



Capital of the Adirondacks

Village of Saranac Lake 39 Main Street, 2nd Floor Suite 9 • Saranac Lake, NY 12983-2294 • Phone: (518) 891-4150 • www.saranaclakeny.gov

The Village of Saranac Lake seeks to contract with a qualified firm for janitor services at the Village of Saranac Lake Police Department. The Village has issued a Request for Proposals (RFP) to identify firms with the interest, expertise and capacity to assist the Village. The RFP is available on the Village of Saranac Lake website at www.saranaclakeny.gov or at the Village Office 39 Main Street Saranac Lake NY 12983. Responses are due by Friday, May 29, 2020 at 3PM send to Karen Tyler Village Clerk 39 Main Street #9 Saranac Lake NY 12983.

Introduction

The Village of Saranac Lake seeks to contract with a qualified firm for janitor services at the Village of Saranac Lake Police Department. The Village has issued a Request for Proposals (RFP) to identify firms with the interest, expertise and capacity to assist the Village. From the list of qualified firms the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. The RFP is available on the Village of Saranac Lake website at www.saranaclakeny.gov.

Responses are due by **Friday, May 29th, 2020 at 3PM** and must be sent by email to:

Kareen Tyler, Village Clerk
Village of Saranac Lake
39 Main Street
Saranac Lake, NY 12983
Tel: (518) 891-4150
Email: clerk@saranaclakeny.gov

Project Description

The Village of Saranac Lake Police Department is located at 2 Main Street.

Scope of Work

The scope of work for the project includes but is not necessarily limited to the following tasks:

Main Entrance / Lobby

1. Damp clean reception work station.
2. Dust and wipe clean lobby furniture.
3. Clean and sanitize reception telephone.
4. Clean lobby and corridor interior glass partitions.
5. Clean metal bright work including baseboard unit, window frames, etc.
6. Sweep floor.
7. Dust mop and damp mop hard surface flooring
8. Vacuum doorway rugs.

Office/locker Areas

1. Empty all trash receptacles.
2. Dust and damp wipe furniture tops.
3. Spot clean all partition glass.
4. Dust baseboards, chair rails etc.
5. Dust pictures, frames and other wall hangings.
6. Dust blinds.
7. Clean and sanitize telephones.
8. Dust and damp mop resilient floors.
9. Properly arrange furniture.
10. Vacuum carpeted offices.
11. Machine buff and polish hard surface floors. (Once a month)
12. Machine strip and wax all resilient floors. (Once a month)

Restrooms

1. Clean and sanitize all surfaces of toilets and urinals.

2. Clean and polish mirrors, chrome and other bright work.
3. Sweep and wash floors with germicidal disinfectant detergent.
4. Clean all wash basins and counter tops.
5. Spot clean partitions and tiled walls to remove marks, stains etc.
6. Replenish all paper, soap and sanitary products.
7. Empty and clean all waste receptacles.
8. Replace toilet bowl or room deodorants.
9. Machine scrub floor with germicidal disinfectant detergent.

Jail Cells

1. Clean and sanitize urinals.
2. Clean and sanitize sinks.
3. Dust mop and damp mop hard surface floors.
4. Machine buff and polish hard surface floors.

Submission Instructions

Responses shall include the following components in sequential order:

1. An introductory Letter of Interest.
2. A discussion of the firm's approach to the project.
3. Resumes of key members of the firm that would be involved with the project.
4. Response to Evaluation Criteria.
5. Examples of relevant project experience.
6. References from past similar projects.

Submission Deadline and Requirements

Responses shall meet all submission requirements as described below:

- Responses shall be submitted in portable document format (.pdf);
- Responses shall be able to be reproduced or printed on portrait-oriented 8 ½ x 11 inch standard paper;
- Responses shall be received by **Friday, May 29th, 2020 at 3PM**; and
- Responses shall be sent by email to:

Kareen Tyler, Village Clerk
Village of Saranac Lake
Email: clerk@saranacklakeny.gov

Conditions Governing Responses

Only those proposals which contain complete information and are responsive to the RFQ will be considered. The Village of Saranac Lake reserves the right to:

- Accept or reject any or all submissions associated with this work;
- Request qualified respondents to consider contracting for only certain elements of the project or to consider partnering with other qualified respondents;
- Require respondents to clarify aspects of their understanding of and approach to the project in person or by telephone;
- Waive or modify minor irregularities in responses received;
- Negotiate with respondents to best serve the interests of the Village of Saranac Lake;
- Amend specifications after their release, with due notice given to all consultants to modify their proposals to reflect changed specifications;
- Award a contract for any or all parts of the project including award of specific project components to one or more qualified respondent.

Selection Procedure

Responses will be reviewed by a committee of Village staff. Respondents will be assessed against the following criteria:

Component	RFQ Score
Responsiveness to the RFP	5 points
Previous experience in similar projects	20 points
Understanding of project scope and requirements	25 points
Ability to meet the schedule/budget	10 points
Expertise of key personnel	20 points
Response from references/past projects	20 points
Total	100 points

From the list of qualified firms the Village will select the firm that is best suited to assist the Village in accordance with the Village of Saranac Lake Procurement Policy. Presentations may be required of qualified finalists. If required, presentations will be held at a time, date, and location chosen by the Village.

The selected firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule and a fee proposal. If, after negotiation and consideration, the Village is unable to reach an acceptable agreement with the firm, the Village will terminate negotiations with the firm and, at its sole discretion, may enter into negotiations with another qualified firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFP.

Inquiries

All inquiries should be directed to:

Additional Considerations

- The Village is not responsible for responses that are not received or that do not arrive by the submission deadline.
- Expenses incurred in the preparation of responses shall be borne by the respondent(s) with the express understanding that the respondent(s) may not apply to the Village for reimbursement for these expenses.
- By submitting a response the respondent agrees that it will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in the response.
- If respondent provides material(s) of a confidential nature for disclosure to third parties, the respondent should clearly indicate the specific material(s) it considers confidential. Subject to the provisions of FOIL and any other applicable laws, the Village of Saranac Lake may agree to maintain confidentiality of such material(s) if requested. The Village of Saranac Lake assumes no responsibility for any loss or damage resulting out of any determination requiring disclosure of information pursuant to FOIL.
- The Village of Saranac Lake is not liable for any costs incurred by any individual or firm for work performed to prepare its response or for any travel and or other expenses incurred in the preparation and/or submission of its response or participation in subsequent interviews or presentations. Further, the Village of Saranac Lake is not liable for any costs incurred prior to approval of the contract.