

**TAHOE REGIONAL PLANNING AGENCY
FACILITIES
REQUEST FOR PROPOSALS (RFP)
OFFICE CLEANING SERVICES
RFP #240014 – DEADLINE EXTENSION**

- Announcement:** April 18, 2024
- Project Description:** The purpose of this RFP is to ask interested firms to submit a bid to the TRPA to provide cleaning services outlined in the Scope of Work, with four annual renewal options.
- Evaluation:** Proposals will be evaluated according to the criteria in section 4 of this document.
- Deadline:** April 30, 2024, Deadline for Proposal Submissions
- Questions:** All questions should be submitted in writing to the RFP Coordinator:

Steve Biddle, Facilities Manager
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street
Stateline, NV 89449
775-589-5266
Sbiddle@trpa.gov

1. Introduction and Agency Background

Introduction:

The Tahoe Regional Planning Agency (TRPA) is seeking an experienced firm/company to provide cleaning services for Suites 3A & 3E at 128 Market Street, Stateline Nevada.

TRPA Background Information:

Established in 1969, by a Federally sponsored, interstate compact between California and Nevada, TRPA is authorized under California law (California Government Code sections 66800 through 66801), Nevada law (NRS 277.190 through 227.200), and Federal law (PL 96-551).

The mission of TRPA is to “lead the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people’s interactions with our irreplaceable environment.” TRPA is the leading partner for plans and actions to preserve the environment of the Tahoe region. TRPA establishes transportation and land use policy as the region’s Metropolitan Planning Organization and works with local, regional, state, and Federal organizations and governments to facilitate a cooperative approach in implementing these plans and programs. The TRPA Regional Plan is designed to maintain a healthy natural environment, meet adopted environmental thresholds, maintain social and economic health, and allow orderly growth in the Region.

TRPA is governed by a 15-member Board. California and Nevada each have seven members comprised of elected officials and governmental appointees. In addition, a non-voting member is appointed by the President of the United States. Further information can be obtained at TRPA’s website at www.trpa.gov.

TRPA is granted environmental planning and regulatory authority at Lake Tahoe pursuant to the Tahoe Regional Planning Compact (Public Law 96-551). TRPA requires all projects to be consistent with the applicable development and environmental standards found throughout the TRPA Regional Plan package.

2. Project Description

Scope of Work

Empty all waste baskets, replace liners as needed, dispose into Designated area.

Clean and sanitize Restrooms, restock products.

Sweep and damp mop floors, clean sanitize toilets, sinks & clean mirrors; wipe partitions and walls as needed.

Report any damage or problems to the TRPA Facilities Manager.

Vacuum Lobby Area.

Clean and sanitize Lunchroom, including appliances, counters, sink and floors.

Empty Recycle collection to Designated area.

Spot vacuum suite as needed.

Spot clean walls as needed.

Clean entrance glass doors/ windows as needed.

Weekly (once a week)

Vacuum ALL carpets, spot clean carpet with cleaner to remove spots as needed.

Dust ALL furniture, tabletops, desks, chairs, flat surfaces.

Sanitize drinking fountains.

Flush restroom floor drains.

Sweep/ damp mop front and rear vestibules.

Twice weekly (two times a week)

Clean/ sanitize shower room and three restrooms on second level, empty trash.

Stock products in Shower room and restrooms on second level.

Monthly (once a month)

Dust mini blinds, tops of cubical surfaces, windowsills, and picture frames.

Vacuum all A/C vents.

Order all cleaning supplies, which will be purchased from Tahoe Supply Company and delivered directly to TRPA and charged to TRPA's account.

Supplies include but are not limited to: Paper towels (restrooms), toilet paper, hand soaps, antibacterial foam for dispensers, sanitary seat covers, feminine products, cleaning liquids and vacuum bags.

Other Requirements

Access to building. Each custodian will be assigned his/her own access code for the building. The access code will unlock doors and will be used to deactivate/ active the alarm system. Custodians will be required to deactivate the alarm and reset the alarm upon leaving.

The selected firm shall provide copies of all appropriate state and county business licenses.

The selected firm shall provide all travel reimbursements to the Facilities Manager.

The selected firm shall provide appropriate equipment and machinery in safe and good working conditions.

The Selected Firm shall provide the Agency with certificates of workers compensation, public liability, automobile liability (including non-ownership and hired vehicles), and property damage insurance satisfactory to the Agency and in compliance with the law, and in a form and amount sufficient to protect the Agency as outlined in the TRPA Consultant Services Agreement, Section II, Item 10.

The Selected Firm shall provide services that differ from our normal operating hours.

Such as: after 6:00pm and completed before 7:00 am the next business day.

Cleaning may be performed on a weekend to ensure a clean building for Monday morning.

Term of Engagement

It is the intent of the Agency to contract for services presented herein for a one-year term effective May 15, 2024, and expiring on April 30, 2025.

The Agency reserves the right to extend contract terms to a maximum five-year contract term expiring on April 30, 2029. Contract renewal is subject to the annual review of the Agency, the satisfactory negotiation of terms (including a price acceptable to both the Agency and the selected firm), and the annual availability of an appropriation.

TRPA Budget

As a public agency, TRPA's annual operating budget is constrained. Please take this into account when responding to this call for qualifications.

3. RFP Schedule & Submission Process

Public Records:

The documents submitted in response to this RFP should be considered public information and subject to disclosure. Restrictions on any information submitted, with the exception of the detailed breakdown of hourly rates, may render a bid non-responsive.

TRPA assumes no contractual obligation to enforce any exemption on behalf of a respondent to the RFP.

RFP Coordinator:

Upon release of this RFP, all communications concerning this proposal request should be directed to the RFP Coordinator listed below. All written questions and requests for clarification must be received by the deadline on the RFP schedule listed below. Email shall have the subject stating: "**RFP INQUIRY – RFP #240014 Office Cleaning Services.**" Responses will be posted to the website trpa.gov/contact/request-for-proposals/ in accordance with the RFP schedule listed below. The respondent should rely only on written statements issued by the RFP Coordinator.

Steve Biddle, Facilities Manger
Tahoe Regional Planning Agency
PO Box 5310
128 Market Street, Suite 3A
Stateline, NV 89449
775-589-5266
sbiddle@trpa.gov

Request for Proposal Schedule:

TRPA anticipates the following schedule, which is subject to change:

Original Date of Announcement:	April 01, 2024
Bidding Firms' Questions Due:	April 08, 2024
Questions and Answers posted to www.trpa.gov	April 11, 2024
Date of Announcement Extended:	April 18, 2024
Deadline for Proposal Submissions:	April 30, 2024
Sealed Proposals Opened:	May 01, 2024
Anticipated Award of Contract:	May 10, 2024
Commencement of Work:	May 15, 2024

Late proposal submissions will not be considered and will be returned unopened to the sender.

Proposal Submission:

Electronic submission of proposals via email, file transfer, or other method is preferred. RFP and cost proposals are submitted separately, and cost proposal is only opened for proposals that meet format requirements. Send electronic submittals to bids@trpa.gov with the subject line “**DO NOT OPEN – RFP #240014 Office Cleaning Services RFP Response [lead firm name]**” and “**DO NOT OPEN – RFP #240014 Office Cleaning Services RFP Cost Proposal [lead firm name]**”.

Mailed submissions will be accepted if the submission is too large to transmit digitally. Please include hard copies and digital files on a thumb drive. Mailed submissions must be received by TRPA before the RFP deadline.

Address written proposals to:

Tahoe Regional Planning Agency
Attention: Steve Biddle
128 Market Street, Suite 3A
PO Box 5310
Stateline, NV 89449-5310
Subject Line: “**DO NOT OPEN – RFP #240014 Office Cleaning Services RFP Response [lead firm name]**” and “**DO NOT OPEN – RFP #240014 Office Cleaning Services RFP Cost Proposal [lead firm name]**”

All opened proposals and accompanying documentation become the property of TRPA and will not be returned. Any late proposals will be returned unopened.

Terms and Conditions:

- TRPA reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. TRPA also reserves the right to cancel or reissue the RFP, to reject any or all proposals, to waive any irregularities or informalities in the selection process, and to accept or reject any item or combination of items. TRPA reserves the right to request clarification of information from any bidder or to request supplemental material deemed necessary to assist in the evaluation of the proposal. TRPA reserves the right to accept any agreement deemed by the agency to be in its best interest. This RFP does not obligate the TRPA to accept or contract for any expressed or implied services.
- In the event that the bidder to whom any services are awarded does not execute a contract within thirty (30) calendar days after TRPA approval, TRPA may give notice to such bidder of intent to award the contract to the next most qualified bidder or to call for new proposals and may proceed to act accordingly.
- TRPA will not reimburse any bidder for any of the costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.

