

**STATE OF NEVADA**

**DEPARTMENT OF ADMINISTRATION**

**Purchasing Division**

**515 East Musser Street, Suite 300 │ Carson City, NV 89701**

**Phone: 775-684-0170 │ Fax: 775-684-0188**

Solicitation: **72DOW-S2750**

For

**JANITORIAL SERVICES**

Release Date: On or about 03/28/2024

**Site Visit 04/04/2024 @ 9:00 am**

Deadline for Submission and Opening Date and Time: **04/23/2024 @ 2:00 pm**

Single point of contact for the solicitation:

Teri Becker, Purchasing Officer II

Phone, 775-531-3317

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Ask the relay agent to dial, 1-775-531-3317/V.)

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# APPLICABLE REGULATIONS GOVERNING PROCUREMENT

## All applicable Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) documentation can be found at: [www.leg.state.nv.us/law1.cfm](http://www.leg.state.nv.us/law1.cfm).

## SINGLE POINT OF CONTACT. Vendors and/or their representatives shall only contact the single point of contract or use the electronic procurement system regarding this solicitation until after a notice of award (NOA) has been issued. Failure to observe this restriction may result in disqualification of a proposal per NAC 333.155(3).

## Prospective vendors are advised to review Nevada’s ethical standards requirements, including but not limited to NRS 281A, NRS 333.800, and NAC 333.155.

# PROJECT OVERVIEW

## The State of Nevada Purchasing Division, on behalf of the Nevada Department of Wildlife (NDOW) is seeking proposals from qualified vendors to provide Janitorial Services as described in the scope of work and attachments.

## Site visits will be held on 04/04/2024, beginning at 9:00 AM at the Department of Wildlife regional office located at 3373 Pepper Lane, Las Vegas, NV 89120. Contact at the facility is Bernadette Keane, 702-668-3545. **This will be the only time allowed for a site visit.** Vendors are strongly encouraged to attend.

## The State intends to award one (1) contract in conjunction with this Request for Proposals (RFP), as determined in the best interests of the State. NDOW shall administer any contract resulting from this solicitation. The resulting contract is expected to be for a contract term of four years, subject to Board of Examiners’ approval.

## GOALS AND OBJECTIVES

### Goals and objectives of this RFP is to contract with a vendor that will maintain a clean office environment for employees and public use.

# SCOPE OF WORK

## General

### All normal, routine service work and cleaning of building is to be completed two (2) days per week, between the hours of 5:00 pm and 1:00 am, except for emergency call back services.

### Vendor’s employees or agents are expected to be fully trained, competent individuals. Vendor or vendor’s employees or agents are strictly prohibited from bringing children, friends, relatives, or any other person into the premises who is not an authorized employee of vendor assigned to work in the premises.

### Vendor shall furnish a list of all proposed employees after contract award and before work begins.

### An exterior door is never to be propped open for the convenience of running to the dumpster or taking care of any outside projects associated with this contract. The only exception to this rule would be if the threshold on an exterior doorway is being cleaned and vendor’s employees remain present until the exterior door is closed and locked. The contractor’s employees’ supervisor will be responsible for ensuring all exterior doors have been secured when work is completed.

### The vendor shall be fully responsible for the protection of all keycards furnished to vendor. The vendor shall notify the NDOW’s Facility Maintenance Coordinator in writing when any of vendor’s employees resigns, is terminated, or is moved to another facility. Should the keycards allotted to the vendor become lost or stolen, or if the corresponding locks must be re-keyed, the NDOW’s Facility Maintenance Coordinator may reissue keycards at vendor’s expense.

## Offices and Public Areas

### Thoroughly vacuum all exposed carpeted areas. This will include all offices, public areas, and traffic areas including all corridors and pathways within office areas. All throw rugs are to be vacuumed nightly also. The only vacuum that will be acceptable in any State occupied building will be a vacuum equipped with a HEPA filtration system that meets all State and Federal legal requirements. All vacuums must have a minimum of a 12 Amp motor and be equipped with a brush with a minimum rpm of 1,000 to 1,200 for effective cleaning. All back packs that will be used to clean the modular furniture must also have a HEPA filtration system in them and all equipment will be subject to inspection and approval by the NDOW’s Facility Maintenance Coordinator or the State’s Administrative Contract Manager.

