

**EMW Gas Association**

P.O. Box 118/416 5<sup>th</sup> St.  
Estancia, NM 87016

505-384-2369 505-384-2234

**RFP 2019-5 JANITORIAL SERVICES**

*Proposals are due by 5:00 p.m., Tuesday, June 4, 2019*

*Proposals will be accepted in-person, Via USPO, Carrier or via email to: [kay@emwgas.org](mailto:kay@emwgas.org)*

**1. RFP Objective**

EMW Gas Association (“EMW Gas”) is seeking a single, qualified Janitorial Services provider to provide weekly cleaning services after business hours at its Estancia office. EMW will review proposals and enter into negotiations with the vendor whose proposal is most advantageous to EMW with price and other factors considered.

Following negotiation, the successful proposer will be asked to enter into a contract with EMW. The length of that contract is proposed to be one year, (*July 1, 2019 – June 30, 2022*) renewable annually for a maximum of four consecutive years as allowed by New Mexico Procurement Code §13-1-150 NMSA 1978.

EMW Gas is using a competitive negotiation process to award a contract to the successful proposer. Although cost is a significant criterion for selection, EMW will award based upon a number of criteria evaluated as described by this RFP.

**2. Company Introduction**

Founded in 1964 by Joint Powers Agreement between the Town of Estancia, City of Moriarty and Village of Willard, EMW Gas is a Local Public Body distributing natural gas to approximately 5000 consumers in the Estancia Valley. EMW employs approximately 20 employees and is located in Estancia, New Mexico with a small field office in Moriarty.

**3. Proposal Submission**

Proposals should be submitted following the guidelines listed in this RFP. Additional information, options, fee alternatives and materials are welcome, but should be submitted in addition to following the specifics listed in this RFP. Proposals become public record.

Proposals, clearly marked, “**2019-5 JANITORIAL SERVICES PROPOSAL,**” on the outside of the package (or subject line of the email) shall be submitted in person, via USPO, Carrier or email to:

**Kay Brown, Chief Procurement Officer**  
**416 5<sup>th</sup> Street**  
**Estancia, NM 87016**  
[kay@emwgas.org](mailto:kay@emwgas.org)

*Only proposals received on or before 5 p.m., Tuesday, June 4, 2019 shall be considered.*

Proposers may call Kay Brown, CPO, at 505-384-2369 or [kay@emwgas.org](mailto:kay@emwgas.org) to schedule an individual pre-proposal site visit to be held at 416 5<sup>th</sup> Street, Estancia. All site visits will be scheduled for May 28<sup>th</sup>, 29<sup>th</sup>, or 30<sup>th</sup>, 2019.

### **3. Timeline**

EMW Gas intends to finalize the vendor selection process according to the following schedule. Any changes in this schedule will be at the sole discretion of EMW Gas.

May 24, 2019	RFP Available and Posted
May 28-30, 2019	Scheduled Site Visits for Proposers
June 4, 2019	Proposals Due
June 5, 2019	Proposals evaluated/negotiation with selected vendor
June 6, 2019	Award
July 1, 2019	Begin Work

### **Company Requirements**

Qualified proposers must reside within 75 miles of Estancia and provide weekly on-site service. No third party out-sourced partnerships will be accepted. Awarded vendor must comply with all Federal, State and Local rules and regulations.

### **Service Requirements**

#### **Performed Weekly: Before or After Business Hours, or on Weekends or Holidays**

(Special provisions may be made for up to three unpaid, non-consecutive, no-service weeks annually - upon approval by the General Manager.)

- Empty all waste baskets/receptacles into outside dumpsters and replace bags.
- Mob, sweep and vacuum surface floors of lobby, board room, hallways and offices.
- Clean, sanitize and polish telephones, light switches, door handles, push plates, counters and kitchen table.

- Dust and clean cleared surfaces of desks, tables, chairs, filing cabinets and other office furniture (without disturbing items on the desks – calculators, computers, keyboard and monitors should be left as is. There is no need to wipe down monitors.)
- Mop and clean restrooms with a germicide, including mirrors, partitions, urinals, toilets, and sinks using disinfectant and detergents. Special attention should be given to these areas to prevent hard-water build-up.
- Refill hand soap and paper product dispensers.
- Sweep and remove soil and/or leaves on entrances and exterior entry areas.
- Clean and polish windows as needed.
- Report any unusual occurrences, damages or malfunctions to Office Manager.
- Maintain cleaning supplies inventory and notify Office Manager when supplies need to be replenished or cleaning equipment needs to be replaced.
- Wipe down baseboard heaters
- Clean any soiled trash receptacles

#### **Specific Proposal Requirements**

Proposers shall submit a completed *Proposal Summary Form* (Attachment A). Additional sheets may be included as required.

#### **Evaluation Factors**

Proposals shall be reviewed on these critical factors and will be weighted as follows:

<b>1.</b>	<b>Company Experience &amp; Expertise</b>	<b>40%</b>
<b>2.</b>	<b>Company Certifications</b>	<b>20%</b>
<b>3.</b>	<b>Company References</b>	<b>10%</b>
<b>4.</b>	<b>Fees</b>	<b>30%</b>

For further information, all questions concerning this RFP must be directed to:

**Kay Brown, Chief Procurement Officer**

**Phone:** 505-384-23

**Email:** [kay@emwgas.org](mailto:kay@emwgas.org)

**Address:** P.O. Box 118, Estancia, NM 87016

**Attachment A: Proposal Summary Form**

**COMPANY INFORMATION**

Name of Company: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone# \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
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a. Provide company profile, background, brief history, size, and locations.

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b. Attach certifications and credentials as follows:

- Form W-9 Taxpayer Identification Number and Certification
- New Mexico Taxation and Revenue Registration Certificate
- Current Business License
- Current Business Liability Certificate of Insurance
- Surety Bond

c. Provide at least one contact for reference with name and phone number.

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d. List all staff that will be utilized to perform contractual duties of proposal and each one's experience and duties. Name the primary staff member to be responsible for EMW Gas's Janitorial Services contract.

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e. Describe any past or current lawsuits naming either the company or any staff members as defendants.

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f. Describe any specific experience requiring unsupervised cleaning work performed after business-hours and in a setting with access to confidential records where staff was required to disarm/arm alarms and lock doors.

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g. Additional comments for consideration.

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**FEES**

**Weekly Fee *inclusive* of all applicable gross receipt taxes:**    \$ \_\_\_\_\_

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**Name of Authorized Signer**

\_\_\_\_\_  
**Date**