



## REQUEST FOR PROPOSAL FOR Janitorial Services

The South Puget Intertribal Planning Agency (SPIPA), is a nonprofit organization under IRS Code 501(c)3. SPIPA was chartered in 1976 through a Tribal intergovernmental compact. The SPIPA organization currently provides services to the Chehalis, Nisqually, Shoalwater Bay, Skokomish and Squaxin Island Tribes. SPIPA looks to support each of its member Tribes' vision of success and wellness for their community members.

One of SPIPA's fiscal administrative requirements is to obtain competitive bids for contractual services.

SPIPA is soliciting proposals from entities that have the capability to perform ongoing interior cleaning services of a 16,000 square foot professional office located at 3104 SE Old Olympic Hwy, Shelton, WA.

A two-page **Proposal Form** is provided with this announcement (see Attachment A). **All bidders are asked to use this form. All bids should be for a dollar amount for 12-months of janitorial services to be performed on the interior of the SPIPA professional offices in Shelton.**

### A. BIDDING SCHEDULE

July 11 <sup>th</sup> , 2022	Request for Proposal issued
August 26 <sup>th</sup> , 2022	Deadline for submission of proposals
August 27 <sup>th</sup> -Sept. 9 <sup>th</sup> , 2022	Proposal evaluation
September 12 <sup>th</sup> , 2022	Award vendor contract
October 1 <sup>st</sup> , 2022	Janitorial services commence

### B. RIGHT TO REJECT

This RFP does not commit SPIPA to accept any proposal submitted, nor is SPIPA responsible for any costs incurred in the preparation of responses to this RFP. SPIPA reserves the right to reject any or all proposals, to accept or reject any or all items in the proposal, **and/or** to award the contract in whole or in part as is deemed to be in the best interest of SPIPA. SPIPA reserves the right to cancel, delay, amend or reissue the RFP at any time.

C. AWARD OF CONTRACT

Each respondent submitting a proposal will be notified in writing or via e-mail of SPIPA's decision concerning their proposal. Formal notification to award a contract and the actual execution of a contract are subject to the following conditions:

- Receipt of funds from federal and state administering agencies, and
- Results of negotiations between selected vendor and SPIPA administrative fiscal staff, and
- Continued availability of SPIPA funds, and
- Approval by the SPIPA Board of Directors.

The final award of contract will be made to the vendor, which in the opinion of SPIPA is best qualified based on the content of the proposal, experience of the vendor providing janitorial services for tribal entities and fees.

**Indian Preference shall be given as follows:**

- Whenever financially and/or programmatically feasible, Native American vendors shall be sought for provision of goods and services through the publication of notices.
- SPIPA shall assure selection of Native American vendors as a preference whenever an Indian vendor(s) meets the requirements as published.
- When multiple applicants meet the Indian Preference guidelines, the vendor that best fills the needs of the Agency shall be selected.

D. TERM OF SERVICES

The term of the awarded contract shall be for 12 months (October 1<sup>st</sup>, 2022 – September 30<sup>th</sup>, 2023). Any contract extension shall be based on the contractor's prior performance. Work to be performed under the contract shall not be assigned to another vendor or individual without the prior written consent of SPIPA.

E. TERMINATION OF SERVICES

Either party upon a thirty (30) day written notice may terminate the service contract for any noted reason.

F. EQUAL OPPORTUNITY

Minority- and women-owned businesses will be afforded full opportunity to submit quotes in response to this RFP and will not be discriminated against in the awarding of any contract resulting from this solicitation.

G. GRIEVANCE PROCESS

Any prospective respondent or actual bidder or contractor who is allegedly aggrieved in connection with the solicitation of a bid or award of a contract shall have the right to protest. The aggrieved must define, in writing, the reason(s) for the protest and forward the letter of protest to the office of SPIPA's Executive Director. The time limit for such action is five (5) calendar days after the contract award has been announced by the SPIPA Board.

H. PROPOSAL DEADLINE

In order to be considered, a written Proposal Form (See Attachment A to this Request for Proposal) must be received by Ryan Haas, SPIPA Administrative and Program Support Assistant, by:

Date: August 26<sup>th</sup>, 2022  
Time: 4:00 pm PST  
Mail: SPIPA  
3104 SE Old Olympic Hwy  
Shelton, WA 98584  
Email: [rhaas@spipa.org](mailto:rhaas@spipa.org)

No proposal will be accepted after this date and time. Proposals received after this deadline shall not be considered for evaluation or award.

**Proposals can be e-mailed to [rhaas@spipa.org](mailto:rhaas@spipa.org) Put "JANITORIAL PROPOSAL FORM" in the subject line.**

I. SOLICITATION QUESTIONS

All questions regarding this RFP shall be submitted in writing via e-mail to: [rhaas@spipa.org](mailto:rhaas@spipa.org)

**PROPOSAL FORM**

- Name of the Proposing service provider: \_\_\_\_\_
- Local Address: \_\_\_\_\_
- Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_
- E-mail Address: \_\_\_\_\_
- Name of Contact Person: \_\_\_\_\_
- Telephone No. of Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_
- Current Local/State Business License Number: \_\_\_\_\_
- Federal Tax ID Number: \_\_\_\_\_

• **Affirmation:**

I affirm that the following information provided within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to submit this proposal on behalf of this organization. I also understand that my organization will be responsible for meeting all service requirements as set forth in this RFP. I fully affirm and understand that failure to meet these requirements may result in my organization's proposal not being considered.

Name (print) \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment A – Page 2 of 2**

**Proposed Scope of Work:** Description of janitorial services to be provided by contractor. Items listed below are a minimum or baseline for services:

Services to be provided at the SPIPA IPC, Shelton, WA, three nights a week (Monday, Wednesday, Friday)	
Empty trash and recycling throughout entire facility to include the two cans under the front entrance shed. Recycling and trash must be disposed of according to Mason County Waste	
Vacuum main thoroughfares, entry ways, front reception area nightly and at least once a week throughout facility in its entirety	
Sweep/mop restroom and kitchen floors	
Clean/sanitize all restrooms replace paper products and soap (provided by Agency)	
Clean/sanitize kitchen areas (not responsible for loading/unloading dishwasher or washing dishes)	
Sanitize and wipe door handles light switches, vents, lights, baseboards and ledges. Sanitize and dust all conference tables, meeting tables and flat surfaces including work desks (without moving anything on desks or disturbing paperwork).	
Clean/sanitize all doors and door hardware interior/exterior, including door hardware and glass on interior/exterior doors	
Remove cobwebs on ceiling/walls as needed	
Clean and sweep off sidewalks at entry way and remove cobwebs from building entrances as needed	

**Bid amount, per month, for project completion of these janitorial services,**

**\$\_\_\_\_\_ per month**

**Submitted by Authorized Contact:** (print name)

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature