



Request for Proposal for Cleaning Services

CNY Works, Inc.
960 James Street
Syracuse, NY 13023

GENERAL INFORMATION

Introduction

CNY Works, Inc. (CNY Works) is soliciting proposals for a one (1) year contract beginning on October 1, 2021, and ending no later than September 30, 2022, Mondays through Fridays, five days a week, excluding weekends and State legal holidays. This RFP is issued for a one-year total period, with an option to renew, at the OCWDB's discretion, for a maximum of four *additional* years (in increments of one year or more, as the OCWDB shall determine), without rebid.

Bidders are required to submit written proposals that present the bidder's qualifications and understanding of the work to be performed. The bidder's proposal should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

The proposal must be received by CNY Works in hardcopy at the address listed below, or electronically, no later than **4:00 PM on Monday, September 20, 2021.**

CNY Works, Inc.
Re: Proposal for Cleaning Services
Attn: Sheryl Bowman
Special Projects Manager
960 James Street, Syracuse, NY 13203
SBowman@cnyworks.com
315-477-6960

General Instructions for Proposal

a) **Proposal Content** - A completed proposal must contain the following:

1. Complete Cover Page (A). The cover page must be completed and signed by an individual authorized to bind the contractor. All proposals submitted without such cover page may be deemed nonresponsive. (Include copy of Liability Insurance certificate).
2. Complete Worker's Compensation Certification (B) (include copy of W/C certificate)
3. Complete Independent Contractor Statement (C)
4. Complete Product Agreement Form (D)
5. Complete Prevailing Wage Labor Requirements Agreement (E)
6. Complete Reference Form (F)
7. Detailed description of cost breakdown to substantiate monthly cost on Cover Page (A)

In signing the Cover Page, the bidder formally notifies CNY Works that the bidder will comply with all pertinent requirements included in RFP.

- b) **Proposal Due Date** - Proposals must be received at CNY Works **no later than 4:00 PM on Monday, September 20, 2021.**
- c) **Proposal Period** – Proposal prices are to be firm for ninety (90) days. All proposals become the property of CNY Works.
- d) **Proposal Award** - CNY Works’ management will review all proposals, determine which proposal best fulfills the specifications outlined herein, and select the most qualified proposal. It is the intent of CNY Works to accept the proposal that best fulfills the specifications outlined in this solicitation regarding price, quality of service, bidder’s qualifications and capacity to provide the specified service, and other factors which CNY Works may consider. CNY Works reserves the right to accept or reject any or all proposals and to waive irregularities therein. After a proposal has been selected, CNY Works’ management will notify each bidder as to the status of its proposal.
- e) **Term and Renewal** – The term of the Contract shall be for a one (1) year period with a four (4) year renewal option, unless earlier terminated. The Contract may be terminated by either party with a thirty (30) day written notice.
- f) **Detailed Cost Proposal per Month:**
- Provide a detailed cost breakdown by Building Space Area to indicate at a minimum:
- Number of staff used
 - Number of hours
 - Rate per hour
 - Cost of supplies
 - Total cost per month
 - Price per hour in the event special work is requested outside the scope of this RFP.
- g) **Basis of Payment** – Specific payment terms will be negotiated with the successful contractor during the contracting process. However, the contractor’s invoice must include date service was performed and amount due for service. Special services provided by contractor will be billed via a separate invoice that includes service description and date service was provided.
- h) **Proposal Evaluation** -- CNY Works’ management will consider the following criteria in evaluating proposals:
- Bidder’s professional reputation
 - Quality of proposal/detail provided
 - Bidder’s experience
 - Bidder’s references
 - Pricing

SPECIFICATIONS

The specifications outline the requirements for cleaning services for two (2) floors at CNY Works. A list of each floor and approximate square footage is outlined to assist in your quote. All work should be completed after 5:00 pm. Monday-Friday unless the offices are otherwise closed.

