

REQUEST FOR PROPOSAL (RFP)

FOR JANITORIAL SERVICES

**FRIENDSHIP BAPTIST CHURCH
80 WALNUT STREET
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JUNE 15, 2017

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1. SUMMARY AND BACKGROUND

Friendship Baptist Church (FBC), located at 80 Walnut Street in Atlanta, Georgia, is the oldest African American Church in the city of Atlanta, Georgia, was organized in 1862 and formally established in 1866 after the end of the Civil War.

The construction of the present building will be completed in July 2017. The building has an estimated 44,000+/- square feet of space that includes the church sanctuary, chapel, fellowship hall, office space, classrooms, nursery, kitchen, restrooms and ancillary space such as hallways, a choir room, staircases and storage/mechanical rooms.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various interested individuals and relevant businesses for janitorial cleaning services; to conduct a fair evaluation based on criteria listed herein; and select the proposal that best represents the services FBC needs.

FBC is looking for the proponent with the best set of qualifications, skill sets, and experience to perform the required work at a reasonable price. The price submitted with a proposal is only one factor in the evaluation process. Therefore, the lowest priced proposal will not necessarily be the one selected. Upon the selection of a proposal, the Friendship Baptist Church, Office of Church Administration and Trustee Board Property Committee, will negotiate with the highest ranked proponent with the aim of concluding a contract. In the event that such negotiation does not result in a contract that is mutually satisfactory, Friendship Baptist Church may enter into negotiation with the proponent who submitted the second highest ranked proposal.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **4:00 pm Tuesday, July 11, 2017**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by the individual submitting the proposal or a representative of any company submitting the proposal.

Proposals are expected to demonstrate by way of qualifications and experience the ability of the proponent to carry out the services in a competent and professional manner.

All costs must be itemized to include an explanation of all fees and costs.

It is expected that the Contract will be for a one year term, renewable by agreement between the parties. Contract terms and conditions will be negotiated upon selection of the highest ranked proponent in this RFP. The contractual terms and conditions will include scope of work, budget, schedule, and other necessary items pertaining to the service such as FBC coverage, liability insurance, and a mechanism for handling complaints and/or concerns.

The Employer, for purposes of the Contract will be Friendship Baptist Church, as represented by Church Administration and Trustee Board Property Committee.

3. PURPOSE AND DESCRIPTION OF THE WORK

The purpose is as follows:

The purpose of the work is to provide a service that will maintain a healthy, clean and tidy environment within which the various activities of the church take place.

Description of the work:

Janitorial and cleaning services shall be performed on Saturday and Sunday, two days per week excluding statutory holidays after normal office hours (i.e. 5:00 PM) unless specified herein.

The best times for the work to be carried out is in the evenings or at night after church activities have ended. It may also be possible to clean early in the morning prior to the start of any activities. Flexibility is expected.

The church website (www.fbcatlanta.org) has a calendar link on the home page and is available for reference regarding activities.

The following is a general description of the frequency of work expected to be carried out:

GENERAL CLEANING

- **Trash** - Empty waste baskets and other trash containers. Clean and disinfect trash containers, replace plastic garbage liner/bag and return to original location. Keep waste baskets and receptacles from dirt and offensive odor.
- **Floors** –
 - Sweep and mop all uncarpeted floors and hallways.
 - Vacuum all carpeted floors, hallways and offices.
 - Spot-clean any carpet stains.
 - Tilt or remove easily movable items to clean underneath.

-Dust and Clean

- Clean and dust meeting rooms, classrooms, breakroom table and furniture surfaces.
- Spot clean walls, light switches and doors.
- Remove cobwebs from corners, windows and ceilings.

Do not move or touch personal items, paperwork, computers, monitors, printers, etc.

-Restrooms

- Scrub and disinfect sinks, toilets and urinals.
- Clean, sanitize and polish faucets, door knobs and fixtures.
- Clean and sanitize countertops, door handles, toilet paper dispenser, hand soap dispensers and paper towel dispensers.
- Clean mirrors.
- Empty, clean and disinfect trash containers, and replace plastic garbage liner/bag
- Spot-clean walls, doors, light switches and all corners.
- Sweep, mop and disinfect floors.
- Wash and clean partitions between toilets
- Refill and stock toilet tissue, paper towels, and liquid hand soap to proper level.
- Remove cobwebs from corners, windows and ceilings.

