

REQUEST FOR PROPOSALS (RFP 18-27)

CLEANING SERVICES

DRAFT: October 31, 2018



6100 Southport Road
Portage, Indiana 46368
(219) 763-6060
www.nirpc.org

Requests for alternate formats of this document may be directed to cbrown@nirpc.org.
TTY users may also dial Relay Indiana at 711.

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1. PROCUREMENT OVERVIEW

1.1. Description

Northwestern Indiana Regional Planning Commission (Commission) is seeking cleaning services for three (3) areas in the office building located at 6100 Southport Road, Portage, Indiana 46368. The Commission is requesting proposals from cleaning service companies to provide the services under the terms, conditions and specifications contained in this solicitation. The Commission anticipates that this solicitation will result in a contract between the successful Responder and the Commission. The award of such contract shall be to the responsible party whose qualifications are deemed to be the most responsive to this solicitation. Fixed-price type contracts shall be awarded to the chosen party with whom negotiations have been successful. **NOTE: To be considered for award, the Responder must attend a MANDATORY walk-through of the facility.**

1.2. Background

The Commission is a multi-purpose, area-wide planning agency representing local governments within Lake, Porter, and La Porte counties in Indiana. It is governed by a board of fifty-three Commissioners, all being elected officials. The 1,520 square mile planning area has a population of 771,815 according to the 2010 decennial census.

The Commission is a unit of government and besides being the regional council of local governments, it is the designated Metropolitan Planning Organization for transportation planning and programming in Northwest Indiana. For information please visit the Commission's website at www.nirpc.org.

1.3. Definitions

Response(s): Response(s) may refer to a quote, proposal, sealed bid, or set of qualifications that is to be submitted by the Responder.

Responder: Responder shall refer to a firm, agent, company, or person submitting a Response(s) to the Commission.

Contract: Refers to an agreement between the Responder and the Commission in which a set of terms and conditions and a scope of work are agreed upon after evaluations have determined a competitive Responder.

The Commission: The Commission refers to the Northwestern Indiana Regional Planning Commission.

Agencies: The Commission and The FORUM.

Solicitation: Refers to this document.

1.4. Method of Procurement

The method of procurement will be Competitive Negotiation.

1.5. Solicitation Schedule

| | |
|----------------------------------|---|
| Release date: | Wednesday, October 31, 2018 |
| MANDATORY building walk-through: | Thursday, November 8, 2018 at 2:30pm CT or Friday, November 9, 2018 at 2:30pm CT |
| Location: | Northwestern Indiana Regional Planning Commission (NIRPC) 6100 Southport Drive Portage, Indiana 46368 |
| Deadline for inquiries: | Wednesday, November 14, 2018 at 12:00pm CT |
| Deadline for submittals: | Wednesday, November 21, 2018 at 12:00pm CT |
| Interview date: | Tuesday, November 27, 2018 |
| Award date: | End of December, 2018 |
| Contract start date: | January 1, 2019 |

1.6. Contact

Lisa Todd, Procurement Coordinator
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage IN 46368
P: 219-763-6060 ext. 161
F: 219-762-1653
ltodd@nirpc.org

2. INSTRUCTIONS TO RESPONDERS

2.1. Inquiries

Any question related to this solicitation shall be directed to the contact whose name appears herein. The Responder shall not contact or ask questions of the department or agency for which this solicitation is being procured. Questions shall be submitted in writing or by e-mail. Any correspondence related to this solicitation should refer to the appropriate solicitation number, page and paragraph number. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding. All questions and answers will be shared with the mail/e-mail list and posted on the Commission's website.

It is the interested parties' responsibility to contact whose name appears herein and get added to the mail/e-mail list. If the interested party is not on that mail/e-mail list, they will not be sent any addendums, questions, answers, and etc. This can be done by submitting an email to Lisa Todd, Procurement Coordinator, with the subject line:

RFP 18-27: Cleaning Services– Add to Vendor List.

