

**Request for Proposal (RFP)**

**19-11-SEA-01**

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**Submission Deadline**

**9/5/2018**

**4:00PM Local Time**

**Prepared by Cochise County**

**Procurement Department**



**On behalf of the Cochise County**

**Southeastern Arizona Communications Center (SEACOM)**

**For Janitorial Services**

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## 1.0 INTENT

Cochise County (“County”) is issuing this Request for Proposal (“RFP”) to obtain competitive vendor pricing in the open market for the completion of janitorial services, in compliance with A.R.S. §41-2534 concerning competitive sealed proposals. This solicitation may result in an award to a single vendor, however, the County reserves the right to award to multiple vendors, if determined to be in the best interest of the County.

The County hereby invites competent vendors to submit proposals. Submissions received before the closing deadline will be evaluated in accordance with Section 8.0 – Evaluation Criteria (below). Submissions should include only pricing and relevant information pertaining to Section 8.0 – Evaluation Criteria. All documentation and data submitted by any vendor shall be in accordance with section 5.0 – Preparation of Response/Required Content and will be handled in accordance with the Arizona State Statutes applying to Library, Archives and Public Records.

This solicitation includes additional documentation specific to this requirement. See any attached documents for examples of the additional requirements and specifications. The County expects any potential contractors to adhere to the outlined requirements and specifications throughout the life cycle of this requirement and shall enforce standards, terms and conditions contained within any documentation within this solicitation and any supporting documents. Any deviations from these requirements must be specifically outlined within the submission and an alternate must be proposed.

**The preferred method of communication is through the County e-procurement website:**  
<https://cochise.bonfirehub.com>.

**Inquiries can also be made via email to the following personnel:**

**Brandon L. Morrison**  
**Contracts Administrator**  
**Cochise County Procurement Department**  
**1415 Melody Lane, Bldg. C**  
**Bisbee, AZ 85603**  
**Office: (520) 432-8391**  
**Fax: (520) 432-8397**  
[BMorrison@cochise.az.gov](mailto:BMorrison@cochise.az.gov)

**Do not contact any other County departments or other County staff directly.** Information provided by personnel other than the above contact may be invalid, and proposals that are submitted in accordance with such information may be declared non-responsive.

## **2.0 SCOPE OF WORK**

The Contractor shall provide all labor, materials, transportation, and technical expertise needed to successfully accomplish the required work outlined within Attachment 2 – Scope of Work to the County’s satisfaction.

## **3.0 PURPOSE**

The County, through this solicitation, requests that vendors submit proposals for the work to be completed in section 2.0 - Scope of Work. The County is not required to make an award based on any information contained within this solicitation. However, the County does anticipate that it will award to the most responsive and responsible firm that best meets the County’s needs. The evaluation criteria will be based on “Best Value”, and these criteria may, but will not be limited to, pricing and other relevant factors as outlined within section 8.0 – Evaluation Criteria.

## **4.0 APPROVAL**

No award will be made to any vendor without prior approval from the Cochise County Board of Supervisors. The County reserves the right to advertise and process this solicitation up to the time of award and makes no promises or guarantees of an award to any vendor without prior approval from the Cochise County Board of Supervisors.

## **5.0 PREPARATION OF RESPONSE – REQUIRED CONTENT**

Each response to this solicitation will be considered a proposal submission and shall contain the requested information, as outlined within this document and its attached documents. Failure to meet all of the specifications and requirements may result in rejection of your submission or an unsuccessful offer. Additional information may be provided but should be succinct and relevant to the requested information contained within this solicitation, and should not include pricing data, unless relevant to the requested documentation required herein. Excessive and/or extraneous information will not be considered favorably.

### **5.1 All submittals shall, in the order given, contain the following elements:**

#### **5.1.1 Proposals shall include the following information:**

- A. Appendix A – Vendor Response Cover Letter - This document shall be filled out in its entirety and signed by an authorized agent of the Firm;
- B. Technical Ability – A summary which outlines the vendors ability to fulfill the requirements of both Section 2.0 – Scope of Work and Attachment 2 – Scope of Work.
- C. Past Performance – A summary and chronological listing of previous experience/past performance that is relevant and recent (within the last 5 years) that will outline the vendors previous experience in performance of related work; and
- D. Sub-Contractor Listing - A list of qualified sub-contractors your firm intends to use, if any, as well as a list of qualifications for those firms, if applicable.

## 6.0 SUBMISSION INSTRUCTIONS

6.1 Vendors interested in submission for this requirement shall register at the County's e-procurement HUB located at the following link:

<https://cochise.bonfirehub.com/portal/?tab=login>

6.2 Submissions for this solicitation shall be made online at the following link:

<https://cochise.bonfirehub.com/opportunities/private/addc50363772a65514716ed32c8fc046>

6.3 Faxed and hard copy submissions will not be accepted.

6.4 Submissions delivered to any location, electronically or otherwise, other than the above will not be considered duly delivered. The County shall not be responsible for re-routing submissions delivered to a person or location other than as specified above.

6.5 All submittals, whether selected or rejected, shall become the property of the County and will not be returned.

6.6 The County reserves the right to waive minor defects and/or irregularities in submittals and shall be the sole judge of the materiality of any such defect or irregularity. Further, the County reserves the right to contact vendors regarding any ambiguities it considers to be major, and for the respondent of any such defected submission to correct and resubmit, with or without, any extension to the offer due date.

6.7 The County reserves the right to open negotiations with all vendors which have been evaluated as most advantageous to the County's requirements. Additionally, the County reserves the right to clarify errors or omissions in order to gain further information, or correct minor ambiguities within the offer.

## 7.0 FEDERAL REGULATORY REQUIREMENTS

Prior to the award of any contract including Federal grant money, vendors must be registered with the Federal System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov), and remain active during the life of the Project. Vendors must not be debarred at any time during the life of the contract. If vendors become debarred at any point during the life of the contract, the County reserves the right to cancel the contract for cause, upon issuance of a modification for termination.

## **8.0 EVALUATION CRITERIA**

The County will use the following evaluation criteria to determine whether a firm can meet the County's needs. An evaluation committee will score each firm. The Evaluation Committee will be composed of the Procurement Department and the Facilities Management Department. The maximum possible score is 100. Scoring will be broken down according to the importance of the criteria, and by own scoring weights, as assigned below.

- A - Pricing Evaluation (50 pts)
  - A-1 - Base Year Pricing (10 pts)
  - A-2 - Option Year 1 Pricing (10 pts)
  - A-3 - Option Year 2 Pricing (10 pts)
  - A-4 - Option Year 3 Pricing (10 pts)
  - A-5 - Option Year 4 Pricing (10 pts)
  
- B - Technical Proposal Evaluation (50 pts)
  - B-1 - Technical Ability (25 pts)
  - B-2 - Past Performance (25 pts)

## **9.0 SELECTION PROCEDURES**

Responsive submissions will be reviewed only on a firm's ability to meet the minimum requirements outlined in section 2.0 – Scope of Work and any relevant attachments, and weighing the information provided by the vendor as outlined in Section 5.0 – Preparation of Response – Required Content, against Section 8.0 – Evaluation Criteria. The Evaluation Committee will select those vendors who score above 80 points on the evaluation of their proposal, in order to open negotiations. Vendors who score less than 80 total points, but above 50 may still be considered for award, upon written determination of the Procurement Department. Vendors scoring less than 50 points will not be considered and will be deemed as unqualified for award.

The County reserves the right to reject any or all submissions, to waive minor irregularities in said submissions, or to negotiate minor deviations with the successful firm. Any submissions which are not submitted by the date and time specified within this RFP will be considered late. Late proposals may be used by the County, if the Evaluation Committee determines, in writing, accepting the late technical proposal will be in the best interest of the County.

## **10.0 ATTACHMENTS**

The following documents are attached to this solicitation and all information contained within shall be as if it were written directly into this solicitation:

- Attachment 1 – Terms and Conditions
- Attachment 2 – Scope of Work
- Attachment 3 – Submission Instructions
- Appendix A – Vendor Submission Form

**11.0 AUTHORITY**

The undersigned personnel are authorized to release the information contained within their submittal and has the authority to contractually bind and enter into agreements for their firm. All information submitted by the Firm shall conform to the requirement as outlined out by this solicitation, its attachments and/or appendices, unless otherwise proposed to the County, as mutually agreed.

**VENDOR**

  
\_\_\_\_\_  
Signature

9/4/18  
\_\_\_\_\_  
Date

Paul Kiper  
\_\_\_\_\_  
Printed Name

Spokane Commercial Cleaning Services, LLC  
\_\_\_\_\_  
Firm Name