



Maryland's Human Services Agency

**DEPARTMENT OF HUMAN SERVICES
HARFORD COUNTY DEPARTMENT OF SOCIAL SERVICES**

**SMALL PROCUREMENT SOLICITATION FOR
JANITORIAL SERVICES**

DHS AGENCY CONTROL NUMBER: HADSS/FIA.21.006.S

1. SUMMARY STATEMENT

The Harford County Department of Social Services Family Investment Administration (HCDSS) is seeking Bids from qualified Bidders who can provide Janitorial Services for the routine cleaning of the 22,334 sq. ft. office space at HCDSS, 2029 Pulaski Highway, Havre de Grace, Maryland 21078.

Bidders must be able to provide all services and meet the requirements requested in this solicitation and the successful Bidder (the Contractor) shall remain responsible for the Contract. The Contract will be for seven (7) months starting December 01, 2020 through June 30, 2021.

2. BACKGROUND

HCDSS pursues opportunities to assist people in economic need, provide prevention services, and protect vulnerable children and adults. HCDSS helps vulnerable Marylanders buy healthy foods, pay energy bills, and obtain medical assistance. HCDSS also provides stable environments for at-risk children and adults.

3. BIDDER QUALIFICATIONS

Bidders shall have a minimum of two (2) years' experience performing the work identified in this solicitation. References are required to prove the minimum experience.

4. CONTRACTOR REQUIREMENTS

The Contractor shall furnish all labor, materials, equipment, and resources necessary to clean 22,334 sq. ft. of office spaces, including but not limited to, vacuum cleaners, carpet cleaners, brooms, mops, scrubbing machines, buffers, and cleaning agents. The Contractor must follow the services schedule as stated below:

Activity	Frequency
Empty waste containers and replace State-provided waste container liners. Place trash in provided receptacles outside.	3 times a week Tuesday, Wednesday, Friday
Bathroom- Clean, scrub and sanitize toilets and sinks. Clean mirrors. Polish chrome. Wash floors and tile walls. Deodorize. Replace State-provided paper towels, hand soap, toilet tissue, and toilet seat covers.	3 times a week Tuesday, Wednesday, Friday
Vacuum/Sweep / Mop floors	3 times a week Tuesday, Wednesday, Friday
Break Area- Clean, scrub and sanitize sink. Clean and sanitize countertops and backsplashes. Wash floors.	Weekly– one day mutually agreed upon by the State Project Manager and Contractor.
Clean and sanitize switch plates and door handles.	Weekly– one day mutually agreed upon by the State Project Manager and Contractor.
Spot clean walls, partitions, doors, carpet, and furniture	Weekly– one day mutually agreed upon by the State Project Manager and Contractor.
Dust surfaces, woodwork, shelves and baseboards. Remove cobwebs.	Weekly– one day mutually agreed upon by the State Project Manager and Contractor.
Wipe tables in kitchen and conference rooms	3 times a week Tuesday, Wednesday, Friday
Clean trash containers	Monthly – one day mutually agreed upon by the State Project Manager and Contractor.
Dust vents	Monthly– one day mutually agreed upon by the State Project Manager and Contractor.
Dust blinds	Monthly– one day mutually agreed upon by the State Project Manager and Contractor.
Clean floor mats located by the doors	Monthly– one day mutually agreed upon by the State Project Manager and Contractor.
Shampoo carpet	Semi-Annually – one day in January 2021 and one day in June 2021 mutually agreed upon by the State Project Manager and Contractor.
Clean windows	Semi-Annually – one day in January 2021 and one day in June 2021 mutually agreed upon by the State Project Manager and Contractor.
Clean light fixtures	Semi-Annually – one day in January 2021 and one day in June 2021 mutually agreed upon by the State Project Manager and Contractor.

The State Project Manager or designee shall determine satisfactory completion of all tasks.

DAYS/HOURS WHEN WORK MAY BE PERFORMED:

The Contractor shall make every reasonable effort to perform all services Monday through Friday (except State holidays – listed below), between the hours of **5:30 p.m. and 11:00 p.m.** The Contractor shall perform services on State Holidays and/or Saturdays and Sundays as requested by the State Project Manager. Instances when the Contractor must perform services on State holidays and/or Saturdays and Sundays include but are not limited to days (Monday – Friday) when State buildings are closed. Work should be performed during the holiday or weekend so that the building is cleaned prior to office hours on the following working day. Should the contractor be unable to provide janitorial services, the Contractor must notify the State Project Manager or Designee that service will not be provided. The Contractor shall not receive payment for nonperformance of services.

