

**Maine Public Employees Retirement System  
Request for Proposals 2018-012  
Custodial Cleaning Services**

<b>CONTACT:</b> Mary Rodimon, Paralegal	<b>Phone:</b> (207) 512-3292	<b>Email:</b> <a href="mailto:Mary.Rodimon@mainepers.org">Mary.Rodimon@mainepers.org</a>
<b>RFP Issued:</b> September 28, 2018	<b>Register for Bidders' Conference:</b> October 11, 2018 2:00 PM	
<b>Question Deadline:</b> October 17, 2018 2:00 PM	<b>Proposal Deadline:</b> October 29, 2018 2:00 PM	

The Bidder shall receive by email a fillable copy of Attachment C after registering for Bidders' Conference. The Bidder is required to use Attachment C to submit a proposal. All proposals must be submitted by email to [mary.rodimon@mainepers.org](mailto:mary.rodimon@mainepers.org). Mailed, faxed, or hand delivered proposals will not be considered. **PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

The Maine Public Employees Retirement System (MainePERS) is a quasi-governmental agency operating in Augusta, Maine. For more information about MainePERS please visit our website at [www.mainepers.org](http://www.mainepers.org).

**GENERAL PROVISIONS:**

1. **Scope:** The objective of this Request for Proposals ("RFP") is for MainePERS to procure Custodial Cleaning Services.
2. **Freedom of Access:** Proposals and any other communications received from Bidders are subject to Maine's Freedom of Access law, **1 M.R.S. ch. 13**. If a Bidder believes that a portion of its proposal is exempt from public disclosure under that law, the Bidder must specifically identify that portion and the exemption. Blanket designation of an entire proposal as confidential would be ineffective.
3. **Definition of Parties:** Respondents to this Request for Proposal (RFP) will hereinafter be referred to as "Bidders," and the Bidder to whom the contract is awarded will hereinafter be referred to as the "Contractor."
4. **Rights of MainePERS:** The Request for Proposal does not commit MainePERS to award a contract. MainePERS reserves the right to accept or reject any or all proposals received. MainePERS reserves the right not to check any or all references. MainePERS has the right to interview any or all Bidders after the RFP deadline. MainePERS may also cancel or amend this Request for Proposal in part or in its entirety. Should MainePERS be unable to reach an acceptable contract agreement with the selected Bidder, MainePERS reserves the right to withdraw the award and to make an award in favor of the Bidder whose proposal received the next highest score
5. **Description of Requirements:** Attachment A describes the products and/or services to be provided by the Contractor to MainePERS pursuant to this RFP.
6. **Terms of Contract:** The Bidder will be required to enter into MainePERS' standard contract, a copy of which may be found at Attachment B.
7. **Contract Term:** MainePERS is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for a **five (5) year contract period**, subject to continued satisfactory performance.
8. **Insurance:** The Contractor is required to procure and maintain a liability policy issued by a company fully licensed or designated as an eligible surplus line insurer to do business in the State of Maine by the Maine Bureau of Insurance, which policy includes the activity to be covered by the contract with adequate liability coverage to protect the Contractor and MainePERS from suits. Prior to or upon execution of the contract, the Contractor shall furnish the System with written proof of an acceptable liability insurance policy with policy limits at a minimum of two million dollars (\$2,000,000). The insurance shall be secured by the Contractor, at the Contractor's expense, and maintained in force, at all times during the term of this Agreement, and, for any claims-made (as opposed to occurrence-based) policy, for a period of not less than two years thereafter; and workers' compensation and employer's liability as required by law.

**9. Qualifications:** Each Bidder must demonstrate a minimum of 5 years of experience in the business of providing the services and products described in this RFP and have access to appropriate resources to perform as necessary to meet the obligations of this RFP.

**10. Evaluation Committee:** Following a preliminary review of all proposals submitted by the deadline, the Evaluation Committee or person may or may not interview those Bidders whose proposals have received the highest scores. The interview would be an opportunity for a Bidder to respond to questions and to clarify its proposal. It will not be an opportunity for the Bidder to submit new information not included in the original proposal submitted. If interviews of the top scoring Bidders are conducted, the Evaluation Committee or person will conduct a post-interview review of the proposals and any further clarification as conveyed through the interview process. Bids will be evaluated using the following weighted criteria:

CRITERION	POINTS	DESCRIPTION
How Services will be Provided	15	Description of equipment, supplies and service plan
Onsite service staff	7	Description of onsite service staff, qualifications and training programs wages, and the steps taken to retain conscientious, hardworking staff.
Experience	18	Description of experience
Local References	10	Quality of references
Previous Experience with MainePERS	5	Previous business experience with MainePERS.
Cost	45	Cost is evaluated on a calculation basis with lowest cost (best value) proposal covering the most services, will receive full points. All others with receive a ratio of points against the lowest cost proposal.
<b>Total Points Possible</b>	<b>100</b>	

**RFP TIMELINE:**

MainePERS has developed the following list of key events related to this RFP. All dates are subject to change at the discretion of MainePERS. All references to time are Maine Local Time.

EVENT	DATE	Description
Register for Bidders' Conference	October 11, 2018 2:00 PM	Participants must register in advance for this meeting by email: <a href="mailto:mary.rodimon@mainepers.org">mary.rodimon@mainepers.org</a> .
Bidders' Conference	October 12, 2018 10:00 AM	A Bidder who fails to register may not participate. Conference will be held at 96 Sewall Street, Augusta Maine.
Deadline for Questions	October 17, 2018 2:00 PM	Submit questions by email: <a href="mailto:mary.rodimon@mainepers.org">mary.rodimon@mainepers.org</a> . All participants in the Bidders' conference will receive a copy of the written response to questions
Questions Answered	October 24, 2018	We anticipate issuing answers to substantive questions by 2:00 PM on October 24, 2018.
Proposal Due Date	October 29, 2018 2:00 PM	Bidders will receive an email acknowledging receipt of their proposal. A Bidder who has submitted a proposal and not received an acknowledgment should call (207) 512-3292.
Evaluation of Proposals	November 9, 2018	An Evaluation Committee or person will review, evaluate and score all proposals.
Award Notification	November 30, 2018	All Bidders will be notified of the award decision in writing. MainePERS will initiate contract negotiations with the selected Bidder.

## Attachment A Scope of Services to be Provided

**A. SCOPE:** These specifications provide for accomplishing Custodial Cleaning Services for MainePERS.

**B. Pricing:** Bidder will provide a fixed price contract for all services, cleaning supplies and equipment, excluding consumables. Bidder shall provide cost for consumables.

**C. General requirements:** The Bidder will:

- Provide a well-trained and qualified staff. This staff should be compensated with a fair wage relevant to the profession, a livable wage, and a benefit program.
- Service a building that is generally 24,000 sq. ft. of office space.
- To perform normal services, will be allowed access to the building Monday- Friday 5pm-6am, and Saturday and Sunday.
- To stock cleaning supplies and materials, is allowed to access the building during business hours, with preapproval from MainePERS.
- Upon request; be required to perform other custodial duties such as but not limited to; cleanup of blood spill, vomit etc. This service requires a prompt response time.
- Follow all OSHA standards for Janitorial Services; refer to NAICS code 561720 in the NAICS.
- Before service begins, provide MainePERS with a hardcopy of the SDS (Safety Data Sheets) for all chemicals that will be utilized and/or stored on site, and the SDS for other chemicals as they are introduced to the building over time.
- Store and maintain an SDS log book, this log book will be stored on site in the custodial closet, with easy access. This log book will include an SDS for chemicals utilized currently as well as those chemicals used in the past.
- Provide MainePERS with a hard copy SDS for all chemicals that will be utilized and stored on site.
- Provide and install all required safety equipment such as but not limited to eyewash. This will be located between the ladies and men's rooms, within the custodial closet.
- Post all the required safety literature within the custodial closet.
- Before making any modification to any areas of the building, require preapproval in writing from MainePERS.
- Thoroughly clean the whole inside of our new building and its contents before MainePERS occupies the site.
  - This service will be performed after the furniture is installed, but before staff occupies the building.
- Gather up all used cleaning supplies and materials in the 96 Sewall St. building, transport it to the 139 Capital St. building, and place them in their designated storage locations.
- Ensure all staff is easily identifiable when on site, wearing company uniforms and name tags.
- Utilize products that will promote a healthy, fragrance- free environment in the MainePERS building.
- The exception is when pre-approved by MainePERS to stock supplies, or upon MainePERS

request, to expedite a cleanup or perform a time sensitive task.

- Gather all trash from the building and remove it from the premises by the end of each cleaning session. No bags with trash will be stored on the floor or carpet for any length of time.
- Review stock to ensure adequate inventory of trash can liners, paper supplies and soap products, cleaning supplies and whatever else is needed for proper maintenance
- Restock paper supplies, soap and other consumables on an as-needed basis
- Store all janitorial supplies and equipment in the designated janitorial storage locations.
- Maintain a daily logbook: this logbook will include a maintenance report/check list, supplies to be ordered, inspection reviews, and communication notes between MainePERS, cleaning staff and cleaning staff supervision. This logbook will be stored on site, for MainePERS to review at any time.
- Will be responsible for providing their cleaning crew with a cell phone, in the event MainePERS and onsite cleaning staff needs to communicate

**D. Daily Services:**

The Contractor will:

