Part 1A – Technical Proposal

State of Nevada – Purchase division

Request for proposal:3233

DMV Donovan Building – Janitorial Services

4110 Donovan Way

North Las Vegas, NV 89030

By: Bright Cleaning Service

1913 Nature Park Dr.
N. Las Vegas, NV 89084

Opening Date: May 9, 2016

Opening Time: 2:00 p.m.

Table of Contents

Part I A – Technical Proposal Submission Requirements

Tab I - Title Page
Tab II - Vendor Information Sheet
Tab III – Attachment A – Confidentiality and Certification of Indemnification
Tab IV - Attachment B – Technical Proposal Certification of Compliance
Tab V – Attachment C – Vendor Certifications
Tab VI - Section 4 – Company Background and References
Tab VII – Scope of Work
Tab VIII - Attachment G – Proposed Staff Resume

Part II - Cost Proposal Submission Requirements

Tab I - Title Page
Tab II - Cost Proposal – Attachment H
Tab III - Attachment I – Cost Proposal Certification of Compliance with Terms and Conditions

VENDOR INFORMATION SHEET FOR RFP 3233

Vendor Must:

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 will be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Tab III of the Technical Proposal.

V1	Company Name	Bright Cleaning Service

V2	Street Address	P.O. Box 751053

V3	City, State, ZIP	Las Vegas, NV 89136

V4	Telephone Number		
	Area Code: 702	Number: 242-5888	Extension:

V5	Facsimile Number		
	Area Code: 702	Number: 656-3520	Extension:

V6	Toll Free Number		
	Area Code:	Number:	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: Robert Elliott
	Title: Owner
	Address: 1913 Nature Park Dr., North Las Vegas, NV 89084
	Email Address: robert@brightcleaningservicelv.com

V8	Telephone Number for Contact Person		
	Area Code: 702	Number: 290-3561	Extension:

V9	Facsimile Number for Contact Person		
	Area Code: 702	Number: 656-3520	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: Robert Elliott	Title: Owner

V11	Signature ***(Individual must be legally authorized to bind the vendor per NRS 333.337)***	
	Signature:	Date: 5-2-16

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **will not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the Submittal Instructions of this RFP, vendors are requested to submit confidential information in separate binders marked "**Part I B Confidential Technical**" and "**Part III Confidential Financial.**"

The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act will constitute a complete waiver and all submitted information will become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information as defined in ***Section 2 "ACRONYMS/DEFINITIONS."***

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part I B – Confidential Technical Information			
YES		NO	X
Justification for Confidential Status			

A Public Records CD has been included for the Technical and Cost Proposal			
YES	X	NO (See note below)	
Note: By marking "NO" for Public Record CD included, you are authorizing the State to use the "Master CD" for Public Records requests.			

Part III – Confidential Financial Information			
YES		NO	X
Justification for Confidential Status			

Bright Cleaning Service
Company Name:

Signature

Robert Elliott
Print Name:

4/2516
Date:

This document must be submitted in Tab IV of vendor's technical proposal

ATTACHMENT B – TECHNICAL PROPOSAL CERTIFICATION OF COMPLIANCE WITH TERMS AND CONDITIONS OF RFP

I have read, understand and agree to comply with ***all*** the terms and conditions specified in this Request for Proposal.

YES X I agree to comply with the terms and conditions specified in this RFP.

NO _____ I do not agree to comply with the terms and conditions specified in this RFP.

If the exception and/or assumption require a change in the terms in any section of the RFP, the contract, or any incorporated documents, vendors ***must*** provide the specific language that is being proposed in the tables below. If vendors do not specify in detail any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Bright Cleaning Service
Company Name

Signature

Robert Elliott
Print Name

4/25/16
Date:

Vendors MUST use the following format. Attach additional sheets if necessary.

EXCEPTION SUMMARY FORM

EXCEPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	EXCEPTION (Complete detail regarding exceptions must be identified)

ASSUMPTION SUMMARY FORM

ASSUMPTION #	RFP SECTION NUMBER	RFP PAGE NUMBER	ASSUMPTION (Complete detail regarding assumptions must be identified)

This document must be submitted in Tab V of vendor's technical proposal

ATTACHMENT C – VENDOR CERTIFICATIONS

Vendor agrees and will comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and will not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, will remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, will remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals must be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion must be in writing and included in the proposal at the time of submission.

(7) Each vendor must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a vendor's proposal. An award will not be made where a conflict of interest exists. The State will determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and will be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor must certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal must be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

Bright Cleaning Service

Vendor Company Name:

Vendor Signature

Robert Elliott

Print Name:

4/25/16

Date:

This document must be submitted in Tab IV of vendor's technical proposal

3. SCOPE OF WORK

The awarded vendor is expected to provide and utilize cleaning chemicals that will clean and sanitize all surfaces, subject to approval of the Buildings and Grounds designee. Awarded vendor is required to supply Safety Data Sheets (SDS) for each material utilized onsite. These sheets shall be stored in a binder, and kept in a visible, easily accessible area of the janitorial work station as identified by the Buildings and Grounds designee.