All questions and clarifications are due by **12:00 p.m. CT on Wednesday, November 14, 2018** with the subject line: **RFP 18-27: Cleaning Services.**

2.2. Instructions for Submittal

Responders must include the following information in the order outlined below in their submission of Response(s). If there are items that are not covered below use your own discretion and add those items on a separate page. The Response(s) must include and are to be evaluated on the basis of:

1. Name of Responder;
2. Full address of Responder's principal office;
3. Responder's telephone number;
4. Name(s) telephone number(s) email(s) and addresses if different from above, of primary contact(s) in the Responder's organization with responsibility for responding to this solicitation and to whom matters regarding this solicitation should be directed;
5. Indicate whether the Responder is an individual, partnership, corporation, or joint venture. If the Responder is a consortium, joint venture, or team, indicate the entity responsible for the Response(s);
6. If a partnership, list the names and addresses of the partners; if a corporation, list the names of the officers and directors, and the State of incorporation; if a joint venture, list the names and addresses of the ventures and, if any venture is a corporation, partnership, or joint venture, list the same information for each corporation, partnership, and joint venture;
7. Describe how the Responder uses environmentally-friendly business practices.
8. A list of present customers must be included in the Response(s);
9. Showing of qualifications and experience, including past work;
10. Show an understanding of the scope of work being requested;
11. Proof of Insurance
12. Completion of all Exhibits including (5.1) Cost Breakdown and (5.2) Non-Collusion Agreement.

2.3. Submission

Each Responder must submit five (5) hard-copy sets of the Response(s), including one signed original, plus the contents of the Response(s) on one flash drive (in either MS-Word or Adobe PDF format), in a sealed envelope marked on the outside as follows: **RFP 18-27: Cleaning Services**

2.4. Evaluation and Vendor Selection

2.4.1. Response Evaluation

Response(s) will be subject to an initial review by the Procurement Coordinator. Interested Responders shall be deemed responsive if they conform to the essential requirements of this document which includes the specifications, terms, and conditions to be met.

All submitted Response(s) will then be reviewed by the Commission and a short list of Responses scoring highest on the criteria (through application of the evaluation criteria) will be developed. Where there are apparent deficiencies, ambiguities and uncertainties present in the Response(s), the Commission may engage in discussions, in the manner most appropriate (either via writing or verbally), with interested Responders for the sole purpose of addressing these deficiencies, ambiguities, and uncertainties.

Responders who are on the short list may be asked to make an oral presentation to the Commission. Final selection of the successful Responder, in this case, will be made after oral presentations are received from each Responder on the short list.

Notwithstanding the above, the Commission reserves the right to select one Responder based on the original submission of the Responses, without negotiations with any Responders or without oral presentations.

2.4.2. Evaluation Criteria

The contract for this solicitation shall be awarded to the Responder that exhibits excellent qualifications. The Commission expects the Responder to provide knowledgeable, service oriented, and quality cleaning services.

The following criteria will be used in evaluating responsive Responder(s) submitted in response to this solicitation. The relative importance is shown in ascending order:

| | |
|--|-----|
| Experience of the organization | 25 |
| Responsiveness to solicitation specifications and instructions for submittal | 25 |
| Demonstrated understanding of the scope of work | 20 |
| Past record of performance | 15 |
| Price competitiveness | 10 |
| Environmentally-friendly business practices | 5 |
| Total | 100 |

2.4.3. Interviews, if necessary

After evaluating the Response(s), the Commission may wish to interview the top scoring respondents. A relatively short notice will be given to those that would be invited for an interview; therefore, this notification of the date is given in advance.

2.5. Building Walk-Through

A **MANDATORY** walk-through of the building will occur **Thursday, November 8, 2018 at 2:30pm CT and Friday, November 9, 2018 at 2:30pm CT** to give prospective Responders an idea of what is required. An interested responder may come to either scheduled walk-through. Any Responder who does not attend the walk-through will not be considered for award.

2.6. Deadline

All Response(s) must be received at the Commission by **Thursday, November 21, 2018 at 12:00 p.m. CT**. No Response(s) will be accepted after this time and date. The Commission reserves the right to reject any or all Response(s) received.

3. GENERAL CONDITIONS

3.1. Right of Rejection

The Commission reserves the right to postpone the closing/opening date for its own convenience and to reject any or all Response(s) for any reason.

