

# **REQUEST FOR PROPOSALS (RFP)**

## **York County Community College Custodial & Cleaning Services**

Date of Release:

- February 21, 2025

Bids Due By:

- Monday, March 31, 2025, at 4:30 p.m. (Must be received by this deadline; postmarked submissions are not sufficient.)

Anticipated Selection Date:

- Monday, April 14, 2025

Point of Contact

- Mike McNeil, Director of Operations
- Email: mmcneil@mainecc.edu

### **I. MANDATORY SITE WALKTHROUGH**

A mandatory site walkthrough will be held on March 14, 2025, for all prospective bidders. Attendance is *required* for proposal consideration.

- Time: 1:00 p.m.
- Meeting Location: Main entrance of YCCC Wells Campus
- Registration: Advance registration via email is encouraged but not required.

Failure to attend the mandatory site walkthrough will result in disqualification from the bidding process.

### **II. CONTRACT TERM**

- Initial Term: July 1, 2025 – June 30, 2028 (Three years)
- Optional Extensions: Two additional one-year extensions may be exercised upon mutual agreement.

### **III. LOCATIONS**

York County Community College (YCCC) seeks proposals for custodial and cleaning services at:

1. Wells Campus (112 College Drive, Wells, Maine)
  - Two buildings:
  - Main Building: ~60,000 sq. ft.
  - Pratt & Whitney Building: ~14,000 sq. ft.
  - Cleaning required at least five (5) nights per week, year-round, excluding YCCC holidays and snow days.
  - Daily rate required for weekend cleaning.

2. Sanford Campus (60 Community Drive, Sanford, Maine)
  - Services will be provided on an hourly rate basis.

Note: Both campuses may undergo expansions or construction during this contract period.

#### **IV. SCOPE OF WORK**

A consistent and thorough cleaning routine is essential to maintain a safe, sanitary, and professional environment for students, staff, and visitors. The following services must be performed according to the outlined schedule:

1. Entryways, Hallways, Stairwells:
  - Daily vacuuming, dust sweeping, and trash removal.
  - Weekly auto-scrubbing and glass cleaning.
2. Restrooms:
  - Daily disinfecting of toilets, sinks, dispensers, fixtures and floors.
3. Classrooms, Offices, Success Commons, Bookstore, Cafeteria, Culinary Labs:
  - Daily trash removal.
  - Weekly vacuuming/sweeping and whiteboard cleaning.
  - Monthly deep cleaning of desks, chairs, and air vents.
4. Windows:
  - All interior windows and accessible exterior windows must be cleaned twice annually.
  - Interior windows up to 70 inches in height must be cleaned monthly.

Additional window cleaning beyond this scope will be priced separately under Additional Services.

Excluded from Scope: Cleaning of commercial kitchens, mechanical rooms, and the shop floor at the Sanford campus is not included in this contract.

#### **V. SPECIAL EVENT CLEANING**

YCCC may request additional cleaning services for special events, including graduation, open houses, and deep cleaning during academic breaks. These services will be scheduled in advance and billed separately if outside normal scope.

#### **VI. SUPPLY PROVISION & MANAGEMENT**

The contractor must provide all necessary cleaning supplies and equipment, including but not limited to:

- Carpet cleaners, floor strippers, waxes, soaps, disinfectants
- Mops, brooms, buffers, ladders, hoses, vacuum cleaners, and cleaning rags
- The contractor is responsible for refilling all dispensers during routine cleaning.

All products must be environmentally friendly and comply with federal, state, and local regulations.

## **VII. RECYCLING RESPONSIBILITIES**

The contractor must support YCCC's recycling program by ensuring recyclable materials are properly sorted.

- If recyclable materials are found in general trash bins, the contractor must relocate them to appropriate recycling containers.

## **VIII. STAFFING REQUIREMENTS & SAFETY COMPLIANCE**

To maintain security, compliance, and service quality, the contractor must ensure all assigned personnel meet screening, training, and safety standards.

1. Personnel Requirements:
  - All employees must pass background checks (proof required).
  - Employees must be trained in safe cleaning practices and chemical handling.
  - Staff must comply with all YCCC and OSHA safety regulations.
2. Documentation:
  - The contractor must provide a complete list of assigned employees before they can start.

## **IX. SAFETY DATA SHEETS (SDS) & ENVIRONMENTAL COMPLIANCE**

To ensure a safe and environmentally responsible cleaning process, all cleaning products used must comply with federal, state, and local regulations. Contractors must provide full transparency on the chemicals and materials they intend to use.

1. The contractor must submit a list of all cleaning chemicals to be used, including Safety Data Sheets (SDS).
2. All products must be compliant with federal, state, and local environmental laws.

## **X. PRICING REQUIREMENTS**

All proposals must include pricing for both standard and additional services as follows:

1. Wells Campus (Fixed Price):
  - Provide a fixed annual cost for regularly scheduled cleaning services at Wells Campus (5 nights per week, year-round, minus YCCC-recognized holidays and weather-related school closings).
  - Weekend cleaning rate must be provided separately.
2. Sanford Campus & Additional Services (Hourly Rate):
  - Provide a Time & Materials Hourly Rate for:
    - As-needed cleaning at Sanford Campus.
    - Any work beyond the standard scope at either location.
3. Separate Pricing for Additional Services:

- Interior & exterior window cleaning (beyond standard RFP scope).
- Tiled floor stripping, sealing, & waxing beyond routine maintenance.
- Shampooing of all carpeted floors on an as-needed basis.

All pricing must be clear, itemized, and competitive to ensure YCCC can evaluate cost-effectiveness while maintaining budget predictability.