### Walls and doors are to be kept clean and free from spots and handprints. The kick plats at the bottom of any door also will be cleaned each visit. NOTE! Vendor’s employees are never to wedge a door open in the jamb/hinge area. The vendor will be responsible for the cost for repairing the damaged doors due to this practice. All doorways and/or entrances will be manually swept thoroughly every day.

### Dust mop and spot damp mop with cool, clean, water all tile, ceramic, stone, resilient, linoleum, or other compound tile floor each visit. Upon completion of each visit routine work, al floors will be free of dust, dirt, film streaks, debris, and standing water. Vinyl Composition Tile (VCT) and linoleum will present a uniform wet appearance when dry.

### Clean, polish, and sanitize drinking fountains to present a finish with no streaks, smudges, and watermarks. Drinking fountains are to be polished with a stainless-steel polish.

### Clean all customer service counters each visit with a damp cloth or sponge using a disinfectant. After washing the counters, they are to be dried to ensure that the counters are not sticky or streaked from the cleaner used.

### Entry glass is to be cleaned inside and outside each visit utilizing a chemical to minimize fingerprints. Entry doors are to be considered all doors that lead in or out of a building and the windows that encompass the entry, whether it is just one or a hallway that is considered the entry corridor, to a height of not to exceed twelve feet.

### Cleaning of all restrooms and shower rooms are a high priority and are to be cleaned and serviced on each visit. All fixtures, floors, walls, and stall dividers are to be cleaned nightly with an approved cleaner/disinfectant that will not harm finishes and shall dry completely streak-free and stain free. Stock piling of refill supplies in the areas of these dispensers is not permitted. The term “CLEAN” as defined here will be construed to mean that no film, odor, stain, dust, lint, or spot can be detected on floors, walls, partitions, ledges, trim, doors, moldings, or fixtures within these restrooms and shower room. All supplies and cleaning agents are subject to inspection monthly by the State’s Administrative Contract Monitor to ensure approved materials are being provided and utilized.

#### Refill soap dispensers to maximum capacity each visit. The chrome is to be polished and is to be streak free. Broken soap dispensers are to be reported to the NDOW’s Facilities Maintenance Coordinator or replaced the very next business day.

#### Empty trash containers, polish stainless steel, wipe out inside and replace the liner nightly. The containers are never to be streaky or smudged.

#### Wash all mirror surfaces with glass cleaner. At no time are mirrors to be left streaky or with smudges on them. The stainless steel around the mirror will be dusted nightly and polished where applicable.

#### All partitions are ceramic tile walls are to be wiped down nightly with a disinfectant and left with a streak-free appearance.

#### All porcelain and toilet seats are to be cleaned with a disinfectant, thoroughly and streak-free.

#### All porcelain is to be cleaned with a disinfectant, thoroughly and streak-free, inside and outside, top and bottom side.

#### All toilet paper dispensers are to be checked and refilled each visit. The dispensers are to be cleaned with a disinfectant and streak-free. All stainless steel, where applicable, is to be polished. Note! The only paper that will be considered acceptable will be a quality white 2-ply.

#### Paper towel dispensers are to be checked and refilled each visit. The dispensers are to be cleaned with a disinfectant and streak-free.

### Cleaning of all lunchrooms (excluding appliances, dishes, and utensils) and breakrooms are a high priority and are to be cleaned with approved (see Section 2.2.1.10) cleaners and disinfectants that will not harm finishes. All floors, tables, cabinets, counters, and windows are to be cleaned according to cleaning instructions included in each visit, weekly, monthly, and quarterly detailed instructions.

## Once Weekly Procedures

### In addition to each visit specification above, one time per week, all carpet edges, accessible carpet beneath furniture and carpet beneath light, moveable furniture shall be thoroughly vacuumed. The ‘carpet edge’ is defined as the area from the cove to one and a half inches away from the wall. This will be accomplished with a vacuum with a hose attachment or a back-pack vacuum.

### Weekly spot clean to remove all spots and marks from walls, around light switches, doorknobs, and door jambs. All HVAC supply and return air vents are to be kept clean and free of dust, webs, and build-up that is visible. If necessary, the process will include, but is not limited to, removing and washing the registers to insure the required clean look. All surrounding areas of all wall and ceiling vents will be cleaned of any/all dust and/or residual discoloration. Janitorial sinks are to be cleaned with a disinfectant solution inside and outside. All floor drains are to be flushed out with a disinfectant solution.

### Weekly Vinyl Composition Tile (VCT), Linoleum.

#### Step 1. All floors shall be dust mopped.

#### Step 2. Damp mop using cool, clean water with a neutral cleaner.

#### Step 3. Upon completion of weekly routine work, all floors will be free of dust, dirt, film streaks, debris, and standing water. Vinyl Composition Tile (VCT) and linoleum will present a uniform wet look when dry. There should not be a visible build-up of wax, dirt, or discoloration around the edge of the hard floor where it meets the cove molding, nor at any corners or door jambs.

### Weekly, floors will be maintained in such a manner as to promote longevity and safety. Upon completion of the work, all floors will be left in a clean, orderly, and safe condition. Floor finish is to be a protective coating, as well as a safety (non-slip) factor, and will be applied to all tile surfaces without fail, regardless of the tile type.

### Weekly rubberized mat/carpet care will include vacuum with the HEPA vacuum all rubberized/carpet mats. If mats are stained or have a dirty appearance after vacuuming, the NDOW’s Facilities Maintenance Coordinator is to be notified the next business day.

### It is understood that the following requirements cannot be completed each visit throughout the entire building, however, vendor shall schedule each visit work so that the requirements of this section are completed throughout the entire building each week. Dust and remove fingerprints from all exposed furniture tops and sides, including but not limited to desks, chairs, tables, lamps, doors, filing cabinets, shelving, windowsills, pictures, door frames, ledges, modular furniture, soda machines, candy machines, appliances, paper shredders, and partial partitions. This task will be accomplished in a manner that does not disturb any of the objects that are on the surface.

## Monthly Cleaning Specifications

### Vinyl Composition Tile (VCT), Linoleum

#### Step 1. Strip floors of old wax and floor finish by going over the floor completely several times using a floor machine equipped with a stripping pad.

#### Step 2. Apply two coats of sealer to all VCT and linoleum floors allowing each coat to dry before applying the next coat of sealer.

#### Step 3. (i) Re-coat Tile (lobby floors) with appropriate floor finish acceptable to the State’s Administrative Contact Monitor. (ii) Re-coat VCT and linoleum floors with three coats of non-slip wax.

# ATTACHMENTS

## ATTACHMENTS INCORPORATED BY REFERENCE. To be read and not returned.

### Terms and Conditions for Services

## ATTACHMENTS FOR REVIEW. To be read and not returned (unless redlining).

### Contract Form

### Insurance Schedule

## PROPOSAL ATTACHMENTS. To be completed and returned.

### Cost Schedule

### Proposed Staff Resume

### Reference Questionnaire

### Attachments for Signature

#### Vendor Information Response

#### Vendor Certifications

#### Certification Regarding Lobbying

#### Confidentiality and Certification of Indemnification

# TIMELINE

## QUESTIONS. All questions regarding this solicitation shall be submitted using the Bid Q&A feature in NevadaEPro.

## TIMELINE. The following represents the proposed timeline for this project.

### All times stated are Pacific Time (PT).

### These dates represent a tentative schedule of events.

### The State reserves the right to modify these dates at any time.

#### Site Visit 9:00 am on April 04, 2024

#### Deadline for Questions No later than 5:00 pm on 04/09/2024

#### Answers Posted On or about 04/12/2024

#### Deadline for References No later than 5:00 pm on 04/22/2024

#### Deadline Proposal Submission and Opening No later than 2:00 pm on 04/23/2024

#### Evaluation Period (estimated) 04/23/2024- 04/30/2024

#### Notice of Intent (estimated) On or about 04/30/2024

#### Notice of Award (estimated) On or about 05/07/2024

#### BOE Approval (estimated) 06/11/2024

#### Contract start date (estimated) Upon Approval

# EVALUATION

## Evaluation and scoring are conducted in accordance with NRS 333.335 and NAC 333.160-333.165.

### Proposals shall be kept confidential until a contract is awarded.

### In the event the solicitation is withdrawn prior to award, proposals remain confidential.

### The evaluation committee is an independent committee established to evaluate and score proposals submitted in response to the solicitation.