Intended bidders are encouraged to schedule an appointment to walk through the premises and view the space before submitting a response to this solicitation.

Building Details

<u>CNY Works</u>	<u>960 James Street, Syracuse, NY 13203</u>
Lower level Approximately 3,000 sq. ft.	Includes 2 conference rooms, 1 breakroom, 2 individual restrooms.
Main floor Approximately 15,000 sq. ft.	Includes main hallway, 4 restrooms, lobby/reception area, 1 resource room, 3 conference/training rooms, all available office spaces and cubicle work areas.

Building Space Areas

General Office Areas, Resource Room, Reception Area, Hallways, & Conference/Training Rooms

Daily:

1. Empty all trash and recycling receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish liners).
2. Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture.
3. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
4. Clean drinking fountains removing watermarks and splashes on sides, fronts and surrounding walls.
5. Spot wipe partition glass removing prints and smudges.

Weekly:

1. Clean glass removing prints and smudges; wipe frames.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, office furniture and manner of furnishings (tables & chairs).
3. Spot wipe tables, chairs, walls, light switches, and doors removing fingerprints, smudges, and spills.

Monthly:

1. Spot treat soiled carpet areas.
2. Damp wipe telephones with disinfectant.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

Quarterly:

1. Thoroughly wash windows (interior) and partition glass on both sides. Damp wipe all window/glass frames (interior)
2. Damp wipe windowsills.

Restrooms (6)**Daily:**

1. Empty all trash and sanitary napkin receptacles, replace liners, and wipe receptacles clean. Remove trash to a collection point. (Client to furnish trash receptacles liners)
2. Stock paper towels, tissue, and hand soap. Wipe/polish dispensers as needed. (Client to furnish supplies)
3. Toilets and urinals to be cleaned, sanitized inside, and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Clean and sanitize sinks and fixtures and remove splash marks from walls around sinks and air dryers.
6. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
7. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
8. Report any restroom repairs needed to the designated contact.

Weekly:

1. Wipe all restroom partitions on both sides.
2. Pour fresh water down floor drains to refresh water in sewer line.
3. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
4. Complete all high dusting, including exhaust fans and air ventilators within reach.

Breakroom Area**Daily:**

1. Empty all trash/recycling receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish supplies)
2. Wipe clean fronts, tops, and sides of trash receptacles.
3. Damp wipe counters.
4. Clean and sanitize sink (Client responsible for dishes)
5. Stock and wipe/polish dispensers as needed. (Client to furnish supplies)
6. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

Weekly:

1. Spot clean cabinets and exterior of appliances to present a neat appearance.
2. Clean interior of microwaves removing food particles and stains.

Monthly:

1. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

Equipment and Cleaning Chemicals

CNY Works will supply all trash bags, paper towels, toilet paper, hand soaps and urinal cakes. *Contractor is responsible for replenishing supplies daily, monitoring inventory levels, and notifying CNY Works when ordering is necessary.*

The contractor will supply its own cleaning equipment and appropriate green cleaning chemicals (See Attachment D).

Prevailing Wages

CNY Works, Inc. receives federal funding passed through the New York State Department of Labor. It is subject to the prevailing wage laws in Article 9 Section 230.6 of the New York State Labor laws (See Appendix E for details). **Please note that if you are not a sole proprietor and have employees you are subject to the prevailing wage requirements.**

Damage Reporting

The contractor shall report to CNY Works via email any damage and/or broken items that need to be replaced/ repaired.

Insurance Requirements

CNY Works, along with its officers, directors, agents and employees, shall be named as additional insureds for Ongoing Operations and Products/Completed Operations (completed operations) on the Contractor's Commercial General Liability Policy, Commercial Automobile Policy and Excess or Umbrella Policy, which must be primary and noncontributory with respect to these additional insureds.