Due to the nature of this contract, it is imperative that all selected vendor's employees must be able to communicate effectively.

3.1 BUILDING DETAILS – DONOVAN BUILDING – 4110 DONOVAN WAY, NORTH LAS VEGAS, NEVADA

3.1.1 This building is a one-story building with 5,468 square feet. There are four (4) restrooms, one (1) janitorial closet, and one (1) break room.

3.1.1.1 All vacuuming must cease by 8:00 a.m.
3.1.1.2 Conference rooms and tables must be cleaned by 8:00 a.m.

3.1.2 The approximate square footage of the carpet, porcelain tile, VCT, and windows are as follows (all square footage amounts are approximate):

3.1.2.1 Carpet – 2,500 sq. ft.

3.1.2.2 Bathroom floor tile – 300 sq. ft. (mosaic and ceramic)

3.1.2.3 VCT flooring – 2,600 sq. ft.

3.1.2.4 Windows – 600 sq. ft. (12 with blinds)

3.1.3 This building will be cleaned five (5) days per week. Janitorial services will begin at 5:00 a.m., continuing through 2:00 p.m., Monday - Friday.

3.2 DAILY CLEANING SPECIFICATIONS

3.2.1 General Office and Public Areas

3.2.1.1 Computer keyboards, monitors, typewriters, and calculators will not be cleaned in any manner by the vendor's employees; equipment users will be responsible for their cleaning.

3.2.1.2 Awarded vendor will dust desks and work surfaces when they have been cleared off. More extensive cleaning will be available upon request.

3.2.1.3 Vendor shall ensure that all information and/or documents in all contracted buildings remain confidential, with access limited to persons specifically authorized and approved by the Buildings and Grounds designee.

3.2.2 Trash from Wastebaskets/Trash Receptacles and Other Labeled Waste Material

3.2.2.1 All trash will be placed into large plastic trash bags, sealed, and disposed of in the large green dumpsters provided outside the building.

3.2.2.2 Recycle paper located in "recycling" boxes/bins located in a designated area of each floor must be emptied into the recycle dumpsters, where available.

3.2.2.3 Other than outside dumpsters, all trash receptacles inside and outside any building, must include plastic liners at all times.

A. Receptacles must be cleaned after any liquid is spilled, or if the liner has slipped and food, etc., is visible in the waste basket.

B. Plastic liners must be replaced at least once a week, or daily when organic matter/odors are present.

3.2.3 Exposed Carpeted Areas

3.2.3.1 All exposed carpeted areas must be vacuumed, including all offices, public areas, corridors, and pathways within office areas, to ensure complete vacuuming.

3.2.3.2 All vacuum cleaners must be of commercial grade and have HEPA filtration.

A. All backpack vacuums must be equipped with a HEPA filtration system that meets all State and Federal legal requirements.

B. All equipment may be subject to inspection and approval by the Buildings and Grounds designee at any time.

3.2.3.3 All carpet areas must be spot-cleaned daily.

A. Awarded vendor will make every effort to remove stains from carpets and other flooring material during normal service hours.

B. When cleaning any stain, the following process will be followed:

1. Vendor will vacuum the affected area, applying spot cleaner to remove the stain, blotting excess cleaner; and

2. If the stain remains, the awarded vendor will notify the Buildings and Grounds designee the next business day, Monday through Friday, between 7:00 a.m. and 5:00 p.m.

3.2.4 Staple/Paper Clip/Substance Removal

3.2.4.1 Staples and paper clips must be removed from all flooring on a daily basis.

3.2.4.2 All gum or other foreign substances found on any floor must be removed upon discovery.

3.2.4.3 If a substance cannot be removed, Buildings and Grounds must be notified the next business day, Monday through Friday between 7:00 a.m. and 5:00 p.m.

3.2.5 Daily

3.2.5.1 Awarded vendor will dust and remove fingerprints from all exposed furniture tops and sides, including but not limited to: chairs, tables, lamps, doors, filing cabinets, shelving, window sills, items hanging on walls (i.e., pictures, framed documents/pictures, clocks, etc.), door frames, ledges, modular furniture, soda machines, candy machines, appliances, paper shredders, and partitions.

A. Individual desks will not be disturbed unless a furniture item is noted requesting that the surface be cleaned.

B. A thorough cleaning and polishing of vacant individual desks/offices will be done when the surface is clear of unnecessary objects, or upon request.

3.2.5.2 Walls and doors must be clean and free from spots or hand prints, and kick plates at the bottom of all doors also will remain clean and streak free.

3.2.5.3 All doorways and/or entrances to buildings will be manually swept thoroughly every day.

NOTE: Doors may not be wedged open in the jamb/hinge area.

3.2.6 Care of Drinking Fountains

3.2.6.1 Awarded vendor will clean, polish, and sanitize drinking fountains to present a finish with no streaks, smudges, watermarks, or calcium buildup.