### Financial stability shall be scored on a pass/fail basis.

### Proposals shall be consistently evaluated and scored based upon the following factors and relative weights.

#### Experience in performance of comparable engagements 35

#### Demonstrated competence 25

#### Expertise and availability of key personnel 20

#### Conformance with the terms of this RFP 5

#### Cost Factor 15

### Cost proposals will be evaluated based on the following formula.

#### Cost Factor Weight x (Lowest Cost Submitted by a Vendor / Proposer Total Cost) = Cost Score

## NEVADA-BASED BUSINESS PREFERENCE

### The State awards a five percent (5%) preference to Nevada-based businesses pursuant to NRS 333.3351 to 333.3356, inclusive.

### Nevada-based business is defined in NRS 333.3352(1).

### The term ‘principal place of business’ has the meaning outlined by the United States Supreme Court in Hertz Corp v. Friend, 559 U.S. 77 (2010), typically meaning a business’s corporate headquarters.

### To claim this preference a vendor must indicate it on their vendor account and submit a Quote in NevadaEPro.

### This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis.

## INVERSE PREFERENCE

### The State applies an inverse preference to vendors that have a principal place of business in a state other than Nevada and that state applies an in-state preference not afforded to Nevada based vendors, pursuant to AB28 passed in the 81st session of the Nevada Legislature.

### The amount of the inverse preference is correlated to the amount of preference applied in the other state.

### Vendors who meet this criterion must indicate it on their submitted Quote in NevadaEPro.

### This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis.

# MANDATORY MINIMUM REQUIREMENTS

## Pursuant to NRS 333.311 a contract cannot be awarded to a proposal that does not comply with the requirements listed in this section. Proposal shall include confirmation of compliance with all mandatory minimum requirements.

## NEVADA LAW AND STATE INDEMNITY. Pursuant to NRS 333.339, any contract that is entered into may not: (1) Require the filing of any action or the arbitration of any dispute that arises from the contract to be instituted or heard in another state or nation; or (2) Require the State to indemnify another party against liability for damages.

## NO BOYCOTT OF ISRAEL. Pursuant to NRS 333.338, the State of Nevada cannot enter a contract with a company unless that company agrees for the duration of the contract not to engage in a boycott of Israel. By submitting a proposal or bid, vendor agrees that if it is awarded a contract, it will not engage in a boycott of Israel as defined in NRS 333.338(3)(a).

## INDEMNIFICATION. Required contract terms on Indemnification: "To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the State’s right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys’ fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor’s obligation to indemnify the State shall apply in all cases except for claims arising solely from the State’s own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor’s duty to defend begins when the State requests defense of anyclaim arising from this Contract."

## LIMITED LIABILITY. Required contract terms on Limited Liability: "The State will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor’s tort liability shall not be limited."

## CONTRACT RESPONSIBILITY. Awarded vendor shall be the sole point of contract responsibility. The State shall look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this solicitation, and the awarded vendor shall not be relieved for the non-performance of any or all subcontractors.

## DATA ENCRYPTION. State IT requires that data be encrypted in transit and in rest.

## STATESIDE DATA. State IT requires that State data assets must be maintained in the United States and data will not be held offshore.

## NEVADA BUSINESS LICENSE. Pursuant to NRS 353.007, prior to contract execution awarded vendor must hold a state business license pursuant to NRS chapter 76 unless exempted by NRS 76.100(7)(b).

## DISCLOSURE. Each vendor shall include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the vendor or in which the vendor has been judged guilty or liable.

# CRITICAL ITEMS

## In addition to the *Scope of Work* and *Attachments*, the items listed in this section are critical to the success of the project. These items will be used in evaluating and scoring the proposal. Vendor proposal should address items in this section in enough detail to provide evaluators an accurate understanding of vendor capabilities. Proposals that fail to sufficiently respond to these items may be considered non-responsive.

## CONTRACT FORM*.* The State strongly prefers vendors agree to the terms of the attached *Contract Form* as is. Ability to agree to contract terms is a high priority to the State. Vendors who cannot agree to the contract as is must include a redlined Word version of the attached *Contract Form* with their proposal response. To the extent a vendor has prior contractual dealings with the State, no assumption should be made that terms outside those provided herein have any influence on this project.