-Monthly

- Clean interior windows, blinds and stair case to baptismal pool
- Clean windows in Friendship Hall
- Clean ceiling light fixtures
- Clean all other areas not listed above

-As Needed

- Keep custodial room and equipment clean and organized **Extra Work as needed in consultation with Facility Manager.**
- Spot clean carpets (as required)

The contractor will provide required equipment to carry out the work:

- Vacuum cleaners, mops, brooms etc.
- janitorial cleaning supplies

It is expected that the quality of work will be at a professional level. For example, no wet areas left on floors after mopping, no window streaks, all equipment removed or stored appropriately.

4. SITE VISIT AND JOB-WALK

Interested Independent Contractors are invited to attend a site visit or job-walk on **Monday, June 26, 2017 from 1:00 PM to 2:00 PM** to familiarize with the facilities and buildings. Attendance to the Site Visit and Job-Walk is mandatory. Interested Independent Contractor not attending is disqualified in the bidding process.

5. DEADLINE TO SUBMIT BID

Interested Independent Contractors are invited to submit a SEALED BID or PROPOSAL on or before **Tuesday, July 11, 2017 by 4:00 PM to:**

Friendship Baptist Church

Interim Church Office

Providence Missionary Baptist Church

2295 Benjamin E. Mays Drive SW, Atlanta, GA 30311

Attention: Curtis M. Evans, Chief Administrative Officer. Bid submitted or postmark after July 11, 2017 are disqualified in the bidding process.

6. PROPOSED COSTS

All proposals must include proposed costs to complete the tasks set out in the Description of the Work, above. Costs should be stated as monthly recurring costs, and the cost associated with "Extra Work as need in consultation with Church Administration should be priced on a unit basis.

7. PROPONENT QUALIFICATIONS AND EXPERIENCE

FRIENDSHIP BAPTIST CHURCH Janitorial Services Proposal Information Form

The following information are to be submitted to Friendship Baptist Church by Independent Contractors for consideration for the janitorial and cleaning services.

I. Independent Contractor Information:

Name of Independent Contractor:

_____ Address,
Telephone and Email:

Representative: (Name, position, email address and phone number)

The selected Independent Contractor shall be required to provide the following additional requirements and must be provided to FBC within five (5) calendar days of notification of award:

- a. Certificate of Insurance Coverage
- b. Compliance to Living Wage Applicable to this Contract*
- c. A valid City of Atlanta Business Tax Certificate (if applicable)
- d. Federal Tax Identification
- e. Georgia Tax Identification
- f. Name of personnel, including title, working on site

* To ensure compliance with the applicable living wage, FBC shall request documentation on periodic or regular basis.

II. Describe your experience on Janitorial and Cleaning Project(s) of similar size and scope, including strategy, approach and timeliness on cleaning process. Discuss how do you ensure that your service is uninterrupted due to vacation or illness of your assigned staff? Attach separate sheet, if necessary.

III. Janitorial Equipment

List of equipment (make, model and year in use) to be dedicated to this contract. Attach separate sheet, if necessary.

VI. Describe your policy on exemplifying honesty, integrity, trust and respect. Do you require all your employees to pass a background check? Attach separate sheet, if necessary.

Janitorial Manpower

Total number of your janitorial and cleaning workforce _____.

Number of personnel each day/night who will be on site working on this janitorial and cleaning service: _____.

The name of staff to be assigned to this contract shall be provided within 5 calendar days to FBC after notification of the award. Submit an updated list of staff as changes occur.

V. References:

References: Three (3) references to include contact name, company name, address (city/state/zip code), telephone number and email of parties for whom comparable work has been performed in the past three years. FBC will be contacting these references.

1. _____

2. _____

3. _____

Name of Independent Contractor: _____

8. PROPOSAL EVALUATION CRITERIA

Friendship Baptist Church will evaluate all proposals based on the following criteria. To ensure full consideration, your proposal should be complete and include a detailed response to all the following criteria:

- Overall proposal suitability: proposals must meet the scope and needs included in this RFP and be presented in a clear and organized manner.
- Qualifications and Experience: Proponents will be evaluated on their qualifications and experience as it pertains to the scope of the service to be provided.
- Service Management Methodology: Proposals will be evaluated on their described approach to managing the service to ensure it is carried out efficiently, in a cost-effective way, and how problems will be addressed and resolved.
- Value and cost: Proposals will be evaluated on the cost based on the work to be performed

Unsuccessful proponents will be notified as soon as possible after the final decision is made.