



Request for Quotation

3380 South 900 West, Salt Lake City, UT 84119

Due Date: Monday, September 16, 2019 @ 3:00 pm (MST) ✓ Review attached instructions & RFQ form ✓ Quote Must be signed to be accepted ✓ This request for Quotation implies no obligation on the part of Unified Fire Authority ✓ If performing a service on site at UFA the following five documents need to be provided and must be current, active, and in good standing <ul style="list-style-type: none"> • Applicable Municipal Business License(s) • DOPL License (if applicable) • CGL Certificate of Insurance • Evidence of Workers Compensation Coverage • W-9 		Questions concerning this quote should be directed to: Erica Langenfass, Purchasing Agent Email: elangenfass@unifiedfire.org	
Legal Company Name (include DBA if applicable)		Federal Tax Identification Number (Please include current W-9)	
Ordering Address		City	State Zip Code
Remittance Address (if different from ordering address)		City	State Zip Code
Company Contact Person		Company's Web Address:	
Telephone	Fax Number	Email Address	
Discount Terms (for quotation purposes, quotation discounts less than 30 days will not be considered)		Days Required for Delivery After Receipt of Order (see attached for any required minimums)	
Minimum Order Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$ _____	Payment Types Accepted: <input type="checkbox"/> Credit Card* <input type="checkbox"/> Check <input type="checkbox"/> ACH *if processing fee please note % or amount _____	Price Guarantee Period: 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/>	
Type or Print Name		Position or Title	
Offeror's Authorized Representative's Signature		Date	

REQUEST FOR QUOTATION - INSTRUCTIONS AND GENERAL PROVISIONS

1. ADMINISTRATIVE AUTHORITY: The administration of this purchasing process is conducted by Unified Fire Authority. No Unified Fire Authority Board Member or employee should be contacted in regards to this solicitation other than those listed herein. Such contact may result in the disqualification of your quotation.

2. SUBMITTING THE QUOTATION: (a) The Unified Fire Authority (hereafter referred to as UFA) allows for quotations be submitted electronically. Electronic quotations may be submitted through a secure mailbox at SciQuest, <http://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah> until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their quotation reaches SciQuest before the closing date and time. There is no cost to the supplier to submit Unified Fire Authority electronic quotations via SciQuest. Here is a link to the Division of Purchasing's website where it provides training materials for vendors on the SciQuest platform - <http://purchasing.utah.gov/for-vendors/> (b) Electronic quotations may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as separate files.

3. QUOTATION PREPARATION: (a) Delivery time is critical and must be adhered to as specified. (b) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by UFA. If the supplier lists a trade name and/or catalog number in the bid, UFA will assume the item meets the specifications unless the quote clearly states it is an alternate, and describes specifically how it differs from the item specified. All quotes must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (c) By submitting the quotation the supplier certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (d) This quote may not be withdrawn for a period of 60 days from quote due date. (e) Incomplete quotes may be rejected. (f) Unless specifically provided for elsewhere in this quotation, multiple or alternate quotations will not be accepted. (g) Provide information on local availability of parts and service for all items quotation and service literature to allow for in-house maintenance and repairs. (h) Quotations will not be accepted from vendors who require assignment of payment to another agent. Note: Unified Fire Authority will only pay the vendor named on the Purchase Order. Unified Fire Authority will not deal with a factory or make payment to such.

4. FREIGHT COST: (a) Where "Freight Cost" is listed as a separate line item, suppliers are to provide product line item pricing FOB Origin Less Freight. On the line item for "Freight Cost" suppliers are to indicate the total freight cost FOB Destination Freight Prepaid, and complete the "Freight Information" document. UFA will analyze freight charges separately from the item cost and determine how the shipment will be routed (either by the supplier, or by UFA's carrier). (b) Where there is not a line item for "Freight Cost", suppliers are to provide line item pricing FOB Destination Freight Prepaid. Unless otherwise indicated on the contract/purchase order, shipping terms will be FOB Destination Freight Prepaid.

5. SOLICITATION AMENDMENTS: Any changes to this solicitation will be made through written addendum only. Answers to questions submitted through SciQuest shall be considered addenda to the solicitation documents. Suppliers/Contractors are cautioned not to consider verbal modifications.

6. PROTECTED INFORMATION: Suppliers are required to mark any specific information contained in their quotation which they are claiming as protected and not to be disclosed to the public or used for purposes other than the evaluation of the quotation. Each request for non-disclosure must be made by completing the "Confidentiality Claim Form" with a specific justification explaining why the information is to be protected. Pricing and service elements of any quotation will not be considered proprietary. All material becomes the property of UFA and may be returned only at UFA's option. Quotations submitted may be reviewed and evaluated by any persons at the discretion of UFA.

7. SAMPLES: Samples of item(s) specified in this quotation, when required by UFA, must to be furnished free of charge to UFA. Any item not destroyed by tests may, upon request made at the time the sample is furnished, be

returned at the bidder's expense.

8. AWARD OF CONTRACT: (a) This is an informal quotation which will not be read at a public opening; However, the information may be publicly reviewed after award. To obtain a copy of the tabulation and award information please go to www.unifiedfire.org and complete an official records request. (b) The contract will be awarded with reasonable promptness, by written notice to the lowest responsible supplier that meets the specifications. Consideration will to be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this request for quotation. (c) The UFA may accept any item or group of items, or overall low quotation. UFA has the right to cancel this invitation to quotation at any time prior to the award of contract. (d) UFA can reject any or all quotations, and it can waive any informality, or technicality in any quotation received, if UFA believes it would serve the best interest of the Unified Fire Authority. (e) Before, or after, the award of a contract UFA has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) UFA does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63G-6a-1002 and 63G-6a-1003, Utah Code Annotated. (h) Multiple contracts may be awarded if UFA determines it would be in its best interest. (i) The Board reserves the right to purchase such brands as it desires, irrespective of price if, after analysis, it determines that the selected product best suits the needs of the UFA.

9. UFA APPROVAL: Purchase orders placed, or contracts written, with Unified Fire Authority, as a result of this quotation, will not be legally binding without the written approval of the Chief Legal Officer.

10. UFA: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by UFA.

11. ENERGY CONSERVATION AND RECYCLED PRODUCTS: The contractor is encouraged to offer Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. Unified Fire Authority also encourages contractors to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.

12. SHERMAN ANTITRUST ACT (Restraint of free trade): Supplier or contractor certifies compliance with all provisions of the federal Sherman Act including "independent price determination".

13. FEDERAL W-9 FORM: A current W-9 form is to be submitted by all bidders. The form is to be filled out completely, signed, scanned, and attached with your bidding documents titled "Federal W-9 Form".

**UNIFIED FIRE AUTHORITY
Goods and/or Services Form**

**RFQ #2019-2 – Janitorial Services Logistics
and Fire Training Sites**

DESCRIPTION OF SERVICE

Unified Fire Authority ("UFA") is seeking a supplier to provide Janitorial Services at one or both of the following locations:

Logistics Warehouse, Location 1 (6726 Navigator Drive, West Jordan UT)
Fire Training Building, Location 2 (3950 South 8000 West, Magna UT)

The supplier agrees to provide services for a period of one (1) year commencing as of the date of execution of the Agreement. UFA may extend the Agreement up to three (3) additional one-year periods, renewable on an annual basis, under the same terms and conditions.

PRE-PROPOSAL CONFERENCE. Offerors are advised there shall be a walk-through beginning at 1:00 p.m. on Monday, September 9, 2019, at UFA's Logistics Warehouse located at 6726 Navigation Drive, West Jordan, Utah 84084. To participate in the RFQ for location 2 (immediately following) offerors must provide their own transportation. All interested Offerors should be in attendance.

Quotes submitted for evaluation shall be able to comply with the TECHNICAL SPECIFICATION listed in Exhibit "A".

Cleaning Specifications are listed in Exhibits "B" and "C".

SELECTION PROCESS:

All applications shall be evaluated by the UFA based on:

- 1) Cost
- 2) References (please include 5 references of organizations serviced by your company within the last 5 years with quote)
- 3) Availability. Service to begin on October 1, 2019.

Exhibit "A"

TECHNICAL SPECIFICATIONS FROM OFFERORS PROPOSAL ATTACHED

Supplier shall assume full responsibility for damage to UFA property caused by Supplier's employees or equipment as determined by designated UFA personnel.

Supplier shall be solely responsible for the safety of Supplier's employees and others relative Supplier's work, work procedures, material, equipment, transportation, signage and related activities.

Supplier shall be responsible for back ground check on all employees who will be entering the premises. No other person(s) shall be permitted.

Supplier shall conduct a regular systematic inspection of their work crew and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required. Supplier shall notify the janitorial designee by email of special comments or janitorial needs.

Supplier shall be insured for workers' compensation and against claims for damage or injury to persons or property.

Supplier shall have Commercial General Liability insurance with UFA named as an additional insured, in the minimum amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate. The certificate and policy shall provide that coverage thereunder shall not be canceled or modified without at least thirty (30) days prior written notice to UFA.

Supplier shall possess and keep in force all licenses and permits required to perform the services of this Agreement.

Prices listed in the fee proposal should include all costs associated with performance of their services specified including: tools, supervision, labor, transportation, cleaning chemicals and related costs.

Prices will exclude cost of all paper products, trash liners, hand soaps, air freshener or other items agreed upon that shall be covered by UFA.

Supplier shall provide individual pricing for each of the locations and price differences, based on number of locations awarded, should be noted in quote(s).

Quoted prices may not be increased during the term of the agreement unless noted in the proposal(s).

Suppliers to the RFQ shall be aware that UFA may make multiple awards.

Cleaning Specifications

UFA Logistics Warehouse Location #1

Exhibit B

General Office Cleaning		Twice Per Week (each visit)	Weekly	Monthly	As-Needed
1	Empty waste/trash cans. Change liners when wet, messy, or torn. Deposit waste in dumpster	X			
2	Wash inside and outside of waste containers				X
3	Dust all furniture including (but not limited to) chairs, desks, couches, credenzas, file cabinets, partitions, counters, office equipment.			X	
4	Dust vents, grills, diffusers, ledges, blinds, and counters			X	
5	Damp wipe front desk countertops		X		
6	Spot-clean doors, walls, door jambs, kick plates, and baseboards				X
7	Spot-clean partition fabric using approved product and technique				X
8	Disinfect phones		X		
9	Clean, disinfect, and polish drinking fountains	X			
10	Wash inside and outside of light fixtures				X
11	Clean Walls				X

Window Cleaning

1	Clean lobby door glass	X			
2	Clean interior windows			X	
3	Clean inside of exterior office windows				X

Break Room Maintenance

1	Empty waste/trash cans. Change liners when wet, messy, or torn. Deposit waste in dumpster	X			
2	Wash inside and outside of waste containers				X
3	Wipe counters, clean microwave, clean outside of refrigerator	X			
4	Wipe cabinets				X
5	Clean and polish sinks (de-lime when necessary)	X			
6	Spot clean walls				X
7	Mop/Clean Floors per manufactures recommendations		X		

Restrooms

1	Empty waste/trash cans. Change liners when wet, messy, or torn. Deposit waste in dumpster	X			
2	Wash inside and outside of waste containers				X
3	Clean, disinfect, wipe dry toilets and urinals. Use of acidulates to be limited to inside of bowls and urinals	X			
4	Clean, disinfect, wipe dry showers (de-Lime when necessary)		X		
5	Clean partitions, doors, and wall tile			X	
6	Refill consumables (toilet paper, paper towels, soap)	X			
7	Mop/Disinfect floors with film free cleaner		X		

Floor Maintenance

1	Vacuum carpets throughout		X		
2	Remove stains, gum, spots, etc.				X
3	Vacuum Mats	X			
4	Vacuum along edges, corners, partitions, etc.			X	
5	Hard surface floor maintenance per manufacturers recommendations			X	

Additional Services

1	Carpet Extraction	Semi- Annual Cleaning, March and September
2	Exterior Window Cleaning	

Services to be performed Tuesday and Friday or Saturday, between the hours of 4 PM and 11 PM. Pictured, electronic keys will be issued to the assigned employees for access. Work to be reviewed by UFA's Liaison. Services will not be required on holidays observed by UFA.

Cleaning Specifications

UFA Fire Training Location #2

Exhibit C

		Weekly	Monthly	As-Needed
General Office Cleaning				
1	Empty waste/trash cans. Change liners when wet, messy, or torn. Deposit waste in dumpster. Includes exterior waste receptacles	X		
2	Wash inside and outside of waste containers			X
3	Dust all furniture including (but not limited to) chairs, desks, couches, credenzas, file cabinets, partitions, counters, office equipment.		X	
4	Dust vents, grills, diffusers, ledges, blinds, and counters		X	
5	Damp wipe front desk countertops	X		
6	Spot-clean doors, walls, door jambs, kick plates, and baseboards			X
7	Spot-clean partition fabric using approved product and technique			X
8	Disinfect phones	X		
9	Clean, disinfect, and polish drinking fountains	X		
10	Wash inside and outside of light fixtures			X
11	Clean Walls			X

Window Cleaning

1	Clean lobby door glass	X		
2	Clean interior windows		X	
3	Clean inside of exterior office windows			X

Break Room Maintenance

1	Empty waste/trash cans. Change liners when wet, messy, or torn. Deposit waste in dumpster	X		
2	Wash inside and outside of waste containers			X
3	Wipe counters, clean microwave, clean outside of refrigerator	X		
4	Wipe cabinets			X
5	Clean and polish sinks (de-lime when necessary)	X		
6	Spot clean walls			X
7	Mop/Clean Floors per manufactures recommendations	X		

Restrooms

1	Empty waste/trash cans. Change liners when wet, messy, or torn. Deposit waste in dumpster	X		
2	Wash inside and outside of waste containers			X
3	Clean, disinfect, wipe dry toilets and urinals. Use of acidulates to be limited to inside of bowls and urinals	X		
4	Clean, disinfect, wipe dry showers (de-Lime when necessary)	X		
5	Clean partitions, doors, and wall tile		X	
6	Refill consumables (toilet paper, paper towels, soap)	X		
7	Mop/Disinfect floors with film free cleaner	X		

Floor Maintenance

1	Vacuum carpets throughout	X		
2	Remove stains, gum, spots, etc.			X
3	Vacuum Mats	X		
4	Vacuum along edges, corners, partitions, etc.		X	
5	Hard surface floor maintenance per manufacturers recommendations	X		

Additional Services

1	Carpet Extraction	Semi- Annual Cleaning,		
2	Exterior Window Cleaning	March and September		

Services to be performed Tuesday and Friday or Saturday, between the hours of 4 PM and 11 PM. Pictured, electronic keys will be issued to the assigned employees for access. Work to be reviewed by UFA's Liaison. Services will not be required on holidays observed by UFA.

Service Provider will not perform services during UFA Recruit Camps normally held annually for a 16-week period. Generally February 1-June 1.