3.2. Responder Responsibility

The Responder shall have the responsibility of satisfying all parts of this solicitation. It is the desire of the Commission to procure goods and services of the finest quality. No advantage shall be taken by the Responder in the omission of any part of detail that would be necessary to fully satisfy all work required in this solicitation.

3.3. Familiarization of Scope of Work

Before submitting qualifications, each Responder shall familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the solicitation and otherwise satisfy itself as to the expense and difficulties attending the performance of the work.

3.4. Responsive Response(s)

The Commission shall award contracts only to responsible/responsive Responders who possess the potential to perform successfully under the terms and conditions of the Request for Proposals. The Responder shall affirmatively demonstrate its responsibility and, when necessary, the responsibility of any proposed Sub-Contractors.

If information obtained by the Commission clearly indicates that the Responder is not responsive and the Commission has doubts about the productive capability or financial strength of a Responder that cannot be resolved affirmatively, a determination that the Responder is non-responsive shall be rendered.

3.5. Insurance Requirements

The Responder shall procure and maintain for the duration of this contract insurance against claims for injuries to persons or damage to property that may arise from or in connection with performance of the work hereunder by the Responder, his agents, representatives, employees, or Sub-Contractors.

All insurance coverage required to be maintained or provided by the Responder must be with insurance companies licensed and admitted by the State of Indiana. All insurance costs shall be

at the expense of the Responder. Failure to maintain all insurance coverage for the duration of the project as listed above may result in immediate termination of contract.

3.6. Eligibility

Responders must not be on the U.S. Government Excluded Parties List System of ineligible firms. The successful Responder will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

4. SCOPE OF WORK

4.1. Introduction and Purpose

The Commission is seeking cleaning services for three (3) areas of the office building located at 6100 Southport Road, Portage, Indiana 46368. The Commission is requesting proposals from cleaning service companies to provide the services under the terms, conditions and specifications contained in this solicitation. The Commission anticipates that this solicitation will result in a contract between the successful Responder and the Commission. The Responder shall provide the following services beginning January 1, 2019 through December 31, 2019. The Agencies shall have the right to exercise the option for two (2) additional one-year extensions in service.

4.2. Frequency of Service (for all areas)

Service will be required two (2) times per week. One visit must be Tuesday or Wednesday after business hours (8:30am to 4:30pm). The other visit each week must be a Friday evening after business hours or Saturday morning. Service schedule will be revised for holidays when necessary.

4.3. Area Measurements (for all areas)

An estimate of the square footage to be cleaned is 13,068 square feet. These areas are marked in black on the "Square Footage of Spaces to Be Cleaned" map. We are only seeking service for three (3) designated areas of the building. The areas are highlighted on the color shaded on the "Layout of the Commission Building" map and are designated as follows: (1) the Commission, (2) the Commission and the FORUM shared space, and (3) the Lake Michigan Conference Room.

4.4. Requirements

The requirements are broken down into 3 areas. Each area has different requirements

- Part 1: Requirements for the Commission
- Part 2: Requirements for the shared space between the Commission and the FORUM
- Part 3: Requirements for the Lake Michigan Conference Room

PART 1:

