

Request for Proposals

Janitorial Services at NOVA Parks Headquarters Building

December 3, 2019



NORTHERN VIRGINIA REGIONAL PARK AUTHORITY
5400 Ox Road
Fairfax Station, Virginia 22039

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REQUEST FOR PROPOSALS



Janitorial Services at NOVA Parks Headquarters Building

December 3, 2019

- The Northern Virginia Regional Park Authority (NOVA Parks) is requesting proposals for weekly janitorial services to be performed at the NOVA Parks' headquarters building located at 5400 Ox Road, Fairfax Station, Virginia 22039.
- Sealed proposals for services must be received at NOVA Parks Headquarters located at 5400 Ox Road, Fairfax Station VA 22039 no later than 2:00pm EST, Friday, December 20th 2019. Proposals must be clearly marked "RFP – Janitorial Services – NOVA Parks Headquarters."
- Any questions about the request for proposals must be submitted in writing by e-mail to Park Operations Director, Chris Pauley, at cpauley@nvrpa.org. All questions must be submitted no later than December 16, 2019. Site visits may be arranged using the above e-mail address.

BACKGROUND

The Northern Virginia Regional Park Authority (NOVA Parks) is a governmental agency supported by six local government member jurisdictions. In the late 1950s, the Northern Virginia Planning District Commission and a group of citizens from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl.

These citizens, working with their local governments – Fairfax County, Arlington County and the City of Falls Church - organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority.

Today, NOVA Parks represents three counties and three cities - Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. NOVA Parks staff, volunteer Board members appointed from each jurisdiction and many friends of NOVA Parks working together, have preserved more than 12,200 acres within 33 regional park sites.

GENERAL PROJECT DESCRIPTION AND PURPOSE

NOVA Parks Headquarters located at 5400 Ox Road, Fairfax Station, VA 22039 is the main administrative offices for the Northern Virginia Regional Park Authority. The building consists of three separate wings and includes approximately 29 individual office spaces, one large and one small conference room, one small kitchen and four total restrooms.

Janitorial tasks to be completed include:

- Weekly cleaning of the entire building after office has closed to the general public, access permitted no earlier than 4:30pm
 - Including:
 - Office and Common Spaces
 - Vacuum carpeted areas including offices and common areas
 - Dusting of common and offices spaces
 - Emptying of all trash and recycling containers in common and office spaces and replacing liners and depositing bagged trash and recycling into dumpsters located on property
 - Clean interior of all glass doors
 - Wipe down ceiling fan (x1) blades
 - Kitchen Space
 - Clean and sanitize all counter tops and appliance shelves
 - Empty trash and recycling containers, wiping down trash can tops
 - Clean and sanitize sink
 - Clean interior and exterior of microwaves
 - Wipe down and organize coffee maker and station
 - Wipe down stove top and exterior of refrigerator
 - Clean interior glass doors
 - Sweep and mop floors

- Conference Rooms
 - Dust or wipe down all surfaces including tables, counters, chairs, trash can tops
 - Organize chairs around table and along walls
 - Empty trash and recycling containers, wiping down trash can tops
 - Vacuum carpet
- Restrooms
 - Clean all mirrors, counter tops, sinks and fixtures
 - Replace hand soap, toilet paper and paper towels as necessary ensuring an adequate supply of each
 - Clean and sanitize all toilets and urinals and replace urinal screens weekly
 - Sweep and mop floors
 - Empty trash, wiping down trash can tops
 - Wipe down restroom dividers

GENERAL PROPOSAL INFORMATION

THE NORTHERN VIRGINIA REGIONAL PARK AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY TECHNICALITIES AT ITS OPTION WHEN IN THE BEST INTEREST OF THE AGENCY.

Proposals must include but are not limited to the requirements set forth herein.

Any questions about the request for proposals must be submitted in writing via e-mail to Chris Pauley, Park Operations Director at cpauley@nvrpa.org. All questions must be submitted no later than December 16th 2019. Please reference the specific section that is the subject of your question. NOVA Parks will respond to each question in writing. Questions submitted after the deadline above may not be answered. Site visits may be arranged using the above e-mail address.

SELECTION AND AWARD PROCESS

Award or Rejection of Bid:

NOVA Parks shall award the contract to the vendor it determines to have provided the RFP that is most advantageous to the agency. Proposals may be awarded as written or in part based on need and available resources.

EVALUATION CRITERIA

- Overall cost
- Reputation, skill, and experience of the vendor

FORM OF PROPOSAL- PAGE 1 OF 2

Janitorial Services at NOVA Parks Headquarters Building

To provide all work/services specified herein at the main administrative offices for the Northern Virginia Regional Park Authority located at 5400 Ox Road, Fairfax Station, VA 22039.

Name of Contractor: _____

Address of Contractor: _____

Telephone Number: _____

Signature: _____

Title: _____

Print or Type Name: _____

Date: _____

Send Proposals To:

To: Chris Pauley, Park Operations Director
NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039 (703) 352-5900

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Janitorial Services at NOVA Parks Headquarters Building - Fees

Service	Fee
Weekly Cleaning Services –Contractor providing all supplies and equipment (per week) <ul style="list-style-type: none">• Excludes trash can liners	
Weekly Cleaning Services – NOVA Parks providing all supplies and equipment (per week)	

Pursuant to and in compliance with the contract documents, the undersigned proposes and agrees, if this proposal is accepted, to furnish all labor, materials, supplies, equipment and other facilities, and to perform all work described in the project manual in the manner therein prescribed for consideration of the following amount.

*******END OF FORM OF PROPOSAL*******