



Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Competitive Bid
Request for Proposal
This is Not an Order

Facilities Cleaning Services

Date: February 26, 2018
Site Walk-thru: March 2, 2018
Proposal Due On: March 9, 2018
Return Proposal To: Michael Marcoux, Facilities Maintenance Engineer
Kennebec Valley Community College
92 Western Avenue
Fairfield, Maine 04937

Phone: 207-557-1128

Competitive Bid Request for Proposal

Facilities Cleaning Services

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Competitive Bid Request for Proposal Facilities Cleaning Services

1.0 Introduction

Kennebec Valley Community College (KVCC) is soliciting proposals for facilities cleaning services for its Fairfield Campus located at 92 Western Avenue, Fairfield, Maine. The contractor must be currently in the business of providing cleaning services and able to provide appropriate equipment for cleaning for the duration of the contract.

A detailed explanation of the scope and specifications is contained in **Section 6.0, Scope of Services**. Preference will be given to the proposals conforming to the specifications provided; however, alternate recommendations may be considered. If a vendor chooses to make inquiries on the specifications provided, the rules set forth in **Section 8.0, Interpretation of Contract Documents**, apply. KVCC reserves the right to accept or reject any or all of the proposals received, in part or in whole.

Please refer to **Enclosure 1: Standard Terms and Conditions Applicable to All MCCA Contracts**.

2.0 Background

Kennebec Valley Community College (KVCC) is a comprehensive community college offering technical, career, and transfer education in addition to customized training for businesses and industries in Kennebec, Somerset, Waldo and Knox Counties. The College is located on two campuses in mid-Maine. Its 70-acre main campus in Fairfield, Maine, is reached by taking Exit 132 off Interstate 95. The new 600-acre Harold Alfond Campus is located seven miles north of the Fairfield campus on U.S. Route 201 in Hinckley, Maine.

3.0 Schedule / Modifications

Description	Day/Date	Time
RFP Issued	02/26/2018	
Pre-bid Meeting and Walkthrough	03/02/2018	By Appointment
Proposals Due On	03/09/2018	3:00 P.M. EST
Award Decision & Notification	03/12/2018	

Contacting references may require this period to be extended.

4.0 Examination of Specifications and Schedule

Each bidder or his or her authorized agent is expected to examine the bid specifications, contract documents and all other instructions pertaining to this RFP. Failure to do so will be at the bidder's own risk, and the bidder cannot secure relief on the plea of error in the bid. KVCC reserves the right to accept or reject any and all bids in part or in whole.

5.0 Submission of Bids

The Proposal, which must be signed by a person having proper authority to legally obligate the offering company, along with any additional supporting material, **must be received no later than: March 9, 2018 by 3:00 P.M. (EST).**

All proposals are to be marked "Facilities Cleaning Services" and submitted by mail, email, or delivered to:

Mail proposals to:

Michael Marcoux, Facilities Maintenance Engineer
Kennebec Valley Community College
92 Western Avenue
Fairfield, ME 04937

Or deliver proposals to:

Kennebec Valley Community College
King Hall Maintenance Office #137
92 Western Avenue
Fairfield, ME 04937

Email: mmarcoux@kvcc.me.edu

6.0 Scope of Services and Specifications

The Scope of Services set forth in this Request for Proposal (RFP) represents an outline of the services the College anticipates the successful proposer to perform and is presented for the primary purpose of allowing the College to compare proposals. The precise scope of services shall be negotiated between the College and the successful Proposer.

6.1 Scope

1. Sweep floors. Strip old wax completely from the vinyl composition tile. Wash the floors thoroughly and wipe down the vinyl core base in preparation for the new wax. Apply three coats of quality wax for high traffic areas. Buff to a shine.

The floors to be refinished are:

- a. Frye Hall main hallway at approximately 2,900 Sq. Ft.
 - b. King Hall 1st floor at approximately 2,500 Sq. Ft.
 - c. King Hall 2nd Floor at approximately 3,300 Sq. Ft.
 - d. Carter Hall 1st & 2nd floors main hallway at approximately 3,000 Sq. Ft.
2. Sweep, strip, wash and apply four coats of synthetic floor finish to the Carter Hall Multipurpose Center at 7,200 Sq. Ft.
 3. Clean the following carpets to the best industry practices:
 - a. King Hall Campus Center at approximately 1,400 Sq. Ft.
 - b. Frye Hall Enrollment Services Center at approximately 150 Sq. Ft.
 - c. Frye Rear Entrance at approximately 100 Sq. Ft.
 4. Clean all twenty (20) bathrooms
 - a. Wash walls, fixtures, floors, partitions, doors, and door handles, removing all grime, marks and stains.
 5. All work must be completed by March 17, 2018 to take advantage of Spring Recess. Some weekend work will be needed.

7.0 Contractor's Insurance

The Contractor will be required to carry worker's compensation insurance and liability insurance. Protecting KVCC and the Contractor from all claims of bodily injury or death, and property damage, arising out of work performed under this agreement. The Contractor agrees to carry all insurance required throughout the contract agreement and shall notify KVCC of any cancellations. If cancellation arise the contractor must seek and secure another insurer for coverage of equal value. The contractor agrees to carry at a minimum not less than \$300,000.00 in liability for any individual claim or all claims arising out of a single occurrence. Verification of insurance coverage must be provided by the insurer to KVCC prior to the commencement of work.

8.0 Interpretation of Contract Documents

No oral interpretation will be provided to any bidder as to the meaning of the specifications or other contract documents. Every request for such interpretation shall be made in writing at least three (3) or more days before the proposal due date and submitted to:

Michael Marcoux, Facilities Maintenance Engineer
Kennebec Valley Community College
92 Western Avenue, Fairfield, Maine 04937
or via email at mmarcoux@kvcc.me.edu

Any interpretation made to a bidder will be issued in the form of an addendum to the contract/bid documents which, if issued, shall be sent as promptly as practicable to all persons to whom the specifications have been issued. All such addenda shall become part of the contract/bid documents.

9.0 Bid Review and Evaluation

The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College.

1. Evaluation Method

- A. Specifications Match
- B. Suitability
- C. Contractor experience in facility cleaning
- D. Total Price (including any and all discounts)

10.0 Preparation of Bids

KVCC seeks the proposal that meets the specifications noted in this RFP. KVCC will review all proposals. The bidder shall include with the proposal any terms and conditions specific to their proposal.

Each valid proposal shall include:

- The contractor's name(s)
- Contact information (Address, phone, Fax, Email)
- Company quote with detailed specifications and pricing.
- Company specific terms and conditions

11.0 Withdrawal of Bids

All proposals must be valid for at least ten (10) days after the proposal due date, after which time proposals shall expire unless the proposer had been notified and agrees to an extension.

KVCC reserves the right to modify or withdraw this invitation, to reject any or all proposals, and to terminate any subsequent negotiations at any time. KVCC also reserves the right to choose the proposal that best meets the needs of its facilities.

12.0 Taxation and Compliance

MCCS d/b/a KVCC is an educational institution organized under the laws of the State of Maine and so its purchase of goods is exempt from state, federal, and local sales and use taxes. The successful bidder agrees to comply with all applicable federal, state and local statutes, laws, codes, rules, regulations, ordinances and orders in the performance of the Contract.

Dated:
February 26, 2018

By:
Kennebec Valley Community College
Michael Marcoux, Facilities Maintenance Engineer
92 Western Avenue
Fairfield, Maine 04937

Enclosure: 1. Standard Terms and Conditions applicable to All MCCS Contract

February 26, 2018

Kennebec Valley Community College
Competitive Bid Request for Proposal
Facilities Cleaning Services
Enclosure 1

**NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL KVCC CONTRACTS**

The following Kennebec Valley Community College (KVCC) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of KVCC. These terms and conditions derive from the public nature and limited resources of KVCC.

KVCC DOES NOT AGREE TO:

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those KVCC already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to KVCC policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with KVCC, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between KVCC and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of KVCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize KVCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless KVCC in any and all legal actions that seek to compel KVCC to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between KVCC and your entity.