Minimum Insurance Limits are:

Commercial General Liability Insurance

\$1,000,000 Each Occurrence Limit (Bodily Injury and Property Damage)

\$2,000,000 General Aggregate per Project

\$2,000,000 Products & Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit

Business or Commercial Automobile Liability Insurance

\$1,000,000 combined single limit per accident

Excess or Umbrella Liability (to overlay Contractor's Liability, Automobile Liability and Commercial General Liability coverages)
\$1,000,000 Occurrence/aggregate

Prior to commencement of an Agreement, and thereafter from time to time upon request of CNY Works, Contractor shall submit a Certificate of Insurance as required evidencing the coverages and other requirements as set forth above. The Contractor's insurance policies shall provide for thirty (30) days' written notice to CNY Works of any cancellation or any change in coverage and be evidenced by a Certificate of Insurance. Copies of insurance policies shall promptly be made available to CNY Works upon request.

Attachment A

Cover Page

Company Name: _____

Address: _____

Contact Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Tax ID #: _____

Liability Insurance Limits: Per Occurrence: _____ In Aggregate: _____

Proposed Monthly Cost for Custodial Services (Attach detail): _____

Price per Hour for special work outside the scope of this RFP: _____

Signature of Contractor

Printed Name and Title

Date

Attachment B

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with CNY Works and at all times in the performance of such Contract that:

- I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of New York with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date - **ATTACH COPY OF CERTIFICATE**

OR

- I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of New York to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with CNY Works.

Signature of Contractor

Printed Name and Title

Date

Attachment C

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of CNY Works for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under the Agreement, shall have no contractual relationship with CNY Works, shall not be considered employees of CNY Works and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of New York on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of CNY Works; and the Contractor shall defend, indemnify and hold CNY Works, its officers, agents and employees harmless from any and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights or benefits of any kind whatsoever from CNY Works, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and retirement benefits.

Contractor/Individual Signature

Printed Name and Title

Date

Attachment D

Product Agreement

The contractor has agreed that to carefully select effective janitorial cleaning products and equipment that reduce or eliminate the health and environmental risks from the use or release of toxic substances and minimize the risks of the discharge of pollutants into the environment. In addition, EO-4 requires state agencies and authorities, to the maximum extent practicable, to purchase janitorial paper and other paper supplies, including but not limited to bathroom tissue and paper towels, that are processed chlorine-free and composed of 100% post-consumer recycled content. EO-4 also requires state agencies and authorities, to the extent practicable to implement effective programs to source separate recyclable materials, including paper, metal, glass, and plastic, that will maximize materials recovery and reduce waste. The contractor agrees to assist CNY Works in meeting these requirements by, to the maximum extent practicable, making careful selection of janitorial paper and other paper supplies including but not limited to bathroom tissue and paper towels, in order to use products that are composed of 100% post-consumer recycled content and shall be processed chlorine-free.

Additional information on EO-4 approved specifications can be found at:

<http://www.ogs.ny.gov/EO/4/ApprovedSpecs.asp>.

The contractor acknowledges an understanding of these State policies and pledges to cooperate with the State in their implementation.

The contractor and CNY Works shall also comply with the local recycling laws enacted under General Municipal Law 120-aa, requiring that solid waste be separated into recyclable, reusable or other components.

Contractor/Individual Signature

Printed Name and Title

Date

Attachment E

Prevailing Wage Labor Requirements

Prevailing Wages

CNY Works, Inc. receives federal funding passed through the New York State Department of Labor and are subject to the prevailing wage laws in Article 9 Section 230.6 of the New York State Labor laws.

The prevailing wage for service employees including janitors and cleaners in Onondaga County as determined by the New York State Department of Labor is \$14.40 per hour. All bids must include the payment of not less than the prevailing wage to each service employee. The prevailing wage is subject to change annually.

Wage includes (a) basic hourly cash rate of pay and (b) supplements. The term supplements means fringe benefits including medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity or insurance to provide any of the foregoing, unemployment benefits, life insurance, disability and sickness insurance, accident insurance, vacation and holiday pay, costs of apprenticeship or other similar programs and bona fide fringe benefits not otherwise required by federal, state or local law to be provided by the contractor or subcontractor.

