



Request for Proposals

**For Janitorial Services
at the Virginia Workforce Center in Woodbridge, Virginia**

**ADVERTISED: February 16, 2010
DUE: March 19, 2010 5:00 p.m. (EST)**

The *SkillSource* Group, Inc.
8300 Boone Blvd., Suite 450
Vienna, VA 22182
(703) 752-1606
www.myskillsource.org

Table of Contents

Introduction.....	3
Background.....	3
RFP Response Format.....	4
Scope of Services to be Provided by Respondent(s).....	4
Submission of Proposals.....	5
Insurance.....	6
Monitoring.....	8
News Releases by Contractors.....	8
Access to and Inspection of Work.....	8
Evaluation Process.....	9
Contract Award and Details.....	9
Attachments.....	
Attachment A Scope of Requested Janitorial Services	11-12
Attachment B Virginia Workforce Center in Woodbridge, Virginia Floor Plan	13

1.0 Introduction

The *SkillSource* Group, Inc. (SSG), the non-profit operating arm of the Northern Virginia Workforce Investment Board (NVWIB), provides a variety of workforce and economic development services and support to Northern Virginia businesses and residents. These services include a broad range of activities which offer Northern Virginia's workforce the skills, knowledge, and abilities needed to succeed in a growing and robust economy. SSG is issuing this Request for Proposal (RFP) to organizations interested in delivering janitorial services at the Virginia Workforce Center in Woodbridge, Virginia, located at 13370 Minnieville Road, Woodbridge, Virginia 22192.

SSG is the tenant for the new Virginia Workforce Center in Woodbridge, Virginia, which is comprised of multiple State and local workforce and education agencies, including the Virginia Employment Commission, the Virginia Department of Rehabilitative Services, Northern Virginia Community College, SSG and the Northern Virginia Workforce Investment Board, Prince William Public Schools Adult Education, and Job Corps. Other partner organizations may be added in the future. There currently is 38 professional staff assigned to the Center, which is expected to serve approximately 10,000-12,000 customers during the current fiscal year.

1.1 Solicitation

SSG hereby solicits proposals, using a competitive bid process, for the procurement of janitorial services at the Virginia Workforce Center in Woodbridge, Virginia, located at 13370 Minnieville Road, Woodbridge, Virginia 22192. This RFP does not commit SSG to accept any proposal submitted, nor is SSG responsible for any costs incurred by the Respondents in the preparation of responses to this RFP. The scope of the daily, monthly, semi-annual and annual janitorial services and responsibilities sought through this competitive bidding process are outlined in Attachment A.

SSG reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, and to award the contracts in whole or in part as is deemed to be in the best interest of SSG. SSG reserves the right to negotiate with any Respondent after proposals are reviewed, if such action is deemed to be in the best interest of SSG.

1.2 RFP Release, Timeline and Questions

Beginning February 16, 2010, the RFP will be available for download from SSG's website at www.myskillsource.org. If you have difficulty downloading the proposal, or have any questions regarding this proposal, please contact SSG at (703) 752-1606 or at david.hunn@myskillsource.org

Submittal of Proposals

To be considered for this contract(s), one (1) original and five (5) signed and completed copies of the proposal are due to be delivered no later than 5:00 pm EST on March 19, 2010 to:

The *SkillSource* Group, Inc.
Attention: David Hunn
8300 Boone Blvd., Suite 450
Vienna, VA 22182

All proposals received after that date and time will not be considered and will be returned to the Respondent.

2.0 Background

The Northern Virginia Workforce Investment Board (NVWIB) is one of the largest local workforce boards, based on population, in the Commonwealth of Virginia. It serves over 1.7 million residents and nearly 20,000 businesses in Fairfax, Loudoun, and Prince William counties, and the cities of Fairfax, Falls Church, Manassas and Manassas Park. The NVWIB and its not-profit operating arm, the *SkillSource* Group, Inc. (SSG), have been established to oversee operations of One-Stop Employment Centers and the Workforce System throughout Northern Virginia. The Centers were developed to bring together employment and training services that work with all people in one place and make it easier for job seekers and employers to use these services. Businesses can utilize the Northern Virginia *SkillSource* Centers for recruiting, hiring and retaining an outstanding workforce. In FY 2009, Northern Virginia *SkillSource* Centers were visited by over 65,000 adults seeking to enter the workforce or to upgrade their skills for a better job and are projected to serve over 77,000 jobseekers during FY 2010. The Virginia Workforce Center in Woodbridge, Virginia, part of a new network of Comprehensive Workforce Centers throughout the Commonwealth of Virginia, is comprised of multiple State, local and nonprofit workforce and education agencies. It is expected to serve approximately 10,000-12,000 customers during the current fiscal year.

3.0 RFP Response Format

3.1 Instructions

All proposals should clearly demonstrate the Respondent's interest in and ability to provide the proposed janitorial services. The narrative of the response should be no longer than **five (5) double-spaced pages**, excluding cover page, table of contents, executive summary, and attachments. Brief proposals are welcome.

3.1.1 Formatting Requirements

In order to simplify the review process and obtain the maximum degree of comparison, each proposal shall be organized as follows:

- Font size: 12 point
- Font style: Times New Roman
- Line spacing: Double spaced
- Margins: One-inch margins on all sides
- Pages: Single sided
- Page number: Centered at the bottom of each page
- Language: English
- Other: Proposals should not be placed in binders or folders; use one staple or paper clip in the upper left hand corner to secure all pages.

3.1.2 Table of Contents

Include a table of contents that identifies the material in the proposal by section and page number.

3.1.3 Executive Summary

The executive summary shall provide a brief overview of the proposal not to exceed one (1) single-spaced page.

3.1.4 Narrative

Description of services shall not exceed **five (5) double-spaced pages**, excluding cover page, table of contents, executive summary and attachments.

4.0 Scope of Services to be Provided by Respondent(s)

4.1 Refer to Attachment A for Complete Scope of Requested Janitorial Services.

5.0 Submission of Proposals

5.1 Respondent(s) must complete and submit a two-part proposal consisting of a Technical Proposal and a Business Proposal.

5.2 The Technical Proposal should be concise, yet complete. The Technical Proposal shall include the following:

- a. Name and address of the Respondent or company, and if a corporation, when and where incorporated as well as appropriate Federal, State and County Tax ID numbers.
- b. Demonstrated understanding of the need and the Respondent's proposed work plan or strategy for accomplishing the tasks identified in Section 4, Scope of Services to be provided by Respondent(s).
- c. Description of past experience in providing janitorial services. Respondent should provide a list of references familiar with Respondent's

past work.

- d. Demonstrated awareness of the difficulties in the completion of the work and a plan for surmounting them.
- e. A description of the organization and staff experience in providing the services requested. Include resumes of key staff and clearly identify how they will contribute to the provision of services, including their relationship to the contracting organization (full-time, part-time, consultant) and amount of time to be devoted to the project.

5.3 The Business Proposal shall contain the justification for the cost of the service. It shall also contain data adequate to establish the reasonableness of the proposed costs. Delineate personnel costs, travel, supplies, equipment or other expenses, as appropriate. Respondent(s) will be evaluated on their ability to offer high quality services while keeping costs reasonable for the services provided. Include the following:

- a. The total cost of the services to SSG per hour, per day and per month of services. Include a price breakdown of direct labor and labor overhead costs, including number of man-hours and application actual and average hourly rates, overhead rate and supporting schedule.
- b. Any incentive price breaks, discounts or free additional services.

6.0 Insurance

6.1 The Contractor will be responsible for its work and every part thereof, and for all materials, tools, equipment, appliances, and property of any and all description used in connection therewith whether owned by the contractor or by SSG. The contractor assumes all risks of direct and indirect damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the contract, or in connection in any way whatsoever with the contracted work.

6.2 The Contractor shall, during the continuance of all work under the Contract provide the following:

- a. Maintain statutory Worker's Compensation and Employer's Liability insurance in limits of not less than \$100,000 to protect the Contractor from any liability or damages for any injuries (including death and disability) to any and all of its employees, volunteers, or subcontractors, including any and all liability or damage which may arise by virtue of any statute or law in force within the Commonwealth of Virginia, or which may be hereinafter enacted.

- b. The Contractor agrees to maintain Comprehensive General Liability insurance in the amount of \$1,000,000 per occurrence, to protect the contractor, its subcontractors, and the interest of the NVWIB/SSG, against any and all injuries to third parties, including bodily injury and personal injury, wherever located, resulting from any action or operation under the contract or in connection with contracted work. The General Liability insurance shall also include the Broad Form Property Damage endorsement, in addition to coverage for explosion, collapse, and underground hazards, where required.
- c. The Contractor agrees to maintain owned, non-owned, and hired Automobile Liability insurance, in the amount of \$1,000,000 per occurrence, including property damage, covering all owned, non-owned borrowed, leased, or rented vehicles operated by the Contractor. In addition, all mobile equipment used by the Contractor in connection with the contracted work will be insured under either a standard Automobile Liability policy, or a Comprehensive General Liability policy.
- d. The Contractor agrees to maintain insurance in the amount of \$1,000,000 to cover each individual staff.
- e. The Contractor agrees to maintain liability insurance in the amount of \$1,000,000 to cover its operations.
- f. Liability insurance may be arranged by General Liability and Automobile Liability policies for the full limits required, or by a combination of underlying Liability policies for lesser limits with the remaining limits provided by an Excess or Umbrella Liability policy.
- g. The Contractor agrees to provide insurance issued by companies admitted within the Commonwealth of Virginia, with the Best's Key Rating of at least A: VI.
- h. The only exceptions to this are insurers of the London Syndicate and other recognized British and European insurers who are not rated by Best Guide.

Hold-harmless and Indemnification: Contractor shall indemnify, keep and save harmless SSG, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, costs and expenses which may otherwise accrue against SSG in consequence of the granting of a contract or which may otherwise result therefore, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in conjunction

therewith; and if any judgment shall be rendered against SSG in any such action, the Contractor shall, at his or her own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend SSG as herein provided.

The Contractor will provide an original, signed Certificate of Insurance and such endorsements as prescribed herein, and shall have it filed with the NVWIB/SSG before any work is started.

- i. If the Contractor delivers services from a SSG-leased facility, the Contractor is required to carry personal property insurance on all equipment installed and maintained on the premises.

6.3 No change, cancellation, or non-renewal shall be made in any insurance coverage without a forty-five day written notice to SSG. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments until the new certificate is furnished.

6.4 Precaution shall be exercised at all times for the protection of persons (including employees) and property.

6.5 SSG, its employees and officers shall be named as an additional insured in the Automobile, General Liability and Professional Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage is primary to all other coverage SSG may possess.

6.6 If an "ACCORD" Insurance Certificate form is used by the Contractor's Insurance agent, the words, "endeavor to" and "... but failure to mail such notice shall impose no obligation or liability of any kind upon the company" in the "Cancellation" paragraph of the form shall be deleted.

7.0 Monitoring

7.1 SSG staff may institute such monitoring activities as are reasonably needed to ensure that this contract is performed in accordance with its provisions.

8.0 News Releases by Contractors

8.1 SSG does not endorse the products or services of a contractor. News releases concerning any resultant contract from this solicitation will not be made by a contractor without the prior written approval of SSG.

9.0 Access to and Inspection of Work

9.1 SSG staff shall, at all reasonable times, have access to the work being performed under this agreement, wherever it may be in progress or preparation.

10.0 Evaluation Process

10.1 A Review Panel assembled by SSG will evaluate proposals as described in the following table:

Criterion	Weighted %
Cover page (1 page limit)	0%
Table of Contents (1 page limit)	0%
Executive Summary (1 page limit)	0%
Overall quality of the Technical Proposal	40%
Experience of the Respondent in	15%
Reasonableness of Business Proposal	45%

10.2 Upon receipt of the Technical and Business proposals, the Review Panel will evaluate the responses and rank the Respondent(s). SSG reserves the right to waive any informalities and to reject all proposals in whole or in part.

11.0 Contract Award and Details

11.1 The period of this contract shall be from the contract award date through June 30, 2011. This contract may be renewed, upon agreement of both parties, for an additional four (4) one-year renewals.

11.2 The subsequent contract will be a contract based on an agreed-upon hourly rate. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of this initial contract. Any additional work will be discussed in the future and price will be negotiated at that time.

11.3 Payments will be made by SSG to the Contractor after acceptance of a properly completed invoice. The Invoices should be sent to the following address no later than 15 days after the last day of the month that services took place.

The *SkillSource* Group, Inc.
8300 Boone Boulevard
Suite 450
Vienna, VA 22182
ATTN: David Hunn, President and CEO

Payment will be made by SSG within 30 days of receipt of completed invoices from the Contractor.

12.0 Attachments

The following attachments are included in this RFP:

Attachment A	Scope of Requested Janitorial Services
Attachment B	Virginia Workforce Center in Woodbridge, Virginia Floor Plan

Additional Details

Addenda to this Request for Proposal

SSG may, at any time, by written order, require changes in the services to be performed by the Respondent. If it becomes necessary to revise any part of this RFP, an addendum will be posted on SSG's website. Any clarification, including responses to questions, will become an addendum to the RFP.

Right to Cancel

SSG reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. SSG also reserves the right to modify the RFP process and timeline as deemed necessary.

Attachment A

**Virginia Workforce Center in Woodbridge, Virginia
JANITORIAL SPECIFICATIONS**

DAILY

Empty Trash
Recycle All Paper and Plastics Accepted By Prince William County
Vacuum Carpet
Remove Spots/Spills from Floors
Remove Visible Debris/Litter from Floors and Loading Docks/Platforms
Spot Clean Tables
Straighten Chairs – Furniture
Turn Off Lights
Clean Drinking Fountains

DAILY RESTROOM CLEANING SPECIFICATIONS

Sinks
Floors
Counters
Trash Receptacles
Toilets/Urinals
Dispensers
Doors
Spot Clean Walls
Spot Clean Partitions
Sweep and Damp Mop Floors

WEEKLY

Dust Desks and Computer Monitors (Will Not Move Anything on Desk)
Vacuum/Sweep Entrances, Lobbies, Corridors and Stairs
Spot Clean Wastebaskets
Clean Telephones
Dust File Cabinets, Partitions and Bookshelves
Spot Clean Chairs
Spot Clean Doors
Clean Tables
Spot Clean Pictures and Surfaces Above 5 Feet
Dust Window Sills, Ledges and Radiators
Spot Clean Side Light Glass

MONTHLY

Clean Light Fixtures and Vents
Clean Walls, Switch Plates and Baseboards
Clean Wastebaskets
Clean Chairs
Clean Doors
Clean Tables
Dust Lights
Dust Pictures and Surfaces Above 5 Feet
Clean Ceiling Vents
Clean Walls
Clean Partitions

ONCE EVERY FOUR MONTHS

Clean Metal and/or Marble Surfaces in Lobbies

TWICE A YEAR

Wash all Interior and Exterior Windows and Other Glass Surfaces

YEARLY

Wipe All Blinds with Damp Cloth

FLOOR CARE SPECIFICATIONS

Daily

Vacuum Carpets
Remove Spots/Spills from Floors
Remove Visible Debris/Litter from Floors

WEEKLY

Burnish Polished Surfaces
Spot Clean Carpet

MONTHLY

Scrub Restroom Floors
Scrub and Recoat Copy Room Floors
Scrub and Recoat Kitchenette Floors

YEARLY

Strip and Refinish all Vinyl Tile
Shampoo All Carpets in Office Areas, Corridors, Lobbies and Other Non-Public Areas

