



REQUEST FOR PROPOSALS GVR-23-03

for

Contracted Custodial Services

**Issued by:
Green Valley Recreation
1070 S. Calle de las Casitas
Green Valley, AZ 85614
(520) 625-3440**

Issue Date: **April 18, 2023**

Submittal Due Date: **May 8, 2023, 4:00pm**

Green Valley Recreation, Inc. ("Corporation", "Organization", or "GVR") invites proposals for contracted custodial services. Copies of the RFP package, including a scope of work, submission requirements, and affidavits, may be downloaded from the website under the News and Info tab.

The Organization seeks services encompassing a typical scope of work associated contracted custodial services as outlined by the GVR.

For questions, contact the Facilities Director, David Jund, by phone, 520-625-3440 or email djund@gvrec.org.

Delivery: Proposals may be mailed, faxed, emailed, or hand-delivered to Green Valley Recreation, Inc., attention David Jund, Facilities Director.

Communications: Restrictions on communications and requests for information are delineated within the RFP package. All communications are to be directed through the Facilities Director's office.

Minimum Qualifications:

(a) Bidding Contractors must be licensed by and in good standing with, or otherwise authorized to conduct this type of business, in Pima County.

(b) A minimum of 10 years of verifiable experience related to custodial and/or building services will be required.

GVR is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, gender identity, disability, or any other legally protected characteristic.

GVR reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the organization.

Overview

Introduction

For information about GVR, visit www.gvrec.org and <https://www.gvrec.org/about/information/documents-and-reports/> for specific information within governing documents.

GVR is a non-profit (501c4) organization serving the recreation, leisure, and social needs of its 23,000 plus members, primarily made up of retired adults, in Green Valley, Arizona, which is located 25 miles south of Tucson, Arizona. GVR owns and operates Administrative Offices, a Facility Management Building and 15 recreation centers. GVR provides many services and activities to a private membership of over 13,700 households.

GVR members, as well as potential members, guests, visitors and staff utilize our recreation centers and offices with the expectation to be welcomed by excellent and well-maintained facilities.

Every GVR recreation center offers various amenities to support a wide-range of activities and programming. 13 centers have swimming pools and spas with exterior showers and locker rooms. There are 6 fitness rooms across the GVR campus which are highly used every day. GVR centers also support arts & crafts classes and activities, fitness related activities such as yoga, Zumba, and step classes. There are auditoriums for lectures, concerts and dances at 6 of the facilities. Several of the centers also maintain dedicated hobby and craft studios such as ceramics, clay, glass arts, woodshop, lapidary and silversmithing.

Operating hours of the Recreation Centers are 5:30am – 9:00pm daily. The Administration Offices are open Monday through Friday from 8:00am – 4:00pm.

Scope of Work

1. Submit a proposal to provide custodial services for GVR's 15 recreation centers and Administration Offices.
2. Custodial services to include, but are not limited to, daily cleaning, including sanitization of all restrooms, locker rooms, fitness rooms, offices, classrooms, hobby shops and meeting rooms.
3. Daily floor care of all varieties of flooring (carpet, VCT, LVT, hardwood, mats, resilient tiles).
4. Restocking of paper products and liquid soap dispensers throughout centers and offices.
5. Daily removal of all accumulated trash and cleaning of receptacles.
6. All cleaning is preferred to begin daily at the 9:00pm closing of the recreation centers.

Specifications

1. The awarded contractor is to provide all costs for labor and transportation for labor.
2. Contractor to provide on-site supervision and regular inspections of facilities for cleanliness and conditions.
3. Contractor is responsible for maintaining safe storage and handling of cleaning chemicals.
4. Contractor is responsible for assuring the proper use of PPE and spill clean-up procedures of cleaning chemicals.
5. GVR to supply all cleaning supplies, equipment and laundry services, but is negotiable.
6. GVR to maintain SDS sheets

Material Contract Terms

Insurance

During the term of this Contract, the contractor shall maintain the amounts and types of insurance described herein. The contractor shall provide Green Valley Recreation, Inc. with certificates evidencing all insurance coverages in place, which shall at a minimum meet the coverages required hereunder and shall name the following as additional insureds: Green Valley Recreation, Inc. and its successors and assigns, directors, officers, managers, trustees, trust beneficiaries, agents, and employees (collectively, "Additional Insureds"). Insurance coverage consists of Workman Compensation insurance in the amount required by Arizona Law, Commercial General Liability insurance in an amount no less than \$1,000,000 per occurrence, \$1,000,000 Personal Injury and Advertising Injury, and \$1,000,000 General Aggregate and a deductible of no more than \$5,000 per occurrence; Excess Liability insurance in an amount no less than \$1,000,000.

