

Iron County, Utah

Request for Qualifications (RFQ) For Contractor to Perform Janitorial and Custodial Services for County Buildings

COMMENTARY: The purpose of this process is to qualify a small number of companies, firms or individuals that could then submit bids/proposals for performing the requested janitorial and custodial services outlined in the RFP (included for review with this document). The “Contractors” referred to below are the individuals, firms, or team of individuals who may respond to this request for qualifications.

SUBMITTAL SUMMARY:

Submittals should be provided in two identical copies and include the following items, along with other materials to demonstrate Contractor’s expertise and capability:

1. A brief written description of the Contractor’s approach to the requested services.
2. The expertise of the team assembled by Contractor to carry out the work – existing team members or new hires.
3. A list of comparable contracts undertaken by Contractor and/or team members.

SCHEDULE FOR RFQ and BID/PROPOSAL PROCESS:

Qualifications will be accepted at the Iron County Building Department office until **11:00 A.M., November 13, 2023**. The Iron County Building Department office is located on the first floor of the Justice Center at 82 North 100 East, Cedar City, Utah.

Prior to November 22, 2023, Iron County will have reviewed qualifications, interviewed selected candidates, and have invited prospective contractors to submit bids/proposals, which will be due by 12:00 P.M., December 6, 2023. Site visits for invited bidders will be held at 2:00 P.M. November 28, 2023. Bid award(s) will be made after a staff review and analysis of the bids/proposals (Anticipated County Commission approval Dec 11, 2023).

Contractor(s) should anticipate beginning work under this RFQ/RFP on or around January 2, 2024.

Questions pertaining to this Request for Qualifications (RFQ) may be directed to Thayne Hainsworth or Reed Erickson - 82 North 100 East, Suite 102, Cedar City, Utah 84720 (435) 865-5350.

RECOMMENDED FORMAT FOR SUBMITTALS:

1. **DESCRIPTION OF APPROACH:** One page describing the Contractor's typical approach to work described in the Proposed List of Work, including the nature of the work required, qualification of employees, inspection of work performed and the interaction with the customer, their employees and the public.
2. **TEAM EXPERIENCE/QUALIFICATIONS:** Brief description of general company/contractor qualifications, similar contracts being managed, evidence of licensing, insurance and bonding, and a listing of key personnel that would be utilized to work on this contract.
3. **COMPARABLE CONTRACTS:** Summary of contracts in progress or completed, with the following information for each example:
 - a. Reference name, with current contact information
 - b. Number or individuals required to perform sample contracts/responsibilities
 - c. Nature of work done, including general cleaning, periodic deep cleaning, specialized floors, carpet care, windows, etc.

EVALUATION OF SUBMITTALS:

Contractors responding to this RFQ must demonstrate the following:

- Experience in performing public facility custodial and janitorial services in similarly sized buildings.
- Experience in qualifying employees for security clearance to work in secure areas.
- Strong communication skills.
- Experience in identifying, evaluating and resolving deficiencies in work required under a contract.

Iron County will evaluate all submittals to determine which Contractors have the experience and qualifications that are most suited for this contract. Iron County may request personal interviews with the highest-ranked Contractors or may request one or more prospective Contractors to submit detailed proposals, which may include the following:

1. Detailed description of the methodology and schedules being proposed.
2. Work program understanding, including:
 - Tasks to be performed on a daily, weekly, monthly, quarterly, semi-annual or annual basis.
 - When each will be completed (timeline).

- Tentative allocation of person days by task.
 - Schedule of work requirements.
3. Methods Contractor proposes to use to manage the scope of work and communicate with Iron County [Building Maintenance Supervisor] as to work progress, and evaluation of work.
 4. Identification of key personnel to be assigned to the various buildings and work required and their roles.
 5. Hourly rates (inclusive of overhead and profit) for personnel.
 6. Supplies provided by County and those expected to be provided by Contractor.

DESCRIPTION OF PROPOSED WORK: See separate list of duties to be performed and buildings to be included.

BUILDINGS TO BE INCLUDED IN THE CONTRACT (may be inclusive or separated):

- Iron County Public Safety Building - 181 East DL Sargent Drive, Cedar City
- Iron County Visitors Center - 581 North Main Street, Cedar City
- Iron County Visitors Center Office Bldg. – 585 North Main Street, Cedar City
- Iron County Justice Center - 82 North 100 East, Cedar City
- Iron County Courthouse – 68 South 100 East, Parowan

SCHEDULE SUMMARY:

November 13, 2023 (Monday), 12:00 PM – RFQs due
 November 15 – 17, 2023 (Wednesday thru Friday) – Interviews of prospective candidates
 November 22, 2023 (Thursday), 12:00 P.M – Invitations to bid issued
 November 28, 2023 (Tuesday), 2:00 PM – Site visits/building tours for invited bidders
 December 6, 2023 (Wednesday), 12:00 PM – RFP/Bids due
 December 11, 2023, (Monday), 10:00 AM. Bid award(s) County Commission approval
 January 2, 2024, (Tuesday) – Anticipated contract start