

Request for Proposal

Housing Custodial Services(Federally Funded)

Pre-Offer Conference

Via WebEx

Thursday, August 4, 2022



RFP Timeline

Written Inquiries Due

August 8, 2022, by 4:00 pm

Deadline for Submittals

August 24, 2022, by 2:00 pm

Contract Begins

February 1, 2023

Important Item

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Anything discussed today or at any point in time does not change anything in the RFP.

Only a formal written and issued addendum changes the RFP.

What we are seeking

We are looking for Contractor(s) to provide custodial services for the Housing Department's two Housing facilities and three Senior Housing facilities.

- ▶ The services provided in this contract for the Housing Department will be federally funded in accordance with the HUD requirements.

Term

- ▶ Commencing on or about February 1, 2023
- ▶ Five (5) year period

Pre-requisites

- Must provide custodial services for a minimum of three years
- Offeror will have 15 calendar days to complete and submit a Staffing and Operations Plan, with a work schedule for each location, which includes the Staffing and Operations Plan, the number of workers for each location they employ to complete the services as specified in the scope of work for each location.
- Offeror must have their own equipment and be in full working order to perform all duties.

Evaluation Criteria

EVALUATION CRITERIA	POINTS
1. Operations Plan	450
2. Experience/Qualifications/References	200
3. Quality Assurance Program	200
4. Price Proposal	150
TOTAL POINTS	1000

Scope of Work

Contractor is responsible for keeping the sites clean:

- ▶ Daily cleaning schedule
- ▶ Weekly cleaning schedule
- ▶ Bi-Monthly cleaning schedule
- ▶ Monthly cleaning schedule
- ▶ Ancillary services such as:
 - Carpet and upholstery cleaning, stripping and waxing floors, etc.

Proposal Price

Item No.	Housing Facility Location	Address	Monthly Rate (includes Floor Buffing and Machine Scrubbing)
1.	Family Self Sufficiency Program	810 S. 7th Avenue, Suite 3, 4 & 16, Phoenix, AZ 85007	\$ _____ per month
2.	Emmett Mcloughlin CTEC & FSS	1150 S. 7th Ave, Phoenix, AZ 85007	\$ _____ per month
Group I Total – Items All or None			_____

Item No.	Senior Center Facility Location	Address	Monthly Rate (includes Floor Buffing and Machine Scrubbing)
1.	Sunnyslope Manor	205 East Ruth Avenue, Phoenix, AZ 85020	\$ _____ per month
2.	Fillmore Gardens	802 N 22nd Place, Phoenix, AZ 85006	\$ _____ per month
3.	Maryvale Parkway Terrace	4545 N Maryvale Pkwy, Phoenix AZ 85031	\$ _____ per month
Group II Total – Items All or None			_____

PER OCCURRENCE TASKS (OPTIONAL)			
1.	Additional Requested Services (Hourly labor Rate Per Employee, All Equipment and Supplies Included)	\$ _____	/per Hour
2.	Carpet & Upholstery Cleaning	\$ _____	/ Per Square Foot
3.	Hard Surface Floors	\$ _____	/ Per Square Foot
4.	Power Wash	\$ _____	/ Per Square Foot
5.	Upholstered Furniture/Partitions	\$ _____	/ Per Square Foot
6.	VCT Floors	\$ _____	/ Per Square Foot
7.	Window Cleaning	\$ _____	/ Per Square Foot

- ▶ Awards will be made by Group (Group 1 Housing Facilities and Group 2 Senior Center Facilities)
- ▶ Monthly charges should be based on the specifications for each site which is in the Exhibits
- ▶ Ancillary Charges will not be a final determination in award process.

Proposals

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Submittal Requirements:



E-mail attachment or in-person delivery

- Cover Letter with contact information
- Tab 1 Operations Plan
- Tab 2 Experience and Qualifications
 - Tab 3 Quality Assurance Program
- Tab 4 Submittal Section (pages 73-81)
- Tab 5 Signed Addenda if applicable
- Tab 6 Pricing – Attachment A - Bid

Solicitation Transparency

Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the designated procurement officer and not with any City Staff.

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