

REQUEST FOR PROPOSALS (RFP)
JANITORIAL and LIGHT MAINTENANCE SERVICES for
OTERO COUNTY ELECTRIC COOPERATIVE, INC.

July 29, 2022

To Whom It May Concern;

SUBJECT: Janitorial and Light Maintenance Services

Otero County Electric Cooperative (OCEC), Inc. is accepting proposals for janitorial and light maintenance services for the Alto Office at 1135 Hwy 48 and the Alto Service Center at 1141 Hwy 48, Alto, NM 88312

BIDDER INSTRUCTIONS: Both locations must be bid together as one contract.

The minimum requirements for consideration on the proposal are as follows:

1. Scheduling of work for the Alto Office and Alto Service Center. The contractor shall provide janitorial services Monday through Friday outside of normal business hours. Our normal business hours are Monday - Friday, 8 am – 5 pm.
2. Regular Daily Services Required at the Alto Office. The Alto Service Center will be serviced 2 times per week.
 - a. Empty and clean all wastebaskets and other waste containers and insert new appropriate plastic liners in all wastebaskets and containers on a daily basis where applicable.
 - b. Clean by sweeping and/or dust mop all floors, including halls, vacuum all carpeted public areas. Spot clean or damp mop all spots/stains. Return furniture, chairs, etc. to their appropriate location.
 - c. Clean and disinfect the drinking fountain and all kitchen and bathroom sinks. Wash dishes left in sink as well as coffee pots and iced tea maker.
 - d. Clean all marks and smudges from the counters, chairs and other furniture in the lobby area.
 - e. Thoroughly clean all urinals, toilets and lavatories with products provided by OCEC. Damp mop lavatory floor area with cleaner provided by OCEC. Clean mirrors and bright metal. Spot clean walls around sinks, urinals and toilet bowls. Refill all soap, towel and paper product dispensers. Dust top of lavatory partitions.
 - f. Clean both entrance door glass and frames to remove hand marks and smudges. Clean and disinfect all doorknobs/handles.
 - g. Remove and deposit trash in the designated containers daily.
 - h. Leave written notice of any irregularities noted during servicing, i.e., defective plumbing fixtures, electrical problems, burned-out lights, low levels of cleaning products and/or paper products. Keep approximately one (1) week supply of cleaning and paper products and other consumables normally used for janitorial and light maintenance.
 - i. Turn out all lights except those required and designated to be left on. Set automated alarm system upon completion of janitorial service.
 - j. Remove and dispose of all bulky items (such as boxes) placed in an area designated by OCEC.
3. Weekly Service. Contractor shall perform the following services each week:
 - a. Dust/wax/wipe down each desk-top, tops of filing cabinets, bookshelves and chairs.
 - b. Vacuum all offices.
4. Semi Annual Service. Contractor shall perform the following services:
 - a. Clean all light fixtures in building.
 - b. Remove all cobwebs from corners, ceilings and window frames.
5. OCEC will supply all the restroom and cleaning supplies needed to perform contractor duties. OCEC will also supply disinfectants, mop and buckets, detergents, dusting sprays, room sprays and vacuum cleaner.

6. Supervision of Work. Contractor shall conduct regular systematic inspection of their work crew, and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required under this Contract. It is the responsibility of the contractor to notify OCEC of any special comments on janitorial needs.

REFERENCES

Provide a list of at least three (3) references documenting your experience. Each reference should include the individuals name, title and current telephone number. In addition, please provide:

1. A listing of all buildings where the company is currently providing janitorial services.
2. Information on the experience and/or qualifications of personnel to be assigned to project.

Bidders should note that any and all work intended to be subcontracted as part of the bid submittal must be accompanied by background materials and references for proposed subcontractors, no exceptions.

COST OF SERVICES:

Respondents shall provide:

1. A fixed monthly cost for the janitorial services identified in the scope of services:

PAYMENT

1. Invoices must be fully itemized and provide sufficient information for approving payment and for auditing purposes. OCEC will make payment to the vendor within 30 days of receipt of a correct and complete invoice.

INSURANCE

1. The selected contractor will be required to maintain insurance/bonding to cover any claims arising out of the performance of the contract. The general liability insurance must name OCEC, its officers, agents, volunteers and employees as additional insured.
2. A selected contractor who employs any person shall maintain Workers' Compensation Insurance in accordance with state requirements. Sole proprietors with no employees are not required to carry Worker's Compensation Insurance.

SCHEDULE (Dates are subject to change)

- o Issue RFP to potential bidders: Published 07/29/2022
- o Deadline for Proposals: Friday, 08/12/2022 by 4:00pm (will accept by email, mail or hand delivery)
- o Start of Contract: TBD (to be determined)

Questions will be answered within 2 business days. Questions and answers will be shared with all bidders.

Otero County Electric Cooperative, Inc. reserves the right to reject any and all proposals at any time. All proposals received will remain confidential and information within the proposal will remain confidential.

Thank you for your interest in working with OCEC for this service. We look forward to receiving your proposal.

Any preliminary questions email: Kelley Sanders: kelleys@ote-coop.com

Best Regards,

Kelley Sanders

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