



Request for Quotation

3380 South 900 West, Salt Lake City, UT 84119

Due Date: 11:00 AM (MST) Tuesday, October 10, 2023 ✓ Review attached instructions & RFQ form ✓ Quote Must be signed to be accepted ✓ This request for Quotation implies no obligation on the part of Unified Fire Authority ✓ If performing a service on site at UFA the following five documents need to be provided and must be current, active, and in good standing <ul style="list-style-type: none"> • Applicable Municipal Business License(s) • DOPL License (if applicable) • CGL Certificate of Insurance • Evidence of Workers Compensation Coverage • W-9 		Questions concerning this quote should be directed to: Erica Langenfass Email: elangenfass@unifiedfire.org RFQ 2023-06 Janitorial Services Logistics and Fire Training Sites	
Legal Company Name (include DBA if applicable)		Federal Tax Identification Number (Please include current W-9)	
Ordering Address		City	State Zip Code
Remittance Address (if different from ordering address)		City	State Zip Code
Company Contact Person		Company's Web Address:	
Telephone	Fax Number	Email Address	
Discount Terms (for quotation purposes, quotation discounts less than 30 days will not be considered)		Days Required for Delivery After Receipt of Order (see attached for any required minimums)	
Minimum Order Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Amount \$_____	Payment Types Accepted: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Credit Card* Check ACH *if processing fee please note % or amount _____		Price Guarantee Period: 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/>
Type or Print Name		Position or Title	
Offeror's Authorized Representative's Signature		Date	

REQUEST FOR QUOTATION - INSTRUCTIONS AND GENERAL PROVISIONS

1. **ADMINISTRATIVE AUTHORITY:** The administration of this purchasing process is conducted by Unified Fire Authority. No Unified Fire Authority Board Member or employee should be contacted in regards to this solicitation other than those listed herein. Such contact may result in the disqualification of your quotation.
2. **SUBMITTING THE QUOTATION:** (a) The Unified Fire Authority (hereinafter referred to as UFA) allows for quotations be submitted electronically. Electronic quotations may be submitted through a secure mailbox at U3P Utah Public Procurement Place, <https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=StateOfUtah> until the date and time as indicated in this document. It is the sole responsibility of the supplier to ensure their quotation reaches U3P before the closing date and time. There is no cost to the supplier to submit Unified Fire Authority electronic quotations via UP3. Here is a link to the Division of Purchasing's website where it provides training materials for vendors on the UP3 Platform - <http://purchasing.utah.gov/for-vendors> (b) Electronic quotations may require the uploading of electronic attachments. The submission of attachments containing embedded documents is prohibited. All documents should be attached as a separate file.
3. **QUOTATION PREPARATION:** (a) Delivery time is critical and must be adhered to as specified. (b) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by UFA. If the supplier lists a trade name and/or catalog number in the bid, UFA will assume the item meets the specifications unless the quote clearly states it is an alternate, and describes specifically how it differs from the item specified. All quotes must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (c) By submitting the quotation the supplier certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (d) This quote may not be withdrawn for a period of 60 days from quote due date. (e) Incomplete quotes may be rejected. (f) Unless specifically provided for elsewhere in this quotation, multiple or alternate quotations will not be accepted. (g) Provide information on local availability of parts and service for all items quotation and service literature to allow for in-house maintenance and repairs. (h) Quotations will not be accepted from vendors who require assignment of payment to another agent. Note: Unified Fire Authority will only pay the vendor named on the Purchase Order. Unified Fire Authority will not deal with a factory or make payment to such.
4. **FREIGHT COST:** (a) Where "Freight Cost" is listed as a separate line item, suppliers are to provide product line item pricing FOB Origin Less Freight. On the line item for "Freight Cost" suppliers are to indicate the total freight cost FOB Destination Freight Prepaid, and complete the "Freight Information" document. UFA will analyze freight charges separately from the item cost and determine how the shipment will be routed (either by the supplier, or by UFA's carrier). (b) Where there is not a line item for "Freight Cost", suppliers are to provide line item pricing FOB Destination Freight Prepaid. Unless otherwise indicated on the contract/purchase order, shipping terms will be FOB Destination Freight Prepaid.
5. **SOLICITATION AMENDMENTS:** Any changes to this solicitation will be made through written addendum only. Answers to questions submitted through SciQuest shall be considered addenda to the solicitation documents. Suppliers/Contractors are cautioned not to consider verbal modifications.
6. **PROTECTED INFORMATION:** Suppliers are required to mark any specific information contained in their quotation which they are claiming as protected and not to be disclosed to the public or used for purposes other than the evaluation of the quotation. Each request for non-disclosure must be made by completing the "Confidentiality Claim Form" with a specific justification explaining why the information is to be protected. Pricing and service elements of any quotation will not be considered proprietary. All material becomes the property of

UFA and may be returned only at UFA's option. Quotations submitted may be reviewed and evaluated by any persons at the discretion of UFA.