Indemnification

To the fullest extent permitted by law, the contractor shall indemnify, protect, defend and hold harmless the Green Valley Recreation, Inc, its respective directors, officers, partners, agents, employees, managers, trustees, and any successors or assigns of any of the foregoing for, from and against any and all claims, suits, actions, proceedings, losses, liabilities or expenses (including without limitation attorneys' fees and all court costs and other expenses) arising out of or in connection with any negligent or intentional act or omission of the contractor (or any of its employees, agents, contractors or subcontractors) otherwise pertaining in any manner to this Contract including but not limited to the installation, use, or functioning of the equipment. It is understood and agreed that the foregoing provisions of this paragraph shall survive the termination of this agreement or the installation of the equipment.

Dispute Resolution

If either party brings legal action to enforce the terms of this Contract, the action shall be brought in Superior Court in Pima County, Arizona. The prevailing party shall be entitled to its attorneys' fees and costs, and any monetary damages awarded by the Court.

Contract Term

The Corporation anticipates a five-year contract, with options for two five-year renewals. Renewal of the contract will require Board of Director reauthorization.

Either party may terminate this Agreement at any time with or without cause by sending the other party at least thirty (30) days' prior written notice of termination.

Limitation of Damages

There shall be no contractual limitation of damages that either party may seek from either party to this Contract.

Schedule

GVR provides the following schedule. This is for information only and will be adjusted as needed.

RFP Release Date: April 18, 2023

RFP Submission: May 8, 2023, 4:00pm

Interviews: Week of May 15, 2023

Board Consideration: May 24, 2023

Anticipated Start Date: July 1, 2023

How to Respond

1. Proposals may be mailed, emailed, or hand-delivered to:
Green Valley Recreation, Inc.,
Attention: David June, Facilities Director
1070 S. Calle de las Casitas Green Valley, Arizona 85614
djund@gvrec.org
 - a. Bidder may submit the entire bid package hard copy in a sealed envelope or electronic copy. Bidder must include any and all addenda with the bid package. Proposals received after the bid date or time may be rejected without consideration. Extensions may be granted by permission of GREEN VALLEY RECREATION, Inc management only.
 - b. The Bidder shall legibly fill out the bid proposal in ink complete with the total and sign the proposal.
 - c. Any proposed bid shall include a proposed Contract that specifically includes the list of Material Contract terms included with this Proposal.
 - d. The Bidder shall complete the list of any subcontractors and suppliers and submit with their bid packages.
2. Documents to be submitted with Proposal include an original, two copies, and one electronic copy of each of the following:
 - a. Bid Proposal Form - An authorized representative who can make a binding commitment for the firm must sign the Bid Proposal Form.

- b. Information Regarding the Bidder Form, including three references with complete contact information for three different construction projects completed within the past five years.
- c. A written proposal outlining the recommended process and anticipated schedule for completing the above tasks.
- d. A budget for the project based on the tasks listed or proposed. The budget should clearly indicate the cost for distinct parts of the project and the total cost of the project.

Evaluation and Selection

Evaluation Process

The following steps are anticipated.

Step 1: Receipt and review of minimum qualifications

Step 2: Review and scoring of written proposals

Step 3: Initial reference and information checks

Step 4: Staff review and recommendation.

Step 5: Board of Directors Confirmation process

Scoring and Evaluation of the Written Proposal

Contract Negotiations: GVR reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. GVR representatives and the selected finalist will review in detail, all aspects of the requirements and the proposal. During the review of the most favorable, apparent successful proposal, the Proposer may offer, and the Corporation may accept, revisions to the proposal.

Authority of Corporation

GVR reserves the right to accept proposals that are submitted late and further reserves the right to extend the deadline. Furthermore, GVR reserves the right to reject all proposals and cease the selection process at any time.

Selection and Final Contract

Any proposal accepted by GVR does not form a contract between the parties and a separate written contract must be entered into that incorporates the Scope of Work, Specifications, and Material Contract Terms.