3.2.6.2 Drinking fountains will be polished with a polish/cleaner appropriate to the fixture.

3.2.7 Customer Service Counters

Awarded vendor will disinfect all customer service counters daily.

3.2.8 Glass Entryway Doors and Corridors

Entry corridors include all doors and windows (no more than 12 feet high) located at the entrance of a building, and awarded vendor must clean glass in entryways daily, interior and exterior, utilizing a chemical cleaner to minimize fingerprints.

3.2.9 Ashtrays and Sand Urns in Smoking Areas

3.2.9.1 Awarded vendor will remove all cigarette butts, matches, bits of paper, etc., from ashtrays, adding sand to urns as needed to maintain a full level.

3.2.9.2 On the last working day of each month, vendor will dispose of all old sand and refill the container with new sand.

3.2.9.3 Sand will be provided by the awarded vendor, subject to Buildings and Grounds approval.

3.2.10 Rubberized Mat/Carpet Care

Awarded vendor will vacuum daily all rubberized/carpet mats with a HEPA vacuum.

3.2.11 Food Areas

3.2.11.1 Awarded vendor must clean all lunchrooms (excluding dishes and utensils) and break rooms with cleaners and disinfectants that will not harm finishes, subject to Buildings and Grounds approval.

3.2.11.2 All floors, tables, and counters must be cleaned with an approved cleaner/disinfectant that will not harm finishes and will dry completely streak-free and stain-free daily.

3.3 DAILY CLEANING – RESTROOMS, LOCKER ROOMS, AND SHOWER ROOMS

Daily cleaning and servicing of all restrooms, locker rooms, and shower rooms is a high priority. In general, stockpiling of refill supplies in these areas is not permitted. See ***Section 2, Acronyms/Definitions***, for the definition of "clean."

3.3.1 All fixtures, floors, walls, and stall dividers must be cleaned daily with an approved cleaner/disinfectant that will not harm finishes and will dry completely streak-free and stain-free.

3.3.2 Soap Dispenser Care

3.3.2.1 Vendor will maintain soap dispensers daily. This includes cleaning, refilling, or changing out soap, and replacing batteries as needed.

3.3.2.2 Chrome must be polished and will be streak free.

3.3.2.3 Broken soap dispensers must be reported to Buildings and Grounds by the next business day. The vendor has the option to replace broken dispensers with the approval of the Buildings and Grounds designee.

3.3.3 Trash Receptacle/Waste Can Care

3.3.3.1 Vendor will empty trash containers, polish stainless steel, wipe out the inside as needed, and replace the liner daily.

3.3.3.2 Trash containers may never remain streaky or smudged after cleaning.

3.3.4 Mirror and Glass Care

3.3.4.1 Awarded vendor will clean and polish all mirror surfaces with glass cleaner, ensuring that the top ledge above the mirror is dust-free.

3.3.4.2 After cleaning, mirrors must be free of all smudges, streaks, finger prints, lint, and paper debris.

3.3.5 Ceramic Tile Walls and Partition Care

Awarded vendor must daily wipe down the walls of all partitions and ceramic tile with a disinfectant, leaving a streak-free appearance.

3.3.6 Care of Toilets

3.3.6.1 Awarded vendor will thoroughly clean, disinfectant, and sanitize the inside, outside, top, and bottom of all porcelain toilets and toilet seats, leaving all surfaces free of rings, water stains, and streaks.

3.3.6.2 Vendor will polish all chrome.

3.3.7 Care of Urinals

3.3.7.1 Awarded vendor will thoroughly clean, disinfect, and sanitize all urinals, leaving all surfaces free of rings, water stains, and streaks.

3.3.7.2 All stainless steel urinals must be polished.

3.3.7.3 All urinals shall be equipped with a rubberized urinal screen. Awarded vendor will remove these screens each day, clean underneath, and then replace the screen. Disinfectant blocks are prohibited.

3.3.7.4 Awarded vendor must replace drain pads on or about the first day of every month. Newly installed pads must be dated on the "down" side with a permanent ink marker indicating the day they are placed.

3.3.8 Toilet Paper Dispensers and Seat Covers

3.3.8.1 Awarded vendor will check and refill toilet paper and seat cover dispensers each day.

3.3.8.2 Awarded vendor will replace the roll when toilet paper rolls contain one-third (1/3) of a roll or less at the end of the day.

3.3.8.3 Awarded vendor must clean all toilet paper and seat cover dispensers with a disinfectant, leaving them streak-free.

3.3.8.4 Awarded vendor will polish all stainless steel items each day.

3.3.8.5 Toilet paper must be "quality" white, 2-ply toilet paper, subject to the approval of the Buildings and Grounds designee.