EMERGENCY CONDITIONS:

Should an emergency condition requiring immediate attention exist, as determined by the State Project Manager or designee (including, but not limited to, flooding of a particular section of the building), the contractor shall divert his/her workers to the emergency as directed by the State Project Manager/to provide immediate attention and remedy the emergency condition. When these workers are no longer required for the emergency condition, they shall return to their normal duties. The Contractor shall not be penalized if the scheduled work has not been completed within the normal time frame.

STATE HOLIDAYS:

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| New Year's Day | Columbus Day |
| Martin Luther King's Birthday | Veteran's Day |
| President's Day | Thanksgiving Day |
| American Indian Heritage Day | Christmas Day |
| Election Day | |

When a State holiday occurs on a Saturday or Sunday, the holiday is observed on the Friday before or the Monday after the actual holiday, respectively.

JANITORIAL PRODUCTS:

The Contractor shall procure janitorial products from Blind Industries and Services of Maryland if the specified products are made, manufactured, remanufactured, or assembled by Blind Industries and Services of Maryland and are available.

5. INSURANCE

The Contractor shall maintain Commercial General Liability Insurance to cover losses resulting from, or arising out of, Contractor action or inaction in the performance of the Contract by the Contractor, its agents, servants, employees, or subcontractors, with a limit of \$250,000 per occurrence and \$500,000 aggregate. The Contractor shall Maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.

The State shall be listed as an additional insured on the faces of the certificates associated with the coverages listed above

All insurance policies shall be endorsed to include a clause requiring the insurance carrier provide the Procurement Officer, by certified mail, not less than 30 days' advance notice of any non-renewal, cancellation, or expiration. The Contractor shall notify the Procurement Officer in writing, if policies are cancelled or not renewed within five (5) days of learning of such cancellation or nonrenewal. The Contractor shall provide evidence of replacement insurance coverage to the Procurement Officer at least 15 days prior to the expiration of the insurance policy then in effect.

Any insurance furnished as a condition of the Contract shall be issued by a company authorized to do business in the State.

The recommended awardee must provide current certificate(s) of insurance with the prescribed coverages, limits and requirements set forth in this section within five (5) Business Days from notice of recommended award.

The Contractor shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the State Project Manager with the same documentation as is required of the Contractor.

6. CONTRACTOR DELIVERABLES

Within 5 business days of receipt of a notification of recommendation for contract award, the Contractor shall submit in writing to the State Project Manager/Designee:

1. The name of the on-site supervisor authorized to serve as the primary point of contact for the Contractor regarding the Contract resulting from this solicitation;
2. An outline of the type of equipment and supplies the Contractor intends to use;
3. Plan for performing services three days per week;
4. The number of personnel used for the janitorial service, the time each day when personnel will report to duty, and the estimated time it will take to complete the janitorial service on a daily basis;
5. Suggested days for the weekly, monthly, and semi-annual services in the services chart;
6. Copy of a current certificate of insurance with the prescribed limits set forth in the Insurance section of this solicitation, listing the State as an additional insured; and
7. Signed Small Procurement Standard Services Contract - Attachment A.

7. CONTRACT TERM

The Contract resulting from this solicitation will be for seven (7) months beginning December 1, 2020 and ending June 30, 2021.

8. STATE PROJECT MANAGER

The State Project Manager for this Contract is:

Cora Grishkot,
Assistant Director

Harford County DSS/ FIA
2 South Bond Street, Suite 300
Bel Air, Maryland 21014
Telephone Number: 410-836-4730
Fax Number: 410-836-4581
Email Address: Cora.Grishkot@maryland.gov

After Contract award, this person will serve as the primary point of contact for the Contractor regarding the Contract resulting from this solicitation. However, for certain contract related actions, the Procurement Officer may communicate with the Contractor.

9. SUBMISSION INFORMATION

Bids must be submitted through eMaryland Marketplace Advantage (eMMA) by November 16, 2020 10:00 am Eastern Time in order to be considered. Requests for extension of this date or time shall not be granted. Bids or unsolicited modifications to Bids arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B.

Bids will only be accepted via eMMA.

Procurement Officer responsible for this solicitation:

Shirelle Green, Procurement Officer
The Department of Human Services
311 W. Saratoga Street, 9th Floor, Rm 940-B
Baltimore, Maryland 21201
Email Address: Shirelle.green@maryland.gov
Telephone Number: 443-324-9683

Inquiries must be directed to the Procurement Officer listed above.

Bid Submission shall include:

1. Transmittal Letter, printed on the vendor's letterhead. The purpose of this letter is to transmit the bid; therefore, it should be brief. The letter shall contain the title of the solicitation and include the Bidder's name, federal tax identification or social security number, eMMA number (***all Bidders must be registered on eMMA in order to be selected for award***), and complete address. An individual, who is authorized to bind the firm to all statements, including services and prices, contained in the Bid must sign the letter. The letter must also acknowledge receipt of any amendments issued against the solicitation;
2. A completed Bid Form (Attachment B);
3. Certificate of Insurance. The Bidder shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Bid submission date. The current insurance types and limits do not have to be the same as described in the Insurance section of this solicitation; and
4. At least one (1) professional reference on company letterhead with the references' name, address and telephone number. All references must state length of employment and job duties.

It is the Bidder's responsibility to completely comply with all submission requirements. Therefore, any Bidders failing to submit any item in this section will be deemed non-responsive.

10. RECEIPT, OPENING, AND RECORDING OF BIDS:

Receipt: Upon receipt, each Bid and any timely modification(s) to a Bid shall be maintained in a secure place until the time and date set for Bid opening. Before Bid opening, the State may not disclose the identity of any Bidder.

Opening and Recording: Bids and timely modifications to Bids shall be opened in a timely manner.

The name of each Bidder, the total Bid price, and such other information as is deemed appropriate shall be recorded and made available to the public.

11. BASIS FOR AWARD

The Contract will be awarded to the responsible Bidder who submits a responsive Bid that meets the specifications set forth in the Small Procurement Solicitation and provides the **Most Favorable Bid Price**.

In the event of tie Bids, the provisions of COMAR 21.05.02.14 shall determine the successful Bidder.

12. DEPARTMENT CONTRACT

The successful Bidder shall sign a contract with the Department of Human Services, sample enclosed as Attachment A.

13. CANCELLATION OF BIDS

The State may cancel this Solicitation, in whole or in part, whenever this action is determined to be fiscally advantageous to the State or otherwise in the State's best interest. If the Solicitation is canceled, a notice of cancellation will be provided to all prospective Bidders who were sent this Solicitation or otherwise are known by the Procurement Officer to have obtained this Solicitation.

14. ACCEPTANCE OF BIDS

The State reserves the right to accept or reject any and all Bids, in whole or in part, received in response to this Solicitation, or to waive or permit cure of minor irregularities to serve the best interests of the State of Maryland.

15. TIME OF BID ACCEPTANCE

The content of this Solicitation and the Bid of the successful Bidder or Bidders will be included by reference in any resulting Contract. All prices, terms and conditions in the Bid are irrevocable for ninety (90) days after the closing date for receipt of Bids. This period may be extended by written mutual agreement between the Bidder and the requesting State organization.

16. PAYMENT

A. All invoices for service shall be signed by the Contractor and submitted to the State Project Manager. All invoices shall include the following information:

- Contractor name;
- Remittance address;
- Federal taxpayer identification number (or if sole proprietorship, the individual's social security number);
- Invoice period;
- Invoice date;
- Invoice number;
- State assigned contract number;
- Purchase Order Number(s);
- Services provided; and
- Amount due.

Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information.

B. The Department reserves the right to reduce or withhold Contract payments in the event the Contractor does not provide the Department with all the required deliverables within the time frame specified in the Contract or in the event that the Contractor otherwise materially breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract. Any action on the part of the Department, or dispute of action by the Contractor, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.04.

C. Invoice Submission Schedule

The Contractor shall submit invoices by the 10th of the month for the services rendered in the prior month for the Contract term - for example, invoice received by HCDSS on January 10th for services delivered December 1st – 31st. Payment shall be made based on pricing proposed in the Bidder's Bid Form.

17. COMPLIANCE WITH LAWS/ARREARAGES

By submitting a Bid/Proposal in response to this solicitation, the Bidder, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.

By submitting a response to this solicitation, each Bidder represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of the Contract if selected for Contract award.

18. VERIFICATION OF REGISTRATION AND TAX PAYMENT

Before a business entity can do business in the State, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. For registration information, visit <https://www.egov.maryland.gov/businessexpress>.

19. PROCUREMENT METHOD (Mandatory Provision)

This award will be made in accordance with Code of Maryland Regulations (COMAR) 21.05.07, Small Procurement Regulations. Small procurement is defined as the use of procedures to obtain items reasonably expected by the Procurement Officer to cost \$50,000 or less.

Minority Business Enterprises are strongly encouraged to respond to this solicitation.