4.5. Requirements for the Commission

| SERVICES | FREQUENCY |
|---|----------------------------------|
| ALL OFFICES/CUBICLES/HALLWAYS/FRONT LOBBY/WELLNESS ROOM | |
| Empty large communal trash and recycling receptacles (not at each desk location). Replace liners as needed and dispose of trash and recycling in outside bins. | Per Visit |
| Vacuum high traffic areas | Per Visit |
| Spot treat soiled carpet areas | Per Visit |
| Spot wipe walls, doors, and windows removing fingerprints, smudges, and spills | Per Visit |
| Wipe down light switches and door knobs | Per Visit |
| Dust furniture, file cabinets, overhead bins, tops of cubicle walls, wall hangings, countertops, cove base, and cleared desks surfaces | Weekly |
| Dust any electronic equipment (monitors screens, keyboards, TV screens, printers, typewriters, shredders, and phones), excluding computers with appropriate cleaning cloths | Weekly |
| Complete all high dusting (items in the ceiling tiles or at tops of the walls), including exhaust fans, air ventilators, hanging light fixtures, external ductwork, motion sensors, track lighting, fire alarms and sprinkler heads | Bi-Weekly |
| Thoroughly wash all windows, glass walls, glass doors, and glass door inserts | Bi-Weekly |
| Dust all blinds and window sills. Remove cobwebs from corners and ceilings | First Cleaning Day of Each Month |
| Vacuum thoroughly, taking care to get into corners, along edges, and under any furniture | Monthly |
| Wipe down walls, cove base, woodwork, doors, and wall hangings removing fingerprints, smudges, and spills | Monthly |
| MEETING ROOMS | |
| Empty all trash and recycling receptacles. Replace liners as needed, and dispose of trash and recycling in outside bins | Per Visit |
| Vacuum high traffic areas | Per Visit |
| Spot treat soiled carpet areas | Per Visit |
| Spot wipe walls, doors, and windows removing fingerprints, smudges, and spills | Per Visit |
| Wipe down light switches, door knobs, and | Per Visit |

| | |
|---|----------------------------------|
| tabletops | |
| Dust furniture (including tabletops, legs and bases), wall hangings, and cove base | Weekly |
| Dust any electronic equipment (monitor screens, TV screens, keyboards), excluding computers with appropriate cleaning cloths | Weekly |
| Complete all high dusting (items in the ceiling tiles or at tops of the walls), including exhaust fans, air ventilators, hanging light fixtures, external ductwork, motion sensors, track lighting, fire alarms and sprinkler heads | Bi-Weekly |
| Thoroughly wash all windows, glass walls, glass doors, and glass door inserts | Bi-Weekly |
| Remove cobwebs from corners and ceilings | First Cleaning Day of Each Month |
| Vacuum thoroughly, taking care to get into corners, along edges, and under any furniture | Monthly |
| Wipe down walls, cove base, furniture legs and bases, and wall hangings removing fingerprints, smudges, and spills | Monthly |
| KITCHEN/DINING AREAS/BACK SEATING LOUNGE | |
| Empty all trash and recycling receptacles. Replace liners as needed, and dispose of trash and recycling in outside bins | Per Visit |
| Sweep floors thoroughly and wipe down all tabletops | Per Visit |
| Clean and polish all appliances and fixtures | Per Visit |
| Dust furniture legs and bases and wall hangings | Weekly |
| Wipe down and disinfect kitchen area trash receptacles | Weekly |
| Floors mopped and disinfected. Wipe down cove base. | Weekly |
| Disinfect kitchen countertops and spot clean walls and cabinetry | Weekly |
| Complete all high dusting (items in the ceiling tiles or at tops of the walls), including exhaust fans, air ventilators, hanging light fixtures, external ductwork, motion sensors, track lighting, and fire alarms and sprinkler heads | Bi-Weekly |
| Wipe down walls, cove base, tabletops, furniture legs and bases, wall hangings, and cabinetry | Monthly |
| RESTROOMS | |
| Empty all trash and personal hygiene receptacles. Replace liners as needed, and dispose of trash in outside bins | Per Visit |
| Clean and polish all dispensers and fixtures in | Per Visit |