3.3.9 Paper Towel Dispensers

3.3.9.1 Vendor will maintain paper towel dispensers daily, cleaning and refilling as needed.

3.3.9.2 Vendor will clean dispensers with a disinfectant, leaving each dispenser streak-free.

3.3.9.3 Vendor will polish all stainless steel, where applicable.

A. Paper towels must either be a single, bi-fold, or multi-fold paper towel that is compatible with the dispenser.

B. All paper towels must be "quality" white and dye-free.

3.3.10 Care of Sanitary Napkin Depositories

3.3.10.1 Awarded vendor must check and empty all sanitary napkin depositories daily.

3.3.10.2 Vendor will clean each unit inside and outside with a disinfectant cleaning solution, leaving each unit streak-free.

3.3.10.3 Vendor will replace any used bags each day.

NOTE: Bags should be wax-coated, "quality" bags, subject to the approval the Buildings and Grounds designee.

3.3.11 Graffiti Removal

3.3.11.1 Awarded vendor is required to remove all graffiti from all surfaces, and may consult with the Buildings and Grounds designee when attempting removal.

3.3.11.2 Awarded vendor must notify the Buildings and Grounds designee in writing within 24 hours of the discovery of any unsightly mark or graffiti that cannot be removed from walls, partitions, or mirrors.

3.4 WEEKLY CLEANING SPECIFICATIONS

3.4.1 General Office and Public Areas

3.4.1.1 Weekly dusting (see ***Section 3.2.5***)

3.4.1.2 Weekly Vacuuming - to be completed before 8:00 a.m.

Every week, awarded vendor will thoroughly vacuum all carpet edges, accessible carpet beneath furniture, and carpet beneath light, movable furniture.

A. Weekly vacuuming may be accomplished using a vacuum with a hose attachment or a backpack vacuum.

B. The use of a backpack vacuum may be used when vacuuming the following:

1. Buildings with very tight corners;
2. Edges of any carpeted area;
3. Modular furniture;
4. Window blinds; and
5. Large equipment, i.e. shredders, copiers, and vending machines (where possible).

3.4.2 Weekly Cleaning

3.4.2.1 Spot-clean walls, around light switches, door knobs, door jams, and thresholds to remove all spots and marks.

3.4.2.2 Clean all HVAC supply and return air vents, ensuring that all are kept clean and free of dust, webs, and visible buildup, removing and washing registers as needed.

3.4.2.3 Ensure that all areas surrounding wall and ceiling vents are free of all dust and residual discoloration.

3.4.2.4 Clean janitorial sinks with a disinfectant solution inside and outside, leaving no staining, discoloration, or film in the sink.

3.4.2.5 Flush out all floor drains out with a disinfectant solution. **BLEACH MAY NOT BE USED.**

3.4.3 Weekly Hard Floor Care

3.4.3.1 Dust mop, then damp mop, all hard floors using cool, clean water with a neutral cleaner.

3.4.3.2 VCT and Linoleum

VCT and linoleum will present a uniform wet-look appearance when dry, with no wax buildup, dirt, or discoloration visible where the floor edges meet the cove molding, nor in any corners or door jambs.

A. Vendor will maintain floors in such a manner as to promote longevity and safety, leaving all floors in a clean, orderly, and safe condition after cleaning.

B. Spray buff using a high-speed floor machine to achieve a wet-look finish.

C. If an area does not exhibit a wet-look finish after buffing, vendor will apply a coat of approved floor finish and will re-buff the area.

D. Floor finish product must be applied every week to all VCT and linoleum tile surfaces. Floor finish product will provide a protective coating with a safe, non-slip surface.

3.4.3.3 Sealed Concrete: Dust mop and wet mop until no streaks are visible.

3.4.3.4 Hardwood floors: Vacuum using a hard floor attachment to remove dirt and debris from cracks, and then damp mop (Swiffer-style) using a Buildings and Grounds-approved cleaner.

3.4.3.5 Polished marble or granite: Mop with a neutral-ph cleaner made specifically for stone, and then buff with a white pad.

3.4.3.6 Terrazzo: Mop using a water-based terrazzo cleaner.

3.4.3.7 Brick and tile: Auto scrub using a nylo-grit brush.

3.5 MONTHLY CLEANING SPECIFICATIONS

3.5.1 Monthly Hard Floor Care

3.5.1.1 VCT and Linoleum

A. VCT and linoleum present a uniform wet-look appearance when dry.

B. Vendor will dust mop all floors.

C. Damp mop using cool, clean water with a neutral cleaner.

D. Deep scrub floor using a floor machine and blue pad to remove soil, scuffs, and black marks.

1. Recoat VCT and linoleum floors with two coats of non-slip wax.

2. Burnish/buff all floors using a high-speed floor machines to achieve a wet-look finish.

a. If an area does not buff up to a wet-look finish, vendor must add an additional coat of the approved product, and then rebuff the area.

b. This process will be repeated until the required wet-look finish is present.

3.5.1.2 Tile Floors (ceramic, terra cotta, slate, etc.)

A. If already treated, awarded vendor will recoat with appropriate finish acceptable to the Buildings and Grounds designee.