7. **SAMPLES:** Samples of item(s) specified in this quotation, when required by UFA, must be furnished free of charge to UFA. Any item not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.
8. **AWARD OF CONTRACT:** (a) This is an informal quotation which will not be read at a public opening; However, the information may be publicly reviewed after award. To obtain a copy of the tabulation and award information please go to www.unifiedfire.org and complete an official records request. (b) The contract will be awarded with reasonable promptness, by written notice to the lowest responsible supplier that meets the specifications. Consideration will be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this request for quotation. (c) The UFA may accept any item or group of items, or overall low quotation. UFA has the right to cancel this invitation to quotation at any time prior to the award of contract. (d) UFA can reject any or all quotations, and it can waive any informality, or technicality in any quotation received, if UFA believes it would serve the best interest of the Unified Fire Authority. (e) Before, or after, the award of a contract UFA has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) UFA does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63G-6a-1002 and 63G-6a-1003, Utah Code Annotated. (h) Multiple contracts may be awarded if UFA determines it would be in its best interest. (i) The Board reserves the right to purchase such brands as it desires, irrespective of price if, after analysis, it determines that the selected product best suits the needs of the UFA.
9. **UFA APPROVAL:** Purchase orders placed, or contracts written, with Unified Fire Authority, as a result of this quotation, will not be legally binding without the written approval of the Chief Legal Officer.
10. **UFA:** The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by UFA.
11. **ENERGY CONSERVATION AND RECYCLED PRODUCTS:** The contractor is encouraged to offer Energy Star certified products or products that meet FEMP (Federal Energy Management Program) standards for energy consumption. Unified Fire Authority also encourages contractors to offer products that are produced with recycled materials, where appropriate, unless otherwise requested in this solicitation.
12. **SHERMAN ANTITRUST ACT (Restrain of free trade):** Supplier or contractor certifies compliance with all provisions of the federal Sherman Act including "independent price determination."
13. **FEDERAL W-9 FORM:** A current W-9 form is to be submitted by all bidders. The form is to be filled out completely, signed, scanned, and attached with your bidding documents titled "Federal W-9 Form."

UNIFIED FIRE AUTHORITY Goods and/or Services Form	
RFQ #2023-06 – Janitorial Services Logistics and Fire Training Sites	
DESCRIPTION OF SERVICE	
<p>Unified Fire Authority (“UFA”) is seeking a supplier to provide Janitorial Services at one or both of the following locations:</p> <p>Logistics Warehouse, Location 1 (6726 Navigator Drive, West Jordan UT) Fire Training Building, Location 2 (3950 South 8000 West, Magna UT)</p> <p>The supplier agrees to provide services for a period of one (1) year commencing as of the date of execution of the Agreement. UFA may extend the Agreement up to three (3) additional one-year periods, renewable on an annual basis, under the same terms and conditions.</p> <p><u>PRE-PROPOSAL CONFERENCE.</u> Offerors are advised there shall be a walk-through beginning at 10:00 AM (MST) Tuesday, September 26, 2023 at UFA’s Logistics Warehouse located at 6726 Navigation Drive, West Jordan, Utah 84084. To participate in the RFQ for location 2 (immediately following) offerors must provide their own transportation. All interested Offerors should be in attendance.</p> <p>Quotes submitted for evaluation shall be able to comply with the TECHNICAL SPECIFICATION listed in Exhibit “A”.</p> <p>Cleaning Specifications are listed in Exhibits “B” and “C”.</p> <p><u>SELECTION PROCESS:</u></p> <p>All applications shall be evaluated by the UFA based on:</p> <ol style="list-style-type: none">1) Cost2) References (please include 5 references of organizations serviced by your company within the last 5 years with quote)3) Availability. Service to begin approximately October 15, 2023	

Exhibit "A"

TECHNICAL SPECIFICATIONS FROM OFFERORS PROPOSAL ATTACHED

Supplier shall assume full responsibility for damage to UFA property caused by Supplier's employees or equipment as determined by designated UFA personnel.

Supplier shall be solely responsible for the safety of Supplier's employees and others relative Supplier's work, work procedures, material, equipment, transportation, signage and related activities.

Supplier shall be responsible for back ground check on all employees who will be entering the premises. No other person(s) shall be permitted.

Supplier shall conduct a regular systematic inspection of their work crew and shall be responsible for providing adequate supervision to assure competent and satisfactory performance of the services required. Supplier shall notify the janitorial designee by email of special comments or janitorial needs.

Supplier shall be insured for workers' compensation and against claims for damage or injury to persons or property.

Supplier shall have Commercial General Liability insurance with UFA named as an additional insured, in the minimum amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate. The certificate and policy shall provide that coverage thereunder shall not be canceled or modified without at least thirty (30) days prior written notice to UFA.

Supplier shall possess and keep in force all licenses and permits required to perform the services of this Agreement.

Prices listed in the fee proposal should include all costs associated with performance of their services specified including: tools, supervision, labor, transportation, cleaning chemicals and related costs.

Prices will exclude cost of all paper products, trash liners, hand soaps, air freshener or other items agreed upon that shall be covered by UFA.

Supplier shall provide individual pricing for each of the locations and price differences, based on number of locations awarded, should be noted in quote(s).

Quoted prices may not be increased during the term of the agreement unless noted in the proposal(s).

Suppliers to the RFQ shall be aware that UFA may make multiple awards.

**CLEANING SPECIFICATIONS
LOGISTICS WAREHOUSE LOCATION #1**

2 times/week

Weekly

Monthly

Other

GENERAL OFFICE CLEANING

A.	Empty waste. Change liners when wet, messy or torn. Remove waste and put in dumpster.	X			
B.	Wash inside/outside of waste containers.				As Needed
C.	Dust chairs, desks, couches, credenzas, file cabinets, partitions, counters, office equipment and other furniture.			X	
D.	Dust vents, grills, diffusers, ledges and corners.			X	
E.	Damp wipe laminated plastic counters and tables.		X		
F.	Spot-clean doors, walls, door jams, kick plates and baseboards.		X		
G.	Spot clean partition fabric using approved product and technique.				As Needed
H.	Disinfect phones.		X		
I.	Clean, disinfect and polish drinking fountains.	X			
J.	Wash inside and outside of light fixtures.				As Needed
K.	Wash walls.				As Needed

WINDOW CLEANING

A.	Wash lobby glass doors.	X			
B.	Wash office (non-perimeter glass).			X	
C.	Clean interior office windows (perimeter glass).				Semi-Annual

BREAK ROOM MAINTENANCE

A.	Empty waste. Change liners when wet, messy or torn. Remove waste and put in dumpster.	X			
B.	Wash inside/outside of waste containers.		X		
C.	Wipe counters, microwave oven, and outside of refrigerator.	X			
D.	Wipe cabinets.			X	
E.	Clean, de-lime and polish sinks.	X			
F.	Spot clean walls.			X	
G.	Wash walls.				Semi-Annual

RESTROOMS

A.	Empty waste. Remove waste to dumpster.	X			
B.	Clean, disinfect and wipe dry toilets, urinals, and showers. Use of acidulantes to be limited to insides of toilet bowls and urinals.	X			
C.	Clean and polish sinks, counters, mirrors and stainless-steel dispensers. Leave no chemical residue or mineral deposits.	X			
D.	Clean, wipe and dry partitions, doors and wall tile.			X	
E.	Refill respective toilet paper and paper towels.	X			
F.	Damp mop with film-free floor cleaner		X		

CARPET MAINTENANCE

A.	Vacuum carpeting throughout, using wall-to-wall method (2-motor industrial vacuums are to be used in high traffic areas. Industrial ¾ h.p. vacuums to be used in office areas).	X			
B.	Remove gum, grease, drinks, etc., with approved carpet spotters.				As Needed
C.	Vacuum walk-off matting.	X			
D.	Vacuum edges along walls, partitions, corners, etc.			X	
E.	Shampoo carpets by using extraction method. See note below.				Annually

Note: Carpet cleaning requires truck mounted cleaning system. Must utilize the hot water extraction method. System must remove dirt, allergens, cleaning solutions and 95% of moisture from carpets. Waste water must be disposed of in appropriate manner. Disposal of waste water on site is not authorized.

Normal services are to be performed at Logistics two (2) nights per week, Monday through Friday, after 4:00 p.m. and completed by 11:00 p.m. Pictured electronic card keys will be issued to the assigned employees for access. Work will be reviewed by UFA's liaison.

Normally the supplier will not be required to perform services on holidays that are observed by UFA. UFA's liaison will make a list of the holidays available to the contractor.

