

KANSAS CITY, KANSAS COMMUNITY COLLEGE

Request for proposals

Issued Date: April 27, 2023

Sealed proposals will be received by the close of business on May 19, 2023 for the following:

Interior Cleaning Services at Technical Education Centers for KCKCC

All questions regarding this RFP and the program it represents must be submitted in writing via email to the following Contact Person:

Linda Burgess, Purchasing Specialist
Kansas City Kansas Community College, 7250 State Avenue, Kansas
City Kansas 66112
Finance Department, Jewell Building
Email: lburgess@kckcc.edu

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service in accordance with all terms and conditions specified herein. Please type or print the information below.

Respondent is REQUIRED to complete, sign, and return this form with their submittal.

Company Name	Authorized Person (Print)
Address	Signature
City/State/Zip	Title
Telephone #	Date
Fax #	Tax ID #
Email Address	

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REQUEST FOR PROPOSALS NO. 23-007

PROFILE OF KANSAS CITY, KANSAS COMMUNITY COLLEGE

Kansas City Kansas Community College is a centrally located public 2-year institution in the Kansas City metropolitan area, northeast Kansas. The College is accredited by the Higher Learning Commission and with a long history being founded in 1923. Within the city limits of Kansas City, Kansas, the College is conveniently located within Wyandotte County near State Avenue and College Parkway for the main campus as well as the Technical Education Center near State Avenue and North 65th Street. The College also serves Leavenworth County as part of its service area with a satellite center, the Pioneer Career Center.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

A. GENERAL INSTRUCTIONS

All submittals must be in accordance with these instructions.

1. Must submit three (3) original paper copies of the submittal response in a sealed envelope, labeled with the project number and project title. One (1) electronic copy of the submittal response should be provided in the sealed envelope with the original paper copies.
Deliver or mail to 7250 State Avenue, Kansas City, Kansas 66112, Attention: Linda Burgess, Purchasing Coordinator
2. The College reserves the right to waive defects and informalities in submittals, to reject any or all submittals, or to accept any submittals as may be deemed in the best interest of the College, in its sole discretion.
3. Any submittal may be withdrawn at any time prior to the time specified herein for the opening of submittals, but no submittal may be withdrawn for a period of ninety (90) days after the submittal.
4. Any exceptions taken to the terms, conditions, or specifications of the RFP must be clearly noted in the submittal as follows: **Exceptions to RFP 23-007**. If not so noted, then the successful respondent expressly agrees to the terms, conditions, and specifications of the RFP in its entirety and any exception after submittal will be held invalid and/or cause to reject the submittal, in whole or in part, at the sole discretion of the College.
5. Questions and information pertaining to any item of this request may be obtained by submitting a request via email. No communication will take place between respondents and staff that comprise the College during the RFP process, except in writing.
6. Services shall **not** be subcontracted or assigned, in whole or in part, without the express written consent of the College. Areas of work that cannot be accomplished by the respondent must be identified in the submittal, including the identification of other firms to be used. However, ultimate responsibility for the goods/services and all obligations relating to the goods/services will remain with the successful respondent.
7. It is the responsibility of each respondent to become familiar with the requirements of this RFP. Lack of knowledge concerning the RFP's requirements will not relieve the respondent of conditions submitted in response to the submittal.
8. If it becomes necessary to revise this RFP in whole or in part, an addendum will be provided to all respondents on record as having received the RFP. **It is important to note, however, that it remains the responsibility of the respondent to determine if any addenda have been issued and to obtain those addenda prior to submitting their submittal.**
9. The College will not be liable for any costs that a respondent may incur in the preparation of or presentation of the submittal.
10. In all cases, no verbal communication will override written communication and only written communications are binding.
11. The College shall not be obligated to return the respondent's submittal once submitted, whether the submittal is withdrawn or not.

12. Successful respondent will be required to comply with Section 6 of the Scope of Services and the General Terms and Conditions.

B. EVALUATION CRITERIA

Evaluation will be in accordance with the College's policies and practices and purchasing policy. The College shall base its selections for professional services required for a project upon, but not limited to, the following criteria:

1. **Approach Scope of Services.** The scope of the services offered and the extent to which they meet or exceed the requirements of the College.
2. **Personnel.** Professional credentials and experience of all personnel who will be involved with the project. The specialized experience and technical competence of the respondent with respect to the type of services required.
3. **Capacity to Perform the Work.** The capacity and capability of the respondent to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project. Total resources of the respondent that can be applied to the Project, including project schedule.
4. **Experience.** The past record of performance of the respondent with respect to such factors as control of costs, quality of work, and ability to meet schedules. Previous experience with similar or like services as outlined in this RFP, including references, level of satisfaction of present and former clients with accounts of comparable size and complexity.
5. **Familiarity.** The respondent's proximity to and familiarity with the College and/or higher education. Understanding of the scope and work required as evidenced by the submittal and the ability of the respondent to deliver services as requested.
6. **Fee Proposal**

Selection will be made based upon the lowest and best qualified respondent and is in the sole discretion of the College.