B. If not treated, awarded vendor(s) will clean and seal, using an appropriate finish acceptable to the Buildings and Grounds designee.

3.5.2 Doors (Wood, Metal, Glass, and/or Plastic)

3.5.2.1 Vendor will clean all interior and exterior doors.

3.5.2.2 Doors may not show any residual streaks or marks.

3.5.2.3 Vendor will clean all thresholds and door trim, allowing no buildup of wax or dirt.

3.5.3 Janitorial closets

Awarded vendor(s) must maintain closets in an orderly and safe manner.

3.6 QUARTERLY CLEANING SPECIFICATIONS

3.6.1 Upholstered Surface Care

3.6.1.1 Vacuum with a HEPA vacuum all upholstered surfaces including, but not limited to, modular furniture with cloth walls, chairs, couches, benches, ottoman, etc.

3.6.1.2 Spot-clean upholstered surfaces when necessary.

3.6.2 Shelving and Books - all items on shelves should be dust-free after cleaning.

3.7 SEMI-ANNUAL CLEANING SPECIFICATIONS

3.7.1 VCT and Linoleum

3.7.1.1 Strip floors of old wax and floor surface by going over the floor completely several times using a floor machine equipped with a stripping pad.

3.7.1.2 Apply two (2) coats of sealer to all VCT and linoleum floors, allowing each coat to dry before applying the next coat of sealer.

A. Recoat with appropriate floor finish acceptable to the Buildings and Grounds designee.

B. Recoat VCT and linoleum floors with three (3) coats of non-slip wax.

C. Burnish using a high-speed floor machine to achieve a wet-look finish. If an area does not buff up to a wet-look finish, it will be necessary to add a coat of the appropriate approved finish and then rebuff the area. This will be repeated until the required wet-look finish is present.

D. Upon completion, all floors will be free of dust, dirt, film streaks, debris, and standing water, with no hair, drips or "holidays" (swirls in the finished look). VCT and linoleum present a uniform wet-look appearance when dry. There should be no visible buildup 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, baseboard, bottom of doors, thresholds or rubber borders.

E. Floors will be maintained in such a manner as to promote longevity and safety. Upon completion of work, VCT and linoleum floors will be left in a clean, orderly, and safe condition. <u>The floor finish product is understood to be a protective coating, as well as a safety (non-slip) factor, and must be applied to VCT and linoleum tile surfaces.</u>

3.7.2 Base Cove and Wainscot Care

3.7.2.1 Wipe down/clean all base-cove wainscots throughout the building.

A. There should be no film left behind; and

B. There should be no scuff marks, or other residue present after cleaning.

3.7.2.2 Awarded vendor(s) will consult with the Buildings and Grounds designee on the proper cleaner to use.

3.7.3 Light Fixtures and Diffusers

Clean all light fixtures and diffusers inside and outside, throughout the building.

3.8 WINDOW BLIND CLEANING

3.8.1 Window Blinds

All window blinds will be cleaned using a licensed, bonded, and insured blind cleaning company specializing in the cleaning of blinds.

3.8.1.1 The cleaning shall be scheduled upon notice from the Buildings and Grounds designee.

3.8.1.2 Windows or blinds over 12 feet above the floor will require a licensed blind cleaner.

A. Proposing vendors possessing a license for blind cleaning should submit a copy of the license with the proposal.

B. Proposing vendors without a blind-cleaning license should provide subcontractor information for this service.

C. The Buildings and Grounds designee must pre-approve blind cleaning subcontractor in writing.

3.8.1.3 Blind cleaning must be performed on weekends or after hours.

3.8.1.4 Awarded vendor will be responsible for arranging the blind cleaning upon approval by the Buildings and Grounds designee.

NOTE: Blind cleaning may be priced and invoiced separately by floor.

3.9 SECURITY REQUIREMENTS

All employees or agents of awarded vendor who will be working in any State building are required to have an initial National Crime Information Center (NCIC) background check, as well as a fingerprinting check, at no cost to the State. This background check shall also be repeated each year.

3.9.1 Background Check and Fingerprinting

All employees or agents of the awarded vendor that will be working in any State building are required to have a National Crime Information Center (NCIC) background check and fingerprinting completed at no cost to the State.

The Buildings and Grounds designee will provide details to awarded vendor(s) regarding the application for and location for records checks.

3.9.1.1 This NCIC background check should take no longer than two (2) days, while the fingerprinting results may take several weeks.

A. After the NCIC check has been completed, employee/agents will be permitted to work in a State building on a conditional basis until the fingerprinting results have been completed.

B. All results must be submitted to the Buildings and Grounds designee within 24 hours of receipt.

C. In the event the fingerprinting report is unable to be cleared, the probationary employee will be immediately removed from the building and prohibited from entering any State building under contract.

3.9.1.2 Local, State, and Federal background checks, as well as fingerprinting, must be completed and updated annually.

3.9.2 Uniforms

All employees of the awarded vendor will be identified by a uniform shirt featuring the janitorial company's logo.