**CLEANING SPECIFICATIONS
TRAINING BUILDING LOCATION #2**

GENERAL OFFICE CLEANING

1 time/week

Weekly

Monthly

Other

A.	Empty waste. Change liners when wet, messy or torn. Remove waste and put in dumpster.	X			
B.	Wash inside/outside of waste containers.				As Needed
C.	Dust chairs, desks, couches, credenzas, file cabinets, partitions, counters, office equipment and other furniture.			X	
D.	Clean (laminated plastic) or polish (wooden desktops when clear.		X		
E.	Clean or polish sides, front and rear of desks.				As Needed
F.	Dust vents, grills, diffusers, ledges and corners.			X	
G.	Damp wipe laminated plastic counters and tables		X		
H.	Spot-clean doors, walls, door jambs, kick plates and baseboards.		X		
I.	Vacuum partition fabric.			X	
J.	Spot clean partition fabric using approved product and technique.				As Needed
K.	Dust leveler blinds.			X	
L.	Disinfect phones.		X		
M.	Clean, disinfect and polish drinking fountains.	X			
N.	Wash inside and outside of light fixtures.				As Needed
O.	Damp-wipe plastic chair floor mats.			X	
P.	Wash walls.				As Needed
Q.	Clean office windows (perimeter glass).			X	

BREAK ROOM MAINTENANCE

A.	Empty waste. Change liners when wet, messy or torn. Remove waste and put in dumpster.	X			
B.	Wash inside/outside of waste containers.				As Needed
C.	Wipe counters, tables, chairs, microwave oven, and outside of refrigerators.		X		
D.	Wipe cabinets.				As Needed
E.	Clean, de-lime and polish sinks.	X			
F.	Dust all furniture and equipment.		X		
G.	Spot clean walls.		X		
H.	Wash walls.				Semi-Annual

RESTROOM

A.	Empty waste. Remove waste to dumpster.	X			
B.	Clean, disinfect and wipe dry toilets, urinals, and showers. Use of acidulants to be limited to insides of toilet bowls and urinals.		X		
C.	Clean and polish sinks, counters, mirrors and stainless-steel dispensers. Leave no chemical residue or mineral deposits.	X			
D.	Clean, wipe and dry partitions, doors and wall tile.	X			
E.	Refill respective toilet paper and paper towels.		X		
F.	Report any inoperable fixtures or abnormal conditions to UFA.				As Needed

EXTERIOR

A.	Empty waste. Change liners when wet, messy or torn. Remove waste and put in dumpster.		X		
B.	Wash inside/outside of waste containers.				As Needed

CARPET MAINTENANCE

A.	Vacuum carpeting throughout, using wall-to-wall method (2-motor industrial vacuums are to be used in high traffic areas. Industrial $\frac{3}{4}$ h.p. vacuums to be used in office areas).	X			
B.	Remove gum, grease, drinks, etc., with approved carpet spotters.				As Needed
C.	Vacuum walk-off matting.	X			
D.	Vacuum edges along walls, partitions, corners, etc.		X		
E.	Shampoo carpets by using extraction method.				Semi-Annual

RESILIENT FLOOR MAINTENANCE (Vinyl Composition)

A.	Sweep edges with angler broom.			X	
B.	Dust mop with treated dust mop.				
C.	Damp mop with film-free floor cleaner.		X		
D.	Spray buff or high-speed dry buff (dustmop after also).		X		
E.	Prepare and refinish floors.			X	
F.	Strip and refinish floors.				Semi-Annual

RESTROOM MAINTENANCE

A.	Empty waste. Remove waste to dumpster.	X			
B.	Clean, disinfect and wipe dry toilets and urinals. Use of acidulantes to be limited to insides of toilet bowls and urinals.	X			
C.	Clean and polish sinks, counters. Leave no chemical residue or mineral deposits.		X		
D.	Clean/polish mirrors, stainless steel dispensers.		X		
E.	Clean, wipe and dry partitions, doors and wall tile.		X		
F.	Refill respective toilet paper, paper towels, and sanitary napkin dispensers.	X			

Normal services are to be performed at Training once (1) night per week, Monday through Friday, after 4:00 p.m. and completed by 11:00 p.m. Keys will be issued to the assigned employees for access. Work will be reviewed by UFA's liaison.

Normally the supplier will not be required to perform services on holidays that are observed by UFA. UFA's liaison will make a list of the holidays available to the contractor.

Supplier will not be required to clean during UFA Recruit Camps which are normally held annually for a 16-week period.