## **XI. EVALUATION CRITERIA**

All proposals submitted in response to this RFP will be evaluated based on a competitive and objective scoring process. The selection committee will review and score each proposal using the criteria outlined below. Proposals must meet all minimum requirements outlined in this RFP, and final selection will be based on the total weighted score.

The evaluation criteria and their corresponding weight are as follows:

### **1. Past Experience & References (30%)**

Proposals will be evaluated based on the contractor's demonstrated experience providing custodial services in similar environments, particularly in higher education, government facilities, or comparable industries. Higher scores will be awarded to vendors who:

- Have a proven track record of delivering high-quality custodial services in educational institutions.
- Provide strong references from at least three comparable organizations.
- Demonstrate long-term success and positive client relationships in past contracts.

### **2. Cost (30%)**

While cost is a significant factor, it will not be the sole determining factor. Proposals will be evaluated on total cost-effectiveness rather than the lowest bid. Evaluators will consider:

- Overall cost relative to services provided.
- Clarity and transparency in pricing structure.
- Competitive pricing for additional services such as window cleaning, floor buffing, and deep cleaning.

### **3. Staffing & Training (30%)**

The ability to recruit, retain, and train qualified personnel is crucial to maintaining high cleaning standards. Vendors will be scored on:

- Qualifications & background checks of assigned personnel.
- Employee training programs, including safety, chemical handling, and quality control.
- Staffing levels and retention strategies to ensure consistent service.
- Ability to cover shifts in cases of absences or increased demand.

4. Technical Approach, Safety & Sustainability (10%)

Proposals will be evaluated based on their cleaning methodology, compliance with safety protocols, and commitment to sustainability. Higher scores will be awarded to vendors that:

- Provide a clear and detailed work plan for daily, weekly, and deep cleaning tasks.
- Demonstrate adherence to OSHA, EPA, and other regulatory standards.
- Use environmentally friendly cleaning products and waste-reduction strategies.
- Offer innovative cleaning practices that enhance efficiency and effectiveness.

**XII. PROPOSAL SUBMISSION & DEADLINE**

Deadline: March 31, 2025, at 4:30 p.m. (Must be received by this deadline; postmarked submissions are not sufficient.)

Submission Methods:

- By Mail: Send 5 hard copies
  - Kathy Connors, President's Office
  - York County Community College
  - 112 College Drive, Wells, ME 04090
- By Email:
  - Send RFP of proposal as a PDF to [kconnor@maineccc.edu](mailto:kconnor@maineccc.edu) "RFP Cleaning Services."

**XIII. GENERAL PROVISIONS**

1. From the time the RFP is issued until award notification is made, all contact with YCCS regarding the RFP must be made through the YCCC listed point of contact. No other person/employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process at YCCS' discretion.
2. Issuance of the RFP does not commit YCCS to issue an award or pay expenses incurred by a Bidder in preparing a response to the RFP. This includes attendance at interviews, site walks, or other meetings, where applicable.
3. All proposals must adhere to the instructions and format requirements outlined in the RFP. Proposals are to follow the format and respond to all questions and instructions specified below herein.

4. Bidders will take careful note that in evaluating a proposal submitted in response to the RFP, YCCS will consider generally available materials, any provided in the proposal, information obtained through interviews/presentations (if any), and internal YCCS information of previous contract history with the Bidder (if any). YCCS also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder's experience and capabilities.
5. The proposal must be signed by a person authorized to legally bind the Bidder and must state that the proposal and the pricing contained therein will remain valid and binding for 180 days from the date and time of the bid opening.
6. The RFP and the awarded Bidder's proposal, including all appendices or attachments, will be the basis for the final contract, as determined by YCCS.
7. Following the announcement of an award decision, all submissions in response to this RFP will be public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 MRS §§ 401 et seq.).
8. YCCS, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP. i. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder's responsibility to determine the applicability and requirements of any such laws and to abide by them.

#### **XIV. DISCLOSURES**

1. *RIGHT TO CANCEL OR MODIFY RFP*  
York County Community College reserves the right to amend, modify, or cancel this RFP at any time if it is in the best interest of the college. Any modifications will be issued as written addenda and posted publicly.
2. *NON-DISCRIMINATION & AFFIRMATIVE ACTION COMPLIANCE*  
The contractor shall comply with all applicable federal and state laws regarding non-discrimination, including but not limited to the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Maine Human Rights Act. The contractor shall not discriminate against any individual based on race, color, religion, sex, national origin, disability, age, sexual orientation, or gender identity.
3. *PUBLIC RECORD DISCLOSURE UNDER MAINE FREEDOM OF ACCESS ACT (FOAA)*  
All information submitted in response to this RFP is subject to public disclosure under the Maine Freedom of Access Act, Title 1, Chapter 13, unless specifically exempted by law. Proposers should not submit confidential or proprietary information unless specifically required for evaluation.

4. *INSURANCE & BONDING REQUIREMENTS*

The awarded vendor must maintain, at a minimum, the following insurance coverage:

- General Liability Insurance: Minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Workers' Compensation Insurance: As required by the State of Maine.
- Fidelity Bond: Required for any vendor handling State of Maine funds.

The vendor shall provide a certificate of insurance prior to contract execution and maintain coverage for the duration of the agreement.

5. *CONFLICT OF INTEREST & DEBARMENT CERTIFICATION*

The vendor certifies that neither they nor any employee, officer, or agent of their organization has a conflict of interest that would prevent them from entering into this contract with York County Community College.

The vendor further certifies that it is not debarred, suspended, or otherwise excluded from participation in state or federally funded contracts. Vendors must disclose any previous legal violations that could impact contract eligibility.