3.9.3 Photo ID

All employees of the awarded vendor will wear a photo ID badge at all times. Copies of the photo ID badges shall be remitted to the Buildings and Grounds designee prior to work start date.

3.9.4 List of Awarded Vendor's Employees

3.9.4.1 Awarded vendor shall furnish the Buildings and Grounds designee with a list of all proposed employees, including name, address, and length of time the vendor has been employed or known the person, at least 14 days prior to the start date of the contract.

3.9.4.2 Contractor shall ensure that all background checks are completed and the results submitted to the Buildings and Grounds designee at least seven (7) days prior to the start date of any new contract OR any new-hire start date.

3.9.5 Changes to Awarded Vendor(s)' Employee Lists

When an awarded vendor(s) makes a change to an employee list, either on a temporary or permanent basis, the vendor shall notify the Buildings and Grounds designee ***immediately*** and must also ensure that required background checks have been completed for incoming staff, with pass/fail results and date of completion provided to the Buildings and Grounds designee.

3.9.6 Exterior Doors

3.9.6.1 Between the hours of 6:00 p.m. to 6:00 a.m., all exterior doors must remain locked at all times.

3.9.6.2 Vendor's employees are strictly prohibited from opening exterior doors for anyone; any person authorized to enter the building after normal working hours should have a key.

3.9.6.3 Exterior doors should never be propped open for the convenience of running to the dumpster or taking care of any outside projects associated with this contract, with the exception of during the cleaning of an exterior door's threshold, during which vendor employees shall remain present until the exterior door is closed and locked.

3.9.6.4 The vendor's supervisor will be responsible for ensuring all exterior doors have been secured when work is completed.

3.9.7 Interior Doors

3.9.7.1 Between the hours of 6:00 p.m. to 6:00 a.m., all interior doors with locks must be locked with all unnecessary lighting turned off after completion of work in an immediate area.

3.9.7.2 The vendor's supervisor will be responsible for ensuring all interior doors have been secured when work is completed.

3.9.8 Building Keys, Alarm Code, and Proximity Card Care

3.9.8.1 Awarded vendor shall be fully responsible for the protection of all furnished keys, proximity cards, and alarm codes.

A. Each key and each card shall be assigned to a specific person and may not be used by any other individual.

B. It will be considered a breach of security if keys and/or cards are used by someone other than the assigned individual.

C. <u>Any breach as described in Section 3.9.8.1.B may be considered cause for contract termination</u>.

3.9.8.2 Vendors shall notify the Buildings and Grounds designee in writing when any employees resign, are terminated, or are moved to another facility.

3.9.8.3 When key(s) or proximity cards issued to a vendor are lost or stolen, and if the corresponding locks have to be re-keyed as a result, the Division may reissue keys, proximity cards, locks and alarm codes at the awarded vendors' expense.

3.9.8.4 False alarm fees may be charged back to awarded vendor(s) when the alarm was caused by a vendor or vendor employee.

3.9.9 The Buildings and Grounds designee will conduct random unannounced building inspections.

3.9.9.1 During the inspection, the Buildings and Grounds designee will complete an Inspection Sheet (***Attachment J)*** to determine if any deficiencies are present.

3.9.9.2 The Buildings and Grounds designee will fax the completed Inspection Sheet to the vendor within 24 hours of the completed inspection.

3.9.9.3 Awarded vendor will be given seven (7) calendar days to correct all noted deficiencies, and must schedule a reinspection with the Buildings and Grounds designee within 24 hours of faxed receipt of the Inspect Sheet noting deficiencies.

4. COMPANY BACKGROUND AND REFERENCES

4.1 VENDOR INFORMATION

4.1.1 Vendors must provide a company profile in the table format below.

Question	Response
Company name:	Bright Cleaning Service
Ownership (sole proprietor, partnership, etc.):	Sole Proprietor
State of incorporation:	Nevada
Date of incorporation:	
# of years in business:	10
List of top officers:	Robert Elliott
Location of company headquarters:	Nevada
Location(s) of the company offices:	Nevada
Location(s) of the office that will provide the services described in this RFP:	1913 Nature Park Dr., N. Las Vegas, NV 89084
Number of employees locally with the expertise to support the requirements identified in this RFP:	9
Number of employees nationally with the expertise to support the requirements in this RFP:	9
Location(s) from which employees will be assigned for this project:	Nevada

4.1.2 **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state must register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

4.1.3 The selected vendor, prior to doing business in the State of Nevada, must be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License Number:	NV20121120572
Legal Entity Name:	Bright Cleaning Service

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	X	No	

If "No," provide explanation.

4.1.4 Vendors are cautioned that some services may contain licensing requirement(s). Vendors shall be proactive in verification of these requirements prior to proposal submittal. Proposals that do not contain the requisite licensure may be deemed non-responsive.

4.1.5 Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes	X	No	

If "Yes," complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	State of Nevada
State agency contact name:	Jeanne Clark
Dates when services were performed:	5/26/2015 - Present
Type of duties performed:	Janitorial Services
Total dollar value of the contract:	Hourly per Job

4.1.6 Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	X

If "Yes," please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person will be performing or producing the services which you will be contracted to provide under this

contract, you must disclose the identity of each such person in your response to this RFP, and specify the services that each person will be expected to perform.

4.1.7 Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP must also be disclosed.

Does any of the above apply to your company?

Yes		No	X

If "Yes," please provide the following information. Table can be duplicated for each issue being identified.

Question	Response	
Date of alleged contract failure or breach:		
Parties involved:		
Description of the contract failure, contract breach, or litigation, including the products or services involved:		
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

4.1.8 Vendors must review the insurance requirements specified in ***Attachment E, Insurance Schedule for RFP 3233.*** Does your organization currently have or will your organization be able to provide the insurance requirements as specified in ***Attachment E.***

Yes	X	No	

Any exceptions and/or assumptions to the insurance requirements ***must*** be identified on ***Attachment B, Technical Proposal Certification of Compliance with Terms and Conditions of RFP.*** Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at time of proposal submission, the State will not consider any additional exceptions and/or assumptions during negotiations.

Upon contract award, the successful vendor ***must*** provide the Certificate of Insurance identifying the coverages as specified in ***Attachment E, Insurance Schedule for RFP 3233.***

4.1.9 Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

4.1.10 Length of time vendor has been providing services described in this RFP to the public and/or private sector. Please provide a brief description.

4.1.11 Financial information and documentation to be included in ***Part III, Confidential Financial Information*** of vendor's response in accordance with ***Section 9.5, Part III – Confidential Financial Information***.

4.1.11.1 Dun and Bradstreet Number
4.1.11.2 Federal Tax Identification Number

4.2 SUBCONTRACTOR INFORMATION

4.2.1 Does this proposal include the use of subcontractors?

Yes		No	X

If "Yes," vendor must:

4.2.1.1 Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor will perform services.

4.2.1.2 If any tasks are to be completed by subcontractor(s), vendors must:

A. Describe the relevant contractual arrangements;

B. Describe how the work of any subcontractor(s) will be supervised, channels of communication will be maintained and compliance with contract terms assured; and

C. Describe your previous experience with subcontractor(s).

4.2.1.3 Vendors must describe the methodology, processes and tools utilized for:

A. Selecting and qualifying appropriate subcontractors for the project/contract;

B. Ensuring subcontractor compliance with the overall performance objectives for the project;

C. Ensuring that subcontractor deliverables meet the quality objectives of the project/contract; and

D. Providing proof of payment to any subcontractor(s) used for this project/contract, if requested by the State. Proposal should include a plan by which, at the State's request, the State will be notified of such payments.

4.2.1.4 Provide the same information for any proposed subcontractors as requested in ***Section 4.1, Vendor Information***.

4.2.1.5 Business references as specified in ***Section 4.3, Business References*** must be provided for any proposed subcontractors.

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

4.2.1.7 Vendor must notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 4.2, Subcontractor Information***. The vendor must receive agency approval prior to subcontractor commencing work.

4.3 BUSINESS REFERENCES

4.3.1 Vendors should provide a minimum of three (3) business references from similar projects performed for private, state and/or large local government clients within the last three (3) years.

4.3.2 Vendors must provide the following information for ***every*** business reference provided by the vendor and/or subcontractor:

The "Company Name" must be the name of the proposing vendor or the vendor's proposed subcontractor.

Reference #:	1		
Company Name:	Bright Cleaning Service		
Identify role company will have for this RFP project (Check appropriate role below):			
X	*VENDOR*		*SUBCONTRACTOR*
Project Name:	Nevada Senior Services		
Primary Contact Information			
Name:	Sandra Mack		
Street Address:	901 N.Jones		
City, State, Zip:	Las Vegas, NV 89108		
Phone, including area code:	702-648-9157		
Facsimile, including area code:	702-648-1408		
Email address:	smack@nevadaseniorservices.org		
Alternate Contact Information			
Name:	DeeDee Woodberry		
Street Address:	901 N. Jones		

City, State, Zip:	Las Vegas, NV 89108
Phone, including area code:	702-648-9157
Facsimile, including area code:	702-648-1408
Email address:	dwoodberry@nevadaseniorservices.org
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Complete janitorial maintenance for 2 buildings (total sq ft. 14,500) 7 nights a week, which includes nightly detailed cleanings of both buildings. Quarterly stripping/waxing of all VCT tile, Monthly burnishing of all VCT tile, Quarterly carpet cleaning, Semi-Annual Grout and Tile cleaning, Monthly window cleaning
Original Project/Contract Start Date:	04/01/2009
Original Project/Contract End Date:	current
Original Project/Contract Value:	$21,168 Annual
Final Project/Contract Date:	$82,596 Annual
Was project/contract completed in time originally allotted, and if not, why not?	Currently ongoing
Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

Reference #:	2		
Company Name:	Bright Cleaning Service		
Identify role company will have for this RFP project (Check appropriate role below):			
X	***VENDOR***		***SUBCONTRACTOR***
Project Name:	Clark County Election Administration		

Primary Contact Information	
Name:	Lorena Portillo
Street Address:	965 Trade Dr. Ste A
City, State, Zip:	N. Las Vegas, NV 89030
Phone, including area code:	702-455-6437
Facsimile, including area code:	702-455-2793
Email address:	lpo@clarkcountynv.gov
Alternate Contact Information	
Name:	Christina Fuentes
Street Address:	965 Trade Dr. Ste A
City, State, Zip:	N. Las Vegas, NV 89030
Phone, including area code:	702-455-2777
Facsimile, including area code:	702-455-2793
Email address:	Christina.fuentes@clarkcountynv.gov
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Day porter service – Monday thru Friday along with nightly full janitorial services (30,735 sq ft). Quarterly stripping/waxing of all VCT tile, Monthly burnishing of VCT tile, Quarterly carpet cleaning, Semi-Annual Grout and Tile cleaning, Monthly window cleaning
Original Project/Contract Start Date:	March 1, 21014
Original Project/Contract End Date:	Present
Original Project/Contract Value:	$27,400 Annual
Final Project/Contract Date:	$32,850 Annual
Was project/contract completed in time originally allotted, and if not, why not?	Yes

Was project/contract completed within or under the original budget/ cost proposal, and if not, why not?	Yes

Reference #:	3		
Company Name:	Bright Cleaning Service		
Identify role company will have for this RFP project (Check appropriate role below):			
X	*VENDOR*		*SUBCONTRACTOR*
Project Name:	United States Army Reserve Corp.		

Primary Contact Information	
Name:	David Boadway
Street Address:	5095 Range Rd.
City, State, Zip:	Las Vegas, NV 89115
Phone, including area code:	702-897-3449
Facsimile, including area code:	
Email address:	David.d.boadway.ctr@mail.mil
Alternate Contact Information	
Name:	
Street Address:	
City, State, Zip:	
Phone, including area code:	
Facsimile, including area code:	
Email address:	
Project Information	
Brief description of the project/contract and description of services performed, including technical environment (i.e., software applications, data communications, etc.) if applicable:	Complete cleaning of 30,000 sq. ft. building and water extraction. Strip/Wax all VCT tile (approx. 18,000 sq. ft.)
Original Project/Contract Start Date:	12/26/2015
Original Project/Contract End Date:	2/24/2016
Original Project/Contract Value:	$4,975
Final Project/Contract Date:	$4,975
Was project/contract completed in time originally allotted, and if not, why not?	Yes
Was project/contract completed within or under the original	Yes

budget/ cost proposal, and if not, why not?	

PROPOSED KEY STAFF RESUME FOR RFP 3233

A resume must be completed for all KEY proposed prime contractor staff and proposed subcontractor staff.

Company Name Submitting Proposal:	***Bright Cleaning Service***

Check the appropriate box as to whether the proposed individual is prime contractor staff or subcontractor staff.

Contractor:	***X***	**Subcontractor:**	

The following information requested pertains to the individual being proposed for this project.

Name:	***Robert Elliott***		**Key Personnel: (Yes/No)**	***Yes***
Individual's Title:	***Owner***			
# of Years in Classification:	***10***	**# of Years with Firm:**		***10***

BRIEF SUMMARY OF PROFESSIONAL EXPERIENCE

Information should include a brief summary of the proposed individual's professional experience.

I have owned Bright Cleaning Service for 10 years. I currently have over 20 full time commercial accounts including office buildings, daycare centers, medical clinics, construction final clean-ups, etc.

RELEVANT EXPERIENCE

Information required should include: timeframe, company name, company location, position title held during the term of the contract/project and details of contract/project.

2006- present, KHS&S, Complete janitorial service
2007- present, Nevada Senior Service, Complete janitorial service

EDUCATION

Information required should include: institution name, city, state, degree and/or Achievement and date completed/received.

1992 - Bachelors of Science and Business Administration Degree, University of Nevada Las Vegas, Las Vegas, NV

CERTIFICATIONS

Information required should include: type of certification and date completed/received.

State of Nevada Local Emerging Small Business Certification – April 2014
Business Opportunity and Work Force Development Program – Class of 2013
Waxie Tile and Grout Seminar – May 23, 2013

REFERENCES

A minimum of three (3) references are required, including name, title, organization, phone number, fax number and email address.

Shawn Martin, Vice President, KHS&S, p:702-597-3200, 702-789-3819, shawn.martin@khsswest.com
John Garland, Plant Manager, Parker Plastics, 702-657-3703, 702-657-3708, jgarland@parkerplastics.net
Clinton Shepherd, Manager, SC Fuels, 702-644-0164, 702-474-0737, shepherdc@scfuels.com