## INSURANCE SCHEDULE

### The State strongly prefers vendors agree to the terms of the attached *Insurance Schedule* as is. Vendors who cannot agree must explain which areas are causing non-compliance and attach a red line if necessary.

### Awarded vendor shall maintain, for the duration of the contract, insurance coverages as set forth in the fully executed contract.

### Work on the contract shall not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverages.

### Failure to maintain any required insurance coverage or acceptable alternative method of insurance shall be deemed a breach of contract.

## VENDOR BACKGROUND

### Company background/history and why vendor is qualified to provide the services described in this solicitation.

### Provide a brief description of the length of time vendor has been providing services described in this solicitation to the public and/or private sector.

## VENDOR STAFF RESUMES

### A resume shall be included for each proposed key personnel, see *Proposed Staff Resume.*

### A resume shall also be included for any proposed key subcontractor personnel.

## SUBCONTRACTORS

### Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this solicitation. This does not include third parties who provide support or incidental services to the contractor.

### Proposal should include a completed *Vendor Information Response* form for each subcontractor.

### Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

### Vendor proposal shall identify specific requirements of the project for which each subcontractor shall perform services.

#### How the work of any subcontractor(s) shall be supervised

#### How channels of communication shall be maintained

#### How compliance with contracts terms and conditions will be assured

#### Previous experience with subcontractor(s)

## VENDOR FINANCIAL INFORMATION

### The information requested in this section is designated as confidential business information by the Administrator pursuant to NRS 333.020(5)(b) and is not public information pursuant to NRS 333.333.

### This information should be submitted as a separate attachment, flagged as confidential in NevadaEPro.

### Proposing vendor shall provide the following financial information and documentation:

#### Dun and Bradstreet Number

#### Federal Tax Identification Number

#### The last two (2) full years and current year interim:

###### Profit and Loss Statements

###### Balance Statements

## BUSINESS REFERENCES

### The information requested in this section is designated as confidential business information by the Administrator pursuant to NRS 333.020(5)(b) and is not public information pursuant to NRS 333.333.

### Vendors shall provide a minimum of three (3) business references from similar projects performed for private and/or public sector clients within the last five (5) years, see *Reference Questionnaire*.

### The purpose of these references is to document relevant experience and aid in the evaluation process.

### Business references should return *Reference Questionnaire* directly to Single Point of Contact via email.

### Business references will not be accepted directly from proposing vendor.

### Business references shall not be requested from the soliciting agency.

### The State will not disclose submitted references, but will confirm if a reference has been received.

### The State reserves the right to contact references during evaluation.

# SUBMISSION CHECKLIST

## This section identifies documents that shall be submitted to be considered responsive. Vendors are encouraged to review all requirements to ensure all requested information is included in their response.

### Proposals must be submitted as a Quote through NevadaEPro, [https://NevadaEPro.com](https://nevadaepro.com/).

### Vendors are encouraged to submit a single file attachment per proposal section if possible.

### Technical proposal information and Cost proposal information shall not be included in the same attachment.

### Cost proposal attachment shall not be flagged as confidential in NevadaEPro.

### Additional attachments may be included, but are discouraged and should be kept to a minimum.

## TECHNICAL PROPOSAL

#### Title Page

#### Table of Contents

#### Response to Mandatory Minimum Requirements

#### Response to Critical Items

#### Response to Scope of Work

#### Proposed Staff Resumes

#### Other Informational Material

## PROPRIETARY INFORMATION. If necessary. Attachment should be flagged confidential in NevadaEPro.

#### Title Page

#### Table of Contents

#### Trade Secret information, cross referenced to the technical proposal

## COST PROPOSAL

## VENDOR FINANCIAL INFORMATION. Attachment should be flagged confidential in NevadaEPro.

## SIGNED ATTACHMENTS

#### Vendor Information Response

#### Vendor Certifications

#### Confidentiality and Certification of Indemnification

#### Certification Regarding Lobbying

## OTHER ATTACHMENTS. If necessary, not recommended.

## REFERENCE QUESTIONNAIRES. Not submitted directly by vendor.