| | |
|---|-----------|
| restrooms. Clean and disinfect wash basins, toilets, toilet bowls, and urinals. Clean mirrors. | |
| Wash all restroom floors and tile cove base with a germicidal solution | Per Visit |
| Restock all paper products and soap | Per Visit |
| Maintain a plunger in all restrooms | Per Visit |
| Rinse down shower area after emptying mop bucket | Per Visit |
| All restroom partitions washed and cleaned with germicidal detergent | Weekly |
| Spot clean all walls (tiled and wall papered) | Weekly |
| Complete all high dusting (items in the ceiling tiles or at tops of the walls), including exhaust fans, air ventilators, hanging light fixtures, external ductwork, motion sensors, track lighting, fire alarms and sprinkler heads | Bi-Weekly |
| Wash all tile walls behind toilets and at sink and hand dryer areas with germicidal detergent | Monthly |
| Thoroughly clean shower area | Monthly |
| COPY ROOM | |
| Empty all trash and recycling receptacles. Replace liners as needed, and dispose of trash and recycling in outside bins | Per Visit |
| Vacuum high traffic areas | Per Visit |
| Spot treat soiled carpet areas | Per Visit |
| Spot wipe walls, cabinet doors, and center island end panels removing fingerprints, smudges, and spills | Per Visit |
| Wipe down countertops and light switches. Dust cabinet doors and cove base. | Per Visit |
| Dust any electronic equipment (printers/copiers, laminator, and shredder) with appropriate cleaning cloths | Per Visit |
| Complete all high dusting (items in the ceiling tiles or at tops of the walls), including exhaust fans, air ventilators, hanging light fixtures, external ductwork, motion sensors, track lighting, fire alarms and sprinkler heads | Bi-Weekly |
| Vacuum thoroughly, taking care to get into corners, along edges, and under any furniture. Dust cove base. | Monthly |
| Wipe down walls, cabinet doors and handles, center island end panels, and cove base | Monthly |
| FURNACE AND STORAGE ROOMS | |
| Sweep thoroughly, taking care to get into | Quarterly |

| | |
|--|-----------|
| corners and along edges. Remove cobwebs from corners and ceiling | |
| CLOSING | |
| Clean janitor closet. Rinse out the shower stall after dumping mop bucket. | Per visit |
| Turn off non-sensor lights | Per visit |
| Lock doors | Per visit |

PART 2:

4.6. Requirements for the Commission and the FORUM shared space

| SERVICES | FREQUENCY |
|---|----------------------------------|
| ENTIRE SHARED SPACE AREA | |
| Empty all trash and recycling receptacles. Replace liners as needed, and dispose of and recycling in outside bins. | Per Visit |
| Vacuum high traffic areas | Per Visit |
| Spot treat soiled carpet areas | Per Visit |
| Spot wipe walls, doors, and windows removing fingerprints, smudges, and spills | Per Visit |
| Wipe down light switches, door knobs, and tabletops | Per Visit |
| Dust furniture (including tabletops, legs, and bases), cabinets, countertops, wall hangings, and cove base | Weekly |
| Dust any electronic equipment (monitor screens, TV screens, keyboards), excluding computers with appropriate cleaning cloths | Weekly |
| Complete all high dusting (items in the ceiling tiles or at tops of the walls), including exhaust fans, air ventilators, hanging light fixtures, external ductwork, motion sensors, track lighting, fire alarms and sprinkler heads | Bi-Weekly |
| Thoroughly wash all windows, glass walls, glass doors, and glass door inserts | Bi-Weekly |
| Dust all blinds and window sills. Remove cobwebs from corners and ceilings | First cleaning day of each month |
| Vacuum thoroughly, taking care to get into corners, along edges, and under any furniture | Monthly |
| Wipe down walls, woodwork, cove base, tabletops, furniture legs and bases, and wall hangings removing fingerprints, smudges, and spills | Monthly |
| CLOSING | |
| Turn off non-sensor lights | Per Visit |
| Lock doors | Per Visit |

PART 3:

4.7. Requirements for the Lake Michigan Conference Room

| SERVICES | FREQUENCY |
|---|----------------------------------|
| LAKE MICHIGAN CONFERENCE ROOM | |
| Empty all trash and recycling receptacles. Replace liners as needed, and dispose of trash and recycling in outside bins. | Per Visit |
| Vacuum high traffic areas | Per Visit |
| Spot treat soiled carpet areas | Per Visit |
| Spot wipe walls, doors, and windows removing fingerprints, smudges, and spills | Per Visit |
| Wipe down light switches, door knobs, and tabletops | Per Visit |
| Dust furniture (including tabletops, legs, and bases), cabinets, countertops, wall hangings, and cove base | Weekly |
| Dust any electronic equipment (Projectors, monitor screens, TV screens, keyboards), excluding computers with appropriate cleaning cloths | Weekly |
| Complete all high dusting (items in the ceiling tiles or at tops of the walls), including exhaust fans, air ventilators, hanging light fixtures, external ductwork, motion sensors, track lighting, fire alarms and sprinkler heads | Bi-Weekly |
| Thoroughly wash all windows, glass walls, glass doors, and glass door inserts | Bi-Weekly |
| Dust all blinds and window sills. Remove cobwebs from corners. | First cleaning day of each month |
| Vacuum thoroughly, taking care to get into corners, along edges, and under any furniture | Monthly |
| Wipe down walls, woodwork, cove base, tabletops, furniture legs and bases, and wall hangings removing fingerprints, smudges, and spills | Monthly |
| ATTACHED KITCHEN | |
| Empty all trash and recycling receptacles. Replace liners as needed, and dispose of trash and recycling in outside bins. | Per Visit |
| Sweep floors thoroughly and wipe down all countertops | Per Visit |
| Clean and polish all appliances and fixtures | Per Visit |
| Wipe down and disinfect kitchen area trash receptacles | |