SCOPE OF SERVICES

SECTION 1: INTRODUCTION TO PROJECT

KCKCC is accepting proposals from qualified respondents to clean and service 215,000 sq ft of learning space across four (4) Kansas City Kansas Community College (KCKCC) locations. KCKCC plans to contract for 3 years with two-1- year options for renewal. Locations to be serviced are:

Thomas R Burke Technical Education Center (TEC)
6565 State Ave.
Kansas City, KS 66102

KCKCC Auto Mechanics
3736 State Ave.
Kansas City, KS 66102

KCKCC Auto Collision
3736 State Ave
Kansas City, KS 66102

KCKCC Fire Science
6840 State Ave.
Kansas City, KS 66102

SECTION 2: SCOPE OF WORK

2.1) SUMMARY

Project Objective: Maintain Level 2 of APPA Cleaning Standards for 215,000 square feet across three locations.

Respondent will provide a range of janitorial services, integrate with KCKCC's computer managed management software (CMMS) Corrigo Pro to receive work orders, and report to KCKCC staff members as listed.

- A. Light facility maintenance to be conducted: Lightbulbs, battery replacement.
- B. Event setup and support at TEC locations.

2.3) TEAM STRUCTURE

- A. Two (2) day porters are required at the Technical Education Center. Hours of service are Monday – Friday 7:00 am to 3.30 pm. With frequent Day Porter service on request.

- B. Overnight porters are required at TEC. These porters will travel to the other locations. Hours of service are 8:00 pm to 4:30pm.
- C. The contract is managed by KCKCC's Custodial Manager.
- D. Oversight of the contract is provided by KCKCC's Director of Facility Services.

SECTION 3: CONTRACTOR RESPONSIBILITIES

3.1 The Respondent will conduct activities that shall include but not limited to the following:

- A. Provide and manage schedule.
- B. All required custodial equipment supplied by vendor, consumables supplied by KCKCC.
- C. Knowledge of cleaning and safety protocols:
 - Procedures, custodial work.
 - Chemicals.
 - Equipment on carpets and hard surfaces.
 - Supplies and equipment used for floor care.
 - Ability to read and understand written directions for the mixing, dilutions, and use of hazardous materials.
- D. Background checks of all employees hired by the Contractor; no violent felony or sex related convictions permitted.
- E. Contractor shall provide an on-sight supervisor when work is being performed. The supervisor's name and contact information shall be provided to the College.

3.2 CONTRACTOR MINIMUM QUALIFICATIONS

- A. Established as a business at five (5) years.
- B. At least five (5) years' experience in commercial cleaning in the Kansas City metropolitan area.
- C. At least a minimum of fifty (50) employees to ensure adequate personnel for the scope of services.

SECTION 4: SPECIFICATIONS

Duties performed for both nightly cleaning and day porters.

4.1 Nightly cleaning:

- Empty all trash cans; clean receptacles and reline trash can with fresh liner. Do not empty marked shredding or media destruction containers or boxes.
- Clean any stains on walls and floors around trash cans.
- Vacuum all the carpets.
- Spot clean spills on carpet as necessary.

- Sweep/dust mop and damp mop all hard surfaced floors.
- Refill soap, paper towel, toilet tissue.
- Disinfect, fill, and polish dispensers.
- Spot clean vertical surfaces, paying particular attention to light switches, doorknobs, handrails, surfaces adjacent to urinals and toilet stool and doors and frames.
- Lock all doors.

4.2 Restrooms:

- Disinfect commodes and urinals.
- Disinfect countertops, sink, and fixtures.
- Wipe down walls including partitions.
- Clean all mirrors.
- Sweep and mop floors.

4.3 *Daytime Cleaning* - 2 porters are needed at the Technical Education Center during the day. The porters may be asked to go to Auto/Collision or Fire Science:

Cleans assigned Facilities:

- Classrooms
- Offices
- Restrooms
- Common Areas
- Gym
- Halls
- Restock dispensers.
- Empties Trash
- Recycles materials daily.
- Prepares, provides coverage and the clean-up of facilities for classes, conferences and events.

4.4 *Periodic Services*:

- A. Janitorial tasks need to be done quarterly: Cleaning of carpets, buff and polish VCT and polish concrete.
- B. Janitorial tasks need to be done semi-annually: Strip and Wax floors.
- C. Light facility maintenance to be conducted: Lightbulbs, battery replacement.
- D. Event set-up and support at TEC locations.

SECTION 5: PROPOSAL REQUIREMENTS

5.1 Three (3) hard copies of the proposal must be submitted and one (1) electronic copy on a thumb drive. Proposals must be placed in a sealed envelope and clearly marked RFP 23-005. KCKCC cannot accept faxed proposals.

BIDDERS ARE REQUIRED TO SUBMIT ALL INFORMATION FOR THE REQUIRED FORMS

5.2 Form A – Firm Interest

A brief description of the firm, including its location, years in business, history and philosophy. Include an outline of the firm’s officers and executive management.

5.3 Form B – Experience and References

The proposal shall include a list and description of at least three (3) directly relevant projects.

5.4 Pricing Sheet –

Provide a proposal price for the project.

Section 7. CONTRACT TERMS

- 7.1 **Governing Law.** A standard contract document will be negotiated once the successful respondent(s) has been selected. Per state statute, Form DA-146a is required and the State of Kansas will be the governing law.
- 7.2 **Costs.** The costs agreed will be a fixed price and are not subject to increases unless mutually agreeable to both parties. The respondent shall provide all equipment, products, materials, supplies, and services necessary for the proper execution and implementation of the agreement.
- 7.3 **Independent Contractor.** The respondent is now and shall remain a separate and independent entity from the College.
- 7.4 The submittal received from the successful respondent, along with the RFP, will be incorporated into the Agreement between the College and the respondent, and all provisions therein shall be provided by the respondent in accordance with the requirements of the submittal, unless superseded by the terms and conditions of the Agreement, RFP, or any subsequent amendment. **No contract award shall exist until an agreement is approved by the College and executed by both parties.**

GENERAL TERMS AND CONDITIONS

- 1. **Contract Documents.** This Request for Proposals and any completed forms required under the RFP, and College’s Notice of Award letter shall form a binding agreement and shall be made a part of any Agreement (the Agreement) executed between College and the successful Contractor regarding the subject matter herein.
- 2. **Services.** The Contractor agrees to provide professional services to college outlined in the RFP.

3. **Term.** The Agreement shall include the term through the project schedule and acceptance of the final product.
4. **Insurance.** While performing its services, Contractor will maintain the following minimum insurance coverage:

<u>Type of Coverage</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Employers' Liability	\$500,000
Comprehensive General Liability	\$1,000,000 per occurrence,
Automobile Liability	\$2,000,000 aggregate
Umbrella	\$1,000,000 per occurrence,
Professional Liability	\$2,000,000 aggregate
Errors & Omissions	\$2,000,000
	\$1,000,000 per claim
	\$1,000,000

The college will be listed as an additional insured in respect to general liability, automobile liability, and umbrella/excess insurance. However, the addition of college as an additional insured shall not in any way nullify coverage for claims or actions College may have against the Contractor. The Consultant will provide to College certificates evidencing the required coverage prior to commencing services.

5. **Equal Employment Opportunity Clause.** The respondent hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at [41 CFR Chapter 60](#), which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

6. **Executive Order 11246.** The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders when requested.

7. **Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. **Subcontractors.** The contractor will include the nondiscrimination provisions of paragraph (6) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.
9. **Secretary of Labor.** The respondent agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
10. **Debarred Contractors.** The respondent further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory

assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

11. **Wages & Working Conditions.** Wages billed must be computed on a standard 40-hour work week in compliance with 40 USC 3702. Work in excess of 40 hours per week is permissible if the worker is paid no less than 1.5 their standard pays for hours over 40 in one week for nonexempt employees. Depending on the funding source, federal wage rates may be required from time to time. **Federal wage rates do not apply to this project.**
12. **Safe Working Environment.** No worker must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.
13. **Job Site.** The Contractor is responsible for maintaining a safe work site, with temporary fencing and appropriate signage, if applicable.
14. **No Smoking-Tobacco Use Campus.** The Contractor agrees to abide by the smoke-free policy of the College for all employees and subcontractors while on site of the Project.
15. **Sales Tax Exemption.** The College is exempt from sales tax and should be excluded from all proposals.

Form A – Firm interest

FIRM INTEREST

[**Bold** all information. As needed: increase/decrease row heights; add/remove rows; or add pages.]

Part A - Proposing Firm's Letter of Interest		
Part B - Firm Information		
Project Title & Location	Advertisement Publication Date (Optional)	
Prime Firm's Name, Street Address, City, State, Zip Code:	Role in this Project	
	E-Mail	
	Telephone Number	
Point of Contact Name & Title	Cell Phone Number (Optional)	
Part C - Proposed Team Information		
(Complete this section for all key consultants; add/remove rows as needed)		
1. Key Personnel	2. Consultant Address	3. Role(s) in this Project
Part D - Organizational Chart		
(Provided below or bound separately in this proposal.)		

Form B – Experiences and References

Contracts Relevant to this Project / References		
Project Title/Location (city/state):		a. Year professional services completed:
b. Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		
Project Title/Location (city/state):		a. Year professional services completed:
b. Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		
Project Title/Location (city/state):		a. Year professional services completed:
b. Project Owner:	c. Client Point of Contact	d. Point of Contact Telephone:
e. Brief Description of the Project:		

Pricing Sheet

	Monthly Cost		Annual Cost	
TEC				
Auto Mechanics				
Auto Collision				
Fire Science				
TOTAL	0		0	