



REQUEST FOR PROPOSAL

Housekeeping – Light Maintenance

Issued June 1, 2023

Question and Answer Period Ends 6/15/2023

Proposals are due by 6/20/2023

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proposals@wpworkforce.org

Prepared By: Lucyann Vierling

Date: June 1st, 2023
REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: June 20th, 4:00 PM

You may submit questions electronically no later than June 15th, 4:00 PM to:

RFP Contact Name: Lucyann Vierling

Email Address: proposals@wpworkforce.org

INTRODUCTION

Wayne Pike Workforce Alliance (WPWA) invites and welcomes contract proposals from experienced and licensed individuals to clean and disinfect our facility located at 107 8th Street, Honesdale PA 18431. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "SUBMISSION DEADLINE."

RFP REQUIREMENTS and OBJECTIVES

Cleaning requirements to be completed after business hours include but are not limited to:

1. WPWA Office- 107 8th Street, Honesdale PA 18431- Call to schedule a walk through # 570-390-7613:

Bathrooms (2)

- Sinks and Toilets - dust, clean and sanitize
- Floors - sweep, damp mop and sanitize
- Glass, mirrors and chrome hardware - Clean, sanitize & polish
- Doors and walls by sink - Spot clean/Damp wipe/Sanitize
- Soap, toilet paper and paper towel dispensers - Fill, clean, sanitize

Kitchenette

- Sink and Countertop – clean and sanitize
- Appliances – Clean and sanitize

Trash Containers (Offices, common areas, bathrooms, training rooms, kitchenette)

- Empty, line, clean, sanitize & haul away garbage

Doors – Walls – Windows

- Entrance Glass Doors – Clean & sanitize
- Interior Glass – Clean & sanitize
- Ledges and window sills – Dust & sanitize
- Doors, frames, walls – spot clean
- Exterior Glass – Clean

Rugs – Carpets

- Vacuum and edge (HEPA)

Floors

- Sweep, mop and sanitize

Miscellaneous

- Admin desk area - Dust, polish, sanitize all surfaces including counter, chairs, display racks, coat rack, clocks
- Lights fixtures – Clean covers and replace bulbs
- Clocks and Pictures – dust, and damp wipe
- Vents – Clean, vacuum and change filters
- Chairs and Upholstered furniture – dust, tighten and vacuum
- Desks, tables and phones – dust, damp wipe and sanitize

PROPOSAL BIDDING REQUIREMENTS

DEADLINE TO SUBMIT PROPOSAL

Wayne Pike Workforce Alliance must receive all proposals no later than 4:00 PM on June 20th for consideration in the project proposal selection process. All proposals must be submitted with a proof of Insurance Certificate. Submissions may be sent to proposals@wpworkforce.org.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- o Proposals received by the stipulated deadline.
- o Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Wayne Pike Workforce Alliance.
- o Bidder's performance history and alleged ability to timely deliver proposed services.
- o Bidder's Proof of Insurance
- o Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- o Overall cost effectiveness of the proposal.

Wayne Pike Workforce Alliance shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT The following is a list of information that the Bidder should include in their proposal submission:

- I. Summary of Bidder Background
 - a. Bidder's Name(s).
 - b. Bidder's Contact Information
 - c. Description of Bidder's qualifications and experience.
 - d. Evidence of established record of accomplishment for providing services and/or deliverables that are the subject of this proposal.
 - e. Certificate of Liability Insurance
 - f. Client References (names and phone numbers)

- II. Anticipated Begin and End Date
 - a. July 1th 2023

PROPOSAL DECISION

A decision will be made by June 26th, 2023.