| | |
|---|-----------|
| Disinfect kitchen countertops, and spot clean walls, cove base, and cabinetry | Weekly |
| Floors mopped and disinfected. Wipe down cove base. | Weekly |
| Complete all high dusting (items in the ceiling tiles or at tops of the walls), including exhaust fans, air ventilators, hanging light fixtures, external ductwork, motion sensors, track lighting, fire alarms and sprinkler heads | Bi-Weekly |
| Wipe down walls, cove base, and cabinetry | Monthly |
| CLOSING | |
| Turn off non-sensor lights | Per visit |
| Lock doors | Per visit |

4.8. Cleaning Equipment

The Responder will supply the cleaning equipment including the vacuum, mop bucket and mop, broom, and any other equipment necessary to complete the cleaning requirements. Due to the type of carpet in the building, the vacuum must be commercial grade.

4.9. Cleaning Supplies

Cleaning supplies will not be provided by the Commission. It is the Responder's responsibility to obtain cleaning supplies to complete the necessary tasks. This includes toilet cleaner, vacuum bags, disinfectant, and other cleaning supplies. The Commission will provide paper products, trash bags, liners, hand soap, and toilet paper. It is the Responder's responsibility to keep the supply closets organized and stocked. Whenever low on paper products, trash bags, liners, or hand soap, the Responder will be required to notify the Commission when supplies are needed. There is on-site storage for cleaning supplies and equipment.

4.10. Supervision

Periodic inspection shall be conducted by the Commission to ensure that all services are properly performed. To make certain that any problems that may arise will be quickly rectified, the Commission will promptly relay any complaint to the Responder.

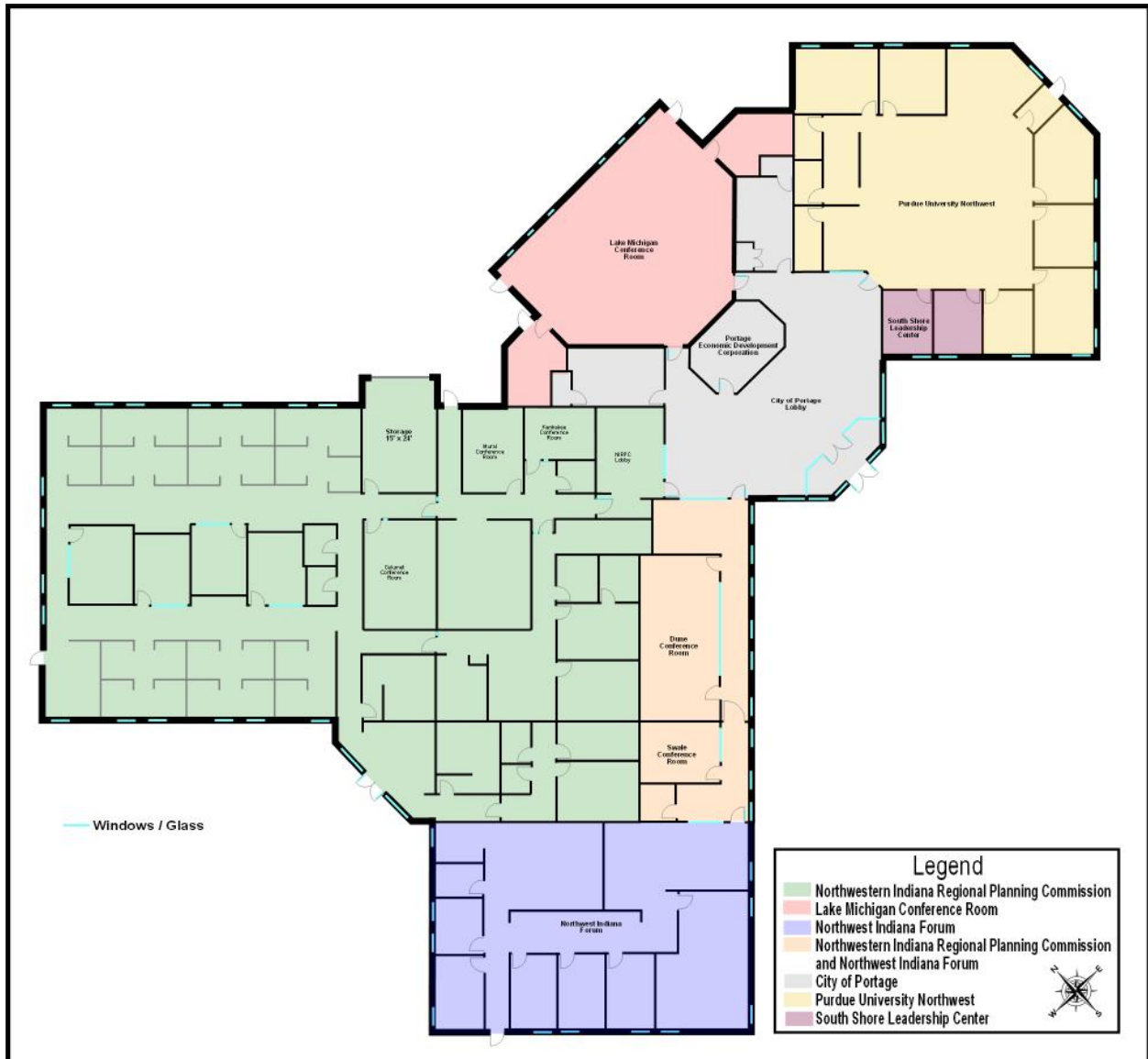
4.11. Damage

The Responder shall report to the Commission any damages and/or broken items that need to be replaced.

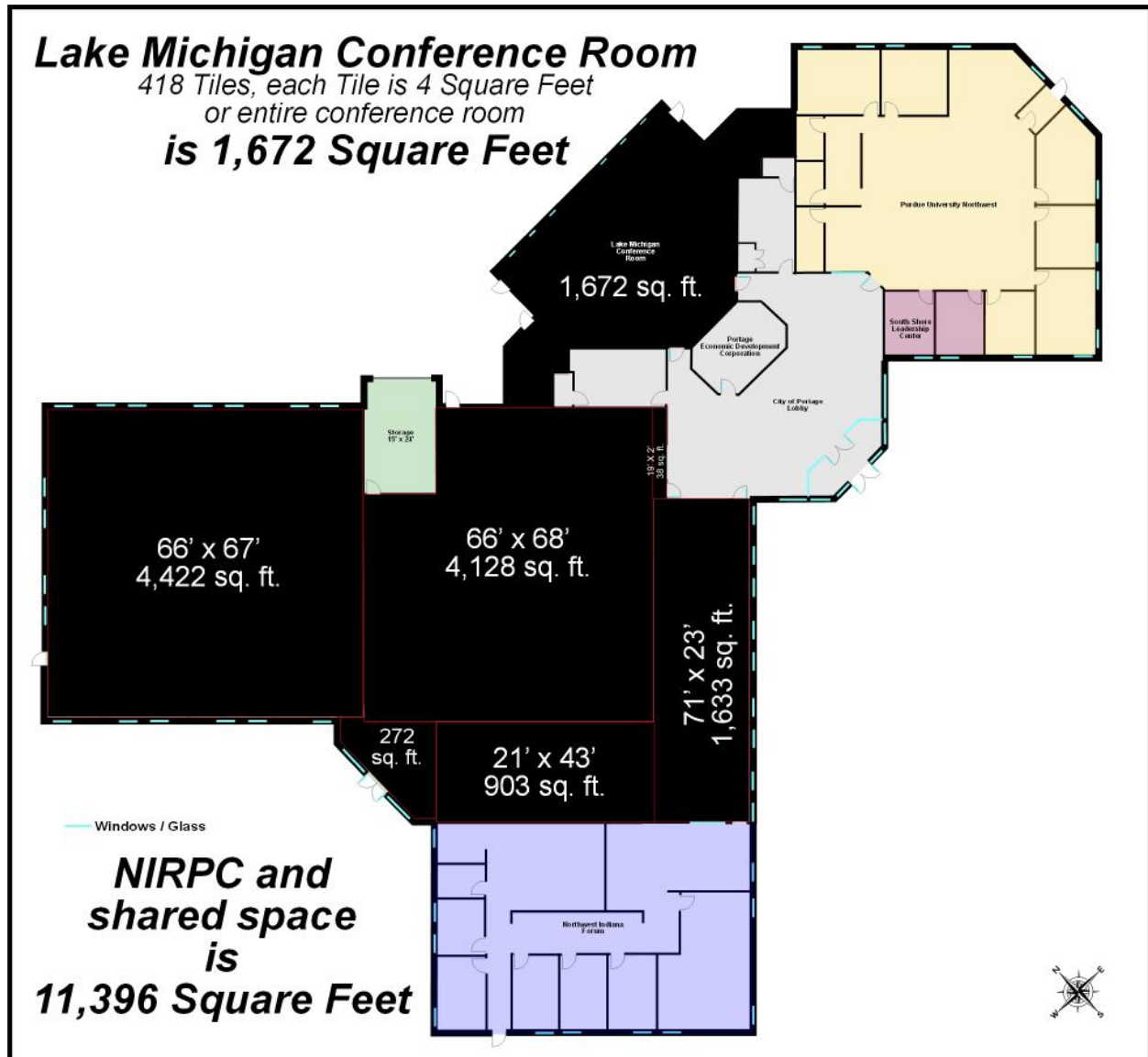
4.12. Communication

The Commission designates the Office Manager, at present Meredith Stilwell, as its representative. The Responder will also designate its representative. This communication may consist of issues that may or may not arise from the day to day execution of the services provided by the Responder. This communication shall be done either by written, email, or verbal notice to the designated representatives.

4.13. Layout of the Commission Building



4.14. Square Footage of Spaced to Be Cleaned



5. EXHIBITS

5.1. Cost Breakdown

COST BREAKDOWN FOR COMMISSION CLEANING AREA (GREEN ON LAYOUT)

| | PRICE |
|--------------------------|--------------|
| Monthly Cost of Cleaning | \$ _____ |

COST BREAKDOWN FOR NIRPC/FORUM SHARED SPACE (PEACH ON LAYOUT)

| | PRICE |
|--------------------------|--------------|
| Monthly Cost of Cleaning | \$ _____ |

COST BREAKDOWN FOR THE LAKE MICHIGAN ROOM (PINK ON LAYOUT)

| | PRICE |
|--------------------------|--------------|
| Monthly Cost of Cleaning | \$ _____ |

5.2. Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The undersigned Bidder, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person from bidding not to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Responder

Signature of Responder

5.3. Debarment and Suspension Certification

DEBARMENT AND SUSPENSION

A. The CONTRACTOR certifies by entering into this Agreement that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Agreement by any federal agency or by any department, agency or political subdivision of the State of Indiana. The term "principal" for purposes of this Agreement means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the CONTRACTOR.

B. The CONTRACTOR certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under this Agreement and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The CONTRACTOR shall immediately notify the Commission if any subcontractor becomes debarred or suspended, and shall, at the Commission's request, take all steps required to terminate its contractual relationship with the subcontractor for work to be performed under this Agreement.

_____ **Signature of Contractor's Authorized Official**
_____ **Name and Title of Contractor's Authorized Official**
_____ **Date**

5.4. Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING
49 CFR Part 20 - Appendix A
Certification for Contracts, Grants, Loans, And Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

END OF DOCUMENT