

Invitation for Bid

Project Title: Moreno Valley High School Janitorial Services/Building Maintenance
All Classrooms, Restrooms, Multipurpose Building including the Administrative Offices
Approximately – 16,527 Square Feet

Contract Term: 1 Fiscal Year (July 1, 2018 - June 30, 2019)

Additional Request: Please Include Quote for 1 Fiscal Year (July 1 – June 30)
(An Additional Three (3) Year Extension May Be Available)

Contracting Agency: Moreno Valley High School

Contact Person: Anita C. Ramsey

Address: 56 Camino Grande, PO Box 1037, Angel Fire, NM 87710

Telephone & Fax: 575-377-3100

E-Mail: anita@morenovalleyhigh.org

Deadline to submit sealed bid:

Date: **May 18, 2018**

Time: **2:00 PM MST**

Deliver To: Anita C. Ramsey, 56 Camino Grande, Angel Fire, New Mexico

Application of Preferences: This procurement is subject to the application of preferences, pursuant to §13-1-21, NMSA 1978. Offerors are not eligible to receive both a Resident Business Preference and a Resident Veteran Business preference.

The date and time received will be stamped on the IFB Package by the office. Late proposals will not be accepted. It is the responsibility of the Offeror to ensure that their proposal is delivered on time to the correct address.

SCOPE OF WORK

DAILY SERVICE

1. Cleaning of the classroom interiors with sanitary solution to include,
 - a. Door handles and edges
 - b. Available counter, table, and desk tops
 - c. Phones, keyboards, mice
 - d. Clean chairs, stools, and other seating
2. Clean door glass, interior windows, whiteboards and chalkboards
3. Vacuuming or sweeping
4. Trash removal
5. Clean and sanitize any incorporated restrooms
 - a. Countertops, sinks, toilets, urinals
 - b. Polish fixtures
 - c. Refill dispensers to normal limits
 - d. Clean mirrors, and partitions
 - e. Remove trash
 - f. Damp mop floors
6. Assures that buildings are secure, doors and windows closed and locked, alarms set, and empty of staff/students before leaving the area each evening.
7. Assures that sidewalks and entryways are free of stones, litter, ice, and snow; monitoring such areas on a daily basis.
8. Monitors outside and inside areas for repairs or safety hazards. Reports any needed correction to executive assistant
9. Clean entrance mats

AS NEEDED SERVICE

1. Thorough vacuuming or mopping
2. Trash can liner exchange
3. Cleaning interior windows and sills
4. Spot clean available walls
5. Removal of cobwebs
6. Dust shelves
7. Clean sinks
8. Restock soap and paper towel dispenser
9. Removes all writing on desks or walls or other types of graffiti
10. Complete minor repairs as indicated by director, such as: light bulb and fluorescent light tube replacement; minor lock repairs; tightening of screws, locks, etc.; ceiling tile replacement; other minor tasks that need to be completed immediately
11. Reporting any necessary maintenance to buildings, grounds, fixtures, and equipment
12. Orders all necessary supplies through district-established purchasing procedures; reports and requisitions, as appropriate, needed equipment
13. Repairs or reports clogged sinks or toilets
14. Corrects or reports to director for correction any safe hazard
15. Store flammable liquids and rags safely
16. Clear outside building walls of webs, debris, etc.
17. Keep all equipment clean and in good repair

SUMMER SERVICE

1. Top to bottom cleaning of the interior to include;
 - a. Light fixtures
 - b. Ceilings

- c. Walls
- d. Baseboard
- e. Windows
- f. Counter and Cabinet exteriors
- g. Dusting HVAC vents
2. Clean and remove any furniture not weight burdened, and then re-place furniture.
3. Provide a thorough cleaning of all available floor space.
 - a. Vacuum and shampoo carpets
 - b. Scrub and polish or wax hard surface floors
4. Monthly cleaning and trash removal of administration building

MID YEAR HARD FLOOR SERVICE

1. Clear furniture from floor area
2. Scrub and polish or wax hard surface floors
3. Replace furniture

The service provided will include one hundred sixty daily cleanings to match the schools calendar, one in depth cleaning in the summer months to prepare for the next school year and one midyear hard floor servicing.

The contractor will provide:

- all required labor
- the necessary tools and supplies to promote a safe and clean learning environment

The district will provide:

- all material support in the form of consumable supplies to include but not limited to paper towels, toilet paper, hand soaps, trash liners and any other public use items
- any specialty cleaning equipment and supplies needed for summer floor maintenance such as a carpet shampooer, shampoo, floor buffer/stripper, stripping solution and floor wax.
- provide a secure area to house the contractors' tools and supplies.

To be considered, you must submit a final bid with any necessary supporting materials to support your proposed bid as a reasonable and accurate assessment of the project. The bid and the accompanying papers and documents must be mailed and received or sealed and delivered to Moreno Valley High School, 56 Camino Grande, PO Box 1037, Angel Fire, New Mexico 87710 not later than May 18, 2018 by 2:00 pm. At that time and place, all bids will be opened publicly and read aloud.

The owner of the above project reserves the right to reject any and all bids, to award the contract to other than the low bidder, and to waive any informality in bidding.

The successful bidder, if any, will be required to have a business license and shall provide **Moreno Valley High School** with a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage's and/or Builder's Risk; worker's compensation and unemployment insurance in the amounts required by New Mexico law. The insurance coverage must be in full force and in effect during the agreement term and shall name the **Moreno Valley High School** as an additional insured.

Very truly yours,

Tammy Dunn

Moreno Valley High School
Janitorial Services/Building Maintenance
Sealed Bid Form

I would like to submit a formal bid for _____.
(School Site)

I understand I will be required to have a business license and shall provide **Moreno Valley High School** with a Certificate of Insurance showing a minimum \$1,000,000 combined single limits of general liability and automobile coverage's and/or Builder's Risk; worker's compensation and unemployment insurance in the amounts required by New Mexico law. The insurance coverage must be in full force and in effect during the agreement term and shall name the **Moreno Valley High School** as an additional insured.

Business Name: _____

Address: _____

Telephone Number: _____

Bidder Signature: _____

Title: _____

Bid amount: \$ _____

The bid must be mailed and received or sealed and delivered to Moreno Valley High School, 56 Camion Grande, PO Box 1037, Angel Fire, New Mexico 87710 not later than May 18, 2018 by 2:00 pm. At that time and place, all bids will be opened publicly and read aloud.

Please identify on your envelope the school site in which you will submit a bid.

RESIDENT VETERAN BUSINESS/CONTRACTOR CERTIFICATION

_____(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

PLEASE CHECK ONLY ONE BOX FROM THE TWO (2) CHECK BOXES LISTED BELOW:

I declare that my firm is **ineligible** to receive New Mexico Resident Business/Contractor Veteran Preference. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

I declare that my firm is **eligible** to receive New Mexico Resident Business/Contractor Veteran Preference. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

Please include a valid New Mexico Resident/Contractor Veterans Preference certificate with your sealed response. No preference will be extended unless a valid certificate is included in your sealed response. Submitted certificates shall be validated with New Mexico Tax & Revenue.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract from a public body as the case may be.

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

(Signature of Business Representative)*

(Date)

*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.