- Selected contractor will be expected to sign the TRPA Consultant Services Agreement listed on trpa.gov/contact/request-for-proposals/. Any desired edits to this agreement should be included in the Contractor's proposal. Desired edits may not be accepted by TRPA.
- The contractor or its employees may be subject to the provisions of Article III (a)(5) of the Tahoe Regional Planning Compact (P.L. 96-551, 94 Stat. 3233, Cal. Gov't Code Section 66801, N.R.S. 277.200), which requires disclosure of any defined economic interest and prohibits such persons from attempting to influence Agency decisions affecting certain economic interests.
- Bidder shall thoroughly examine and be familiar with these terms and conditions of the TRPA Consultant Services Agreement. The failure or omission of any bidder to receive or examine this document shall in no way relieve any bidder of obligations with respect to this proposal or the subsequent contract.
- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency. TRPA will verify bidders' status by checking the SAM system.
- All subcontractors, if any, used by the selected contractor will require prior written consent of TRPA and will be subject to all provisions stipulated in the TRPA Consultant Services Agreement.
- This contract will be funded by federal and state grant awards and is subject to federal and state grant award requirements including, but not limited to, cost principles and administrative regulations including but not limited to travel and per diem rates, mileage rates, and allowable cost requirements.

4. Minimum Required Proposal Contents

Minimum Required Proposal Contents:

All proposal responses should address the following matters:

Main Proposal – **Max Page Limit: 3**

1. Definition of the Project: Indicate your understanding of the Project objectives.
2. Project approach: Briefly describe how the Project will be managed, implemented, and evaluated to accomplish the objectives and requirements outlined in this request.
3. Team Organization: Briefly describe how the project team will be organized to facilitate effective management, implementation, and evaluation.
4. References: Provide a minimum of three (3) client references of similar sized and/or governmental accounts which the bidder has served in a similar capacity over the past two years and/or is currently serving. Provide a contact person, telephone number, and email

address for each reference customer. References should be submitted as an attachment to this response.

Cost Proposal – Max Page Limit: 1

1. **Schedule and Cost:** Provide a timeline and itemized cost estimate based on the Tasks described in Scope of Work section. Tasks described in Scope of Work section. Cost estimates should be based on hourly rates and/or milestones and deliverables. Please provide a “Not to Exceed” cap and a bid guarantee through June 30, 2025.

W-9 and Proof of Insurance

Submit a completed IRS form W-9. Proof of Insurance will be required if selected under this RFP for a contract award. TRPA contract insurance requirements are outlined in the TRPA Standard Two-Party Contract, available here <https://www.trpa.gov/wp-content/uploads/documents/archive/TRPA-Standard-Two-Party-Contract.pdf>.

5. Notification and Selection Process

Review of Proposals

After the deadline date the Agency shall review and evaluate all proposals for responsiveness to the RFP in order to determine whether the bidder possesses the professional qualifications necessary for the satisfactory performance of the services required. The Agency shall also investigate qualifications of all bidders to whom the award is contemplated, and the Agency may request clarifications of proposals directly from one or more bidders. In reviewing the proposals, the Agency may consider the following:

1. The experience and past performance of the bidder and its agents, employees, and sub-contractors in completing projects of a similar type, size, and complexity.
2. Bidder's timely and accurate completion of similar projects within budget.
3. The specific recent experience of the bidder and its agents, employees, and subcontractors in auditing governmental entities and especially transportation entities.
4. The feasibility of the proposal based upon the performance and cost schedules, and the methodology to be used by the bidder.
5. Bidder's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.
6. Bidder's proposed language for the Professional Services Agreement.
7. TRPA agrees to make a good faith effort to contract with small, minority, disabled, and women owned business enterprises. Accordingly, the TRPA strongly encourages small, minority,

disabled, and women owned businesses to reply to this RFP and submit Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Women Business Enterprise (WBE), Disabled Veteran Business Enterprise (DVBE), or similar certifications as an attachment to this RFP.

Award of Agreement

Upon completion of the review period, the Agency shall notify those bidders whose proposals will be considered for further evaluation and negotiation. All notified bidders may be required to make presentations and negotiate in good faith in accordance with direction from the Agency. Any delay caused by bidder's failure to respond to direction from the Agency may lead to a rejection of the proposal.

If the Agency determines, after further evaluation and negotiation, to award the Agreement, the TRPA Two-Party Contract Agreement shall be sent to the successful bidder for the bidder's signature. No proposal shall be binding upon the Agency until after the Agreement is signed by duly authorized representatives of both the bidder and the Agency.

Should the selected bidder and TRPA be unable to agree to the terms of a contract within thirty (30) calendar days after TRPA approval, TRPA will reserve the right to disqualify the bidder and select another qualified bidder. Should this process not result in a contract, the RFP may be reissued.

The Agency reserves the right to reject any or all proposals, and to waive any irregularity. The award of the Agreement, if made by the Agency, will be based upon a total review and analysis of each proposal and projected costs.

TRPA will contract with the bidder that will best accomplish the project objectives for the best value and in the best interests of the Agency.