

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 9224
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 Administrative Office of the Courts (AOC) is seeking to contract for janitorial services to provide part time cleaning services for the Washington County Detention Center, 500 Western Maryland Pkwy, Hagerstown, Maryland 21740.

2. Statement of Work

The contractor shall furnish all labor, equipment and supplies necessary to perform the daily, weekly, and monthly cleaning of the Washington County Detention Center in strict conformance with the standards specified in these detailed specifications. The area to be cleaned consists of approximately 1,582 square feet; actual measurements may be confirmed by interested Offerors.

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

2.2 District Court will not be able to provide janitorial closets for the housing of the Contractor's equipment and supplies.

2.3 District Court will provide space to contractor for storing of supplies.

2.4 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 Hours to be determined by the District Court and the Contractor; however, all work is to be completed by 6:30 P.M. each work day.

2.6 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.

2.6.1 Task: D-1 Empty Trash Cans and Remove Trash

Frequency: Daily

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

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 damped wiped cleaned.
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.

2.6.2 Task: D-2 Refill Paper Towels, Toilet Tissue, Liquid Hand Soap, and Paper Cup Dispenser

Frequency: Daily

Locations: 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.

2.6.3 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.

2.6.4 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.

2.6.5 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.

2.6.6 Task: D-5 Wet mop all tile floors

Frequency: Daily

Locations: All tile areas inside leased space

2.6.7 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.

2.6.8 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.

2.6.9 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.

2.6.10 Task: 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.

2.6.11 Task: W-4 Stripping and Waxing of tile floors

Frequency: Quarterly

Locations: All tile floors inside leased space

STANDARDS:

1. Strip all old wax buildup and residue from floors
2. Thoroughly wash floors
3. Apply two coats of wax to floors

2.6.12 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.

2.6.13 OPTION #1

Task: A-1 Clean and Shampoo Carpeting

Frequency: Twice Annually

Locations: All Carpeted Areas

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.

2.7 Supplies:

1. Contractor shall provide, at no additional cost, all supplies, including all janitorial equipment, paper products, and materials necessary to properly perform the duties under this agreement.
2. Contractor shall provide, at no additional cost, only those sanitary products which are compatible with the machines located at the facility.

2.8 Holidays

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

3. Professional Conduct

While on the District Court premises, all Contractor personnel must adhere to the highest professional and ethics standards, and must not 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. The AOC shall have the sole right to determine unacceptable behavior, and Contractor must remove and replace unacceptable employee immediately.

4. Security and registration of contract's employees

All of the contractor's employees assigned to this contract must pass a background check, by the District Court. At contract award, contractor shall submit the completed Authorization for Access to Records form (Attachment F) for each person scheduled to enter the Courthouse under the contract. While on the Court premises, Contractor personnel must display contractor -issued photo ID badges, that, at a minimum, show company and employee name with employee photograph.

5. Building Closure

In the event of inclement weather, and any other natural disaster that would necessitate the official closing of the District Court facility, the Contractor will suspend its services until the next official open day of the facility

6. 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.

7. Pre-Proposal Conference

A Pre-Proposal Conference is not required (See Attachment B - Floor plan showing the Commissioner's space in Hagerstown)

8. Contract Type

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

9. Contract Term

1. The Contract shall be for a base period of two years beginning November 1, 2013 and ending October 31, 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.

10. 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

11. 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

12. Proposal Closing Date

All proposals must be received via Email to the Procurement Office at the email address listed in Section 10. no later than 2:00 PM (local time) on **Wednesday October 16, 2013** in order to be considered.

13. 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 Washington County Detention Center, 500 Western Maryland Pkwy, Hagerstown, Maryland 21740 (1,582 Square feet)

TOTAL BASE BID:

\$ _____ x 12 = \$ _____ x 2 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 #: