under this contract.

4. Security and Registration of Contractor's Employees

3.1 All of the Contractor's employees assigned to this contract must pass a background check and meet the standards of the District Court of Maryland.

3.2 The Contractor's employees are required to be registered with the District Court Designee prior to those employees performing services under this contract. Registration will consist of the Contractor completing a 3"x 5" identification card for each of the employees assigned to this contract. The 3"x 5" identification cards will be supplied by the building manager.

3.3 The 3"x 5" identification card will require the Contractor to provide the following employee information: name, address, phone number, employee's signature and a 1 1/2" x 1 1/2" picture of the employee.

3.4 Failure to provide the requisite identification cards shall result in reductions from payment to the Contractor equal to .0001 of the annual contract cost for each day a card has not been submitted.

5. Daily Sign-in and Sign-out of Contractor's Employees

All the Contractor's janitorial personnel are required to sign in and out of the building.

6. Building Closure

When the building is closed due snow or hazardous conditions, the Contractor shall make every effort to provide janitorial services to the building. Should the Contractor be unable to provide janitorial service to the building, he must notify the District Court Designee that service will not be provided. The Contractor shall not receive payment for any daily task not performed as a result of the building being closed.

7. Communication

The Contractor is required to maintain, on-site, at all times when work is in progress, an individual who represents the Contractor and can communicate in English with the State representatives.

8. Site Visit

A site visit has been scheduled for **Tuesday June 12, 2012 at 10:00am**. Please meet at the District Court of Maryland, located 13400 Dille Drive, Upper Marlboro, Maryland 20772.

9. Contract Type

The resulting Contract (Purchase Order) shall be based on Firm Fixed Price and Time and Material.

10. Contract Term

1. The Contract shall be for a base period of three years beginning July 1, 2012 and ending June 30, 2015. The AOC shall have the sole right to exercise up to three, one-year renewal options at its discretion.

2. Payment

Subject to the performance of services and its acceptance by the AOC, successful respondent may invoice the AOC monthly for all appropriate charges for the service provided. All such charges shall be derived in accordance with the prices originally quoted on the bid work sheet, attached hereto and made a part hereof. In the event that successful respondent is not in default of any of the Contract terms and conditions, then AOC shall cause said invoice to be timely paid.

11. Procurement Officer

The sole point-of-contact for purposes of this RFP prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Karen Hoang, Procurement Officer
Administrative Office of the Courts
Telephone: 410-260-1582
Email: Karen.hoang@mdcourts.gov

12. Form of Response

Proposals must be in writing. Two volumes must be separately prepared and submitted.

Volume I – Technical proposal; must include a written response to the Statement of Work that demonstrates the offeror’s capabilities and experience in providing the required services (with three references), and a corresponding work plan.

Volume II – Price proposal must include the fully loaded fixed price for the specified architectural design services proposed using Attachment A (Price Proposal Form), and a list of fully loaded hourly labor rates for optional services

13. Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 6. no later than 2:00 PM (local time) on **Wednesday June 20, 2012**, in order to be considered.

14. Award Determination

The Contract resulting from this RFP will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State based on the evaluated spectrum of services proposed and price.

- Experience
- Work Plan for this engagement
- Price

Attachment A – Price Proposal Form

Janitorial Service as specified:

District Court of Maryland, located 13400 Dille Drive, Upper Marlboro, Maryland 20772
(2,500 square feet)

TOTAL BASE BID:

\$ _____ x 12 = \$ _____ x 3 years = \$ _____
Month Year

OPTION #1 = \$ _____

Clean and Shampoo Carpeting
Twice Annually

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #: