



Procurement Division
Public Services Building
2051 Kaen Road
Oregon City, OR 97045
(503) 742-5444 (Office)

REQUEST FOR QUOTES (RFQ) #2017-38

Issue Date: July 26, 2017

Project Name:	Sandy Clinic Janitorial Services		
Quote Due Date/Time:	August 10, 2017, 2:00 PM		
Mandatory Walkthrough:	August 3, 2017, 2:00 PM		
Analyst:	Patricia Bride	Phone:	(503) 742-5447
		Email:	pbride@clackamas.us

**SUBMIT QUOTES VIA EMAIL TO PROCUREMENT@CLACKAMAS.US
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
“SANDY CLINIC JANITORIAL SERVICES” IN THE SUBJECT LINE**

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County travel reimbursement policy in effect at the time the expense is incurred.

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page (www.clackamas.us/bids/index.html) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Contract Analyst named above.

2. SCOPE

The purpose of this RFQ is to contract for janitorial services for the Sandy Medical Clinic, located at 38872 Proctor Blvd., Sandy, OR 97055. A detailed list of services is outlined in Attachment A – Clackamas County Building Cleaning / Task Schedule. The resulting contract term will be for five years ending June 30, 2022. The County Facilities Management department will be the contract administrator of the resulting contract.

Work can be performed prior to the clinic opening in the morning or after the clinic closes in the evening, barring any special sessions or evening meetings. The clinic is open Monday – Thursday 8:00 AM to 6:30 PM. Services for the first floor of the facility must be conducted five (5) days a week, either evenings Sunday – Thursday or mornings Monday – Friday. Services for the second floor should be conducted three (3) times a week.

Attendance at a Mandatory Pre-Quote Walkthrough is required to be eligible to quote on this opportunity. The Mandatory Pre-Quote Walkthrough will be conducted at 38872 Proctor Blvd., Sandy, Oregon 97055 on August 3, 2017 at 2:00 PM. Attendance will be documented through a sign-in sheet.

The selected vendor shall be required to provide all necessary labor, equipment and supplies necessary to provide the services outlined in Attachment A. The County requires that vendors use

only authorized “Green” cleaning products. Any exception to the “Green” cleaning product requirement must be authorized in writing by the Facilities Management authorized representative.

The vendor and any employees that are authorized to perform services within the Clinic must pass a criminal background check.

The fee shall be on a fixed monthly amount inclusive of all of the services and requirements in this RFQ. The fee shall be fixed for each County fiscal year (July 1 – June 30), however, the Contractor shall be permitted to request an increase in the fixed monthly fee thirty (30) days prior to the start of the new County fiscal year. Any such requested increase shall not exceed the corresponding change in the Portland Consumer Price Index for All Urban Consumers (CPI-U) for the previous fiscal year.

Quoters shall also provide an hourly rate for any on-call or special cleaning services.

Note: No subcontracting of any portion of the work outlined in this RFQ will be accepted due to security concerns.

3. Sample Contract: Submission of a Quote in response to this RFQ indicates Quoter’s willingness to enter into a contract containing substantially the same terms of the Professional Services contract, which can be found at: <http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ.

The applicable Sample Goods & Services Contract in this RFQ can be found at <http://www.clackamas.us/bids/terms.html>

Goods & Services Contract (unless checked, item does not apply)

☐ Travel Expense Reimbursement is Authorized

4. Quote

Quotes should be short and concise with the following information:

- A. Company experience in these types of projects;
- B. Monthly Fixed Fee;
- C. Hourly Rate for On-Call or Special Cleaning Services – Describe what is included; and
- D. References

5. Evaluation

The quote received from the lowest responsive responsible Quoter will be awarded a contract. The "lowest responsive responsible Quoter" is the lowest Quoter who has substantially complied with all requirements of the Request for Quote and who can be expected to deliver promptly and perform reliably in the determination of Clackamas County.

CLACKAMAS COUNTY CERTIFICATIONS
RFQ #2017-38

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

SECTION II. NON-DISCRIMINATION

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name: _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: _____

Oregon Business Registry Number: _____

CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Clackamas County via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE (www.clackamas.us/bids/index.html) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of the Clackamas County Goods and Services Contract, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Clackamas County Goods and Services Contract (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ via email, mail or in person; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- 6. METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 7. QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.

**ATTACHMENT A
CLACKAMAS COUNTY
BUILDING CLEANING / TASK SCHEDULE**

Clackamas County Building Cleaning / Task Schedule

Sandy Clinic - First Floor Service 5 days a week

Sandy Clinic - Second Floor Service 3 days a week

LOBBIES, PUBLIC CORRIDORS, STAIRWELLS, AND ELEVATOR CABS	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED
Empty and damp wipe all waste receptacles, replace liners as needed; inspect daily							X
Empty and damp wipe all recycling receptacles as needed, replace liners as needed; inspect daily							X
Dust mop all areas using a treated mop	X						
Spot clean all vertical surfaces	X						
Clean and dust all horizontal surfaces within 72" in height		X					
Sanitize and polish all drinking fountains	X						
Clean and polish all metal bright work		X					
Spot clean all walls, doors, light switches, control panels, thresholds and elevators as needed; inspect daily							X
Vacuum all carpeted areas	X						
Vacuum all upholstered furniture		X					
Dust all low reach areas including baseboards and ledges		X					
Detail vacuum / edge all areas		X					
Vacuum all ceiling and wall air grills			X				
Wash all ceiling and wall air grills				X			
Spot mop all resilient floor (Marmoleum) surfaces	X						
Complete mop all resilient floor surfaces		X					
Dust blinds			X				
Spot clean with extractor or spotting agent all carpet spots and spills							X
Spot clean all upholstered furniture and fabric partitions		X					
Clean door glass and relight glass, reception / counter glass, interior glass of lobbies	X						
Dust all office furniture and equipment within 72" height		X					

LOBBIES, PUBLIC CORRIDORS, STAIRWELLS, AND ELEVATOR CABS	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED
Sanitize phone receivers		X					
Dust around and behind office equipment		X					
Clean window sills and ledges		X					
Wipe down countertops, tables with disinfectant	X						
Wipe down non-upholstered lobby furniture with disinfectant	X						
Clean visible marks / prints from interior of windows		X					
Dust lamps, side tables		X					
Clean washable furniture and equipment with disinfectant cleaner			X				
Dust all high reach areas (above 72")		X					

REST ROOMS, LOCKER ROOMS, SHOWER ROOMS	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED
Empty trash, replace liners and clean outside of containers	X						
Vacuum all carpeted areas	X						
Clean, disinfect all rest room, locker room fixtures (i.e. toilet, urinals, sinks, etc.)	X						
Clean, disinfect all rest room partitions, walls and doors		X					
Clean and fill all dispensers	X						
Spot clean walls	X						
Clean and sanitize all floors	X						
Clean grout			X				
Polish all metal bright work		X					
Dust all blinds			X				
Clean all glass and mirror	X						

Sweep all floors	X						
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CONFERENCE ROOMS, MEETING ROOMS, AND COMMON / GENERAL USED AREAS	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED
Empty trash, replace liners and clean outside of containers; inspect daily							X
Empty and damp wipe all recycling receptacles as needed, replace liners as needed; inspect daily							X
common areas, general use and conference room areas with a disinfectant cleaner	X						
Clean glass in interior windows, doors and re-lights; inspect daily; clean as required	X						
Sanitize phone receivers		X					
Dust all furniture, equipment and accessories							
Vacuum all carpeted areas		X					
Detail vacuum / edge all carpeted areas		X					
Spot clean all vertical surfaces; inspect daily							X
Vacuum all ceiling and wall air grills			X				
Wash all ceiling and wall air grills				X			
Dust all blinds			X				
High dust all surfaces over 72"			X				
Low dust all surfaces including baseboard and ledges		X					
Spot clean with extractor or spotting agent all carpet spots and spills; inspect daily							X
Spot clean all upholstered furniture and fabric partitions			X				
Dust around and behind office equipment			X				

OFFICES AND OFFICE CUBICLE AREAS	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED
Empty all trash (no trash pick up in the PSB and DSB only)	X						
Office and cubicle recycling to be performed by employees	X						

Damp wipe all waste and recycle receptacles, replace liners as needed; inspect daily; empty as required (not in PSB or DSB)	X						
Wipe down countertops and tables with a disinfectant cleaner	X						
Clean glass in interior windows, doors and relights; inspect daily; clean as required	X						
Sanitize phone receivers		X					
Dust all furniture, equipment and accessories		X					
Vacuum all carpeted areas		X					
Detail vacuum / edge all carpeted areas		X					
Spot clean all vertical surfaces; inspect daily	X						
Vacuum all ceiling and wall air grills			X				
Wash all ceiling and wall air grills				X			
Dust all blinds			X				
High dust all surfaces over 72"			X				
Low dust all surfaces including baseboard and ledges		X					
Spot clean with extractor or spotting agent all carpet spots and spills; inspect daily		X					
Spot clean all upholstered furniture and fabric partitions			X				
Dust around and behind office equipment			X				

FLOOR CARE	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED
Spot clean all carpet areas; inspect daily							X
Sweep and damp mop floors	X						
Clean carpets in lobbies, hallways and high traffic areas			X				
Complete strip and wax all vinyl and tile floor				X			
Complete strip and reseal all resilient floors (Marmoleum)							X
Clean carpets in offices, meeting rooms and conference rooms				X			

EATING AREAS	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED
Damp clean and sanitize tables, chairs, counters, appliance exteriors, cupboards frons and tops	X						
Empty all containers and disposals - Wash and sanitize interior and exterior of all containers	X						
Empty and damp wipe all recycling receptacles as needed, replace liners as needed	X						
Clean and disinfect sinks	X						
Mop floors with disinfectant cleaner	X						
Vacuum carpet areas	X						
Clean and fill all dispensers	X						
Low dust all surfaces below 72" including baseboard and ledges	X						
High dust all surfaces over 72"		X					

Miscellaneous	DAILY	WEEKLY	MONTHLY	QUARTERLY	SEMI-ANNUAL	ANNUAL	AS NEEDED
Empty and clean exterior ashtrays and trash receptacles in or near exterior doors	X						
Clean and sweep all exterior entry areas, doorways, walk off mats and vestibules of cobwebs, trash and debris	X						

Clean lens covers on all light fixtures					X		
Check building log book and make corrections	X						
Notify Facilities Management of any irregularities (defective plumbing, lights out, unlocked doors, etc.)	X						
Turn off all lights except those to be left on, close and latch windows and lock all doors	X						