Prevailing Wage Rates for 07/01/2021 - 06/30/2022
Published by the New York State Department of Labor
Last Published on August 01 2021 Onondaga County

Janitor, Porter, Cleaners, Elevator Operator

JOB DESCRIPTION Janitor, Porter, Cleaners, Elevator Operator

DISTRICT 10

ENTIRE COUNTIES

Broome, Cayuga, Chemung, Chenango, Clinton, Cortland, Franklin, Hamilton, Herkimer, Jefferson, Lewis, Livingston, Madison, Monroe, Oneida, **Onondaga**, Ontario, Oswego, Otsego, Schuyler, Seneca, St. Lawrence, Tioga, Tompkins, Wayne, Yates

WAGES

	07/01/2021
Per hour:	\$ 14.40
New Hire Rate (First 180 days only):	\$ 13.40
Regularly scheduled to clean/strip floors:	+ 0.25 per hr.

NOTE: Duct Cleaning is broken down into two separate functions:

1. The disassembly, re-assembly and modification of duct, which is covered under Article 8.
2. The actual cleaning of the duct, which is covered by Article 9.

IMPORTANT INFORMATION:

Article 9 §230.6. "Prevailing wage" means the wage determined by the fiscal officer to be prevailing for the various classes of building service employees in the locality. In no event shall the basic hourly cash rate of pay be less than the statutory minimum wage established by article nineteen of this chapter, or, in a city with a local law requiring a higher minimum wage on city contract work, less than the minimum wage specified in such local law.

SUPPLEMENTAL BENEFITS

Per hour worked (required up to 40 hrs. per week)

	07/01/2021	7/1/2022
Full Time	\$ 5.33	\$ 5.46

Full time is 30 or more regularly scheduled hours in a week.

Part Time: \$ 0.21*

* After the 16th day of employment

ADDITIONAL PER HOUR PAID BENEFIT – After 90 days of employment. Payment required for all employees who are scheduled to be paid 1000 hours in 12 consecutive months. If not scheduled 1000 hours but the employee is paid 1000 hours in 12 consecutive months, this additional payment is retroactive to first hour.

07/01/2021	7/1/2022
\$1.27	TBD

Vacation is paid after 1 year of employment. Part-time employees receive vacation pay on pro-rata basis.

1 year of work	1 week of vacation
2 years of work	2 weeks of vacation
3 years of work	2 weeks and 1 day vacation
4 years of work	2 weeks and 2 days' vacation
5 years of work	2 weeks and 3 days' vacation
6 years of work	2 weeks and 4 days' vacation
7 years of work	3 weeks

Sick days are paid after 30 days probationary period.

Full time employees	3 sick days per year
Part time employees	2 sick days per year

2 paid personal days per year.

Paid time off for part-time employees shall be prorated. (See "Introduction to the Prevailing Rate Schedule" page 10, 'Wage and Supplements' heading, for a detailed explanation.)

Employment shall be defined as an Employee's length of service with the Employer or at the Facility, whichever is greater.

OVERTIME PAY

See (B, B2, K) on OVERTIME PAGE

Time and one-half for all work on Sunday (unless Sunday is a regularly scheduled workday.)

HOLIDAY

Paid: See (5, 6) on HOLIDAY PAGE

Overtime: See (5, 6) on HOLIDAY PAGE

PLUS 4 floating holidays

Above Holidays paid after 180 days with employer

Any work on a paid Holiday is paid at time and one half plus the wage for the holiday.

Holidays that fall on the weekends are observed on either Friday or Monday. If required to work the Friday or Monday then pay is time and one half plus the Holiday pay.

Contractor agrees to abide by these terms for all employees assigned to the job:

Contractor/Individual Signature

Printed Name and Title

Date

Attachment F

Client References Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of New York. CNY Works reserves the right to contact references other than, and/or in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____