- Provide a quality assurance review of work, completed by a supervisor who will ensure a checklist of tasks is completed.  
(The check list is generated by the contractor with MainePERS oversight)
- Maintain all dispensing units, ensuring all units are fully operational and have adequate product.
- Empty all trash receptacles and remove trash from the building

**Rest Rooms**

- Sweep and clean floors with germicide disinfectant solution
- Clean and polish all mirrors
- Clean and sanitize all dispensers, rails, and enameled surfaces
- Sanitize commodes and urinals and maintain sparkly clean
- Clean and sanitize sink and faucet units.
- Clean calcification from all plumbing fixtures
- Empty and disinfect sanitary napkins receptacles and liners
- Spot clean all walls, stalls and doors
- Sanitize all commonly touched surfaces. Examples of surfaces but not limited to; tables surfaces, door handles, phone receivers
- Empty all trash receptacles and remove trash from the building
- Keep restrooms in a fresh condition

**Corridors, Entryways, Foyer Areas, and Passageways**

- Sweep/vacuum and clean all floor areas
- Clean all entrance doors, glass doors, partitions and glass
- Clean and sanitize all water and ice dispensers
- Dust and sanitize all railings and doors
- Empty all trash receptacles and remove trash from the building

**Reception Areas**

- Clean and polish all reception area desk top and tables surfaces.
- Ensure reception areas remain orderly and neat.
- All chairs; inspect and clean, spot clean soiled marks as needed
- Sweep/ vacuum and spot clean all floor areas
- Sweep and clean all carpets and rugs

**Kitchen and Break Areas**

- Sweep and clean floors
- Wash and clean all tables, counters and flat surfaces
- Wash and sanitize all waste containers
- Wash and clean sink
- Clean calcification from all plumbing fixtures
- Wash and clean microwaves, coffee machines, toaster, toaster oven and under appliances
- Generally cleanup and straighten out the areas
- Empty all trash receptacles and remove trash from the building

**Offices, Meeting Rooms and Work Areas**

- Vacuum all carpet areas. inspect and spot clean all soil marks
- Clean all doors and door frames
- Clean and sanitize phones
- Spot clean partitions
- Clean all meeting room tables and furnishings
- Inspect all chairs and spot clean as needed
- Spot clean desks and tables, not to disturbing items on the desk or table
- Restock consumables on an as-needed basis
- Empty all trash receptacles and remove trash from the building

**Outside within 30 Feet of the Entrance Ways**

- Wash picnic tables
- Police the area, picking up all trash
- Sweep and clean entrances to the building, as needed

**E. Weekly Services:**

The cleaning staff supervisor will perform a site inspection and meet with MainePERS to discuss the findings and corrective actions.

**F. Monthly Services:**

- Generate a comprehensive schedule and checklist to ensure all tasks are completed.
- Wash all wastebaskets and recycle bins, as needed.

- Dust and spot wash all walls and stall partitions
- Scrub all restroom floors using a germicide disinfectant solution
- Vacuum all restroom exhaust fan grills and dust all light fixtures and air diffusers
- Thoroughly wash all restroom walls, and polish and wash all toilet and restroom fixtures
- Clean all interior wall widows
- Clean all refrigerators and freezers; Establish a schedule (current schedule is the weekend following the first Friday of any month) and anything left in the refrigerators and freezers are tossed out, including ice, and the inside and outside of all the units are thoroughly cleaned.

**G. Quarterly Services:**

- Generate a comprehensive schedule and checklist to ensure all tasks are completed.
- Dust all desks, tables, furniture, windowsills, ledges, baseboards, and other dust collecting surfaces (making sure not to disturb items). Included but not limited to: pictures, lights, frames, charts, wall hangings, fire-extinguishers, signage, exposed pipes, ventilation and air vents, molding, blinds, shades and railings.
- Sweep and clean, wax or re-coat the tile floors in all Data storage rooms. ( requires supervision by Contractors manager or supervisor, and MainePERS requires advance notice)

**H. Annual Services:**

- Clean all chairs, removing all stains, cleaning all surfaces, making the whole chair look clean and fresh.
- Clean all windows, both interior and exterior, and all binds and windowsills. The service will be scheduled weeks in advance to be completed before June 1
- Machine wash carpets, to ensure all carpet area are clean and fresh. The service is scheduled weeks in advance to be completed before June1.

**I. Other Services:**

- Upon request; prompt immediate service will be required to perform other custodial duties such as but not limited to; cleanup of blood spill, vomit etc.
- Maintain janitorial areas in the highest state of cleanliness

It is MainePERS expectation that the Contractor will provide a service to ensure that all areas of the MainePERS building always present a new, fresh, professional look.

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## Attachment B Standard Terms and Conditions

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| <ol style="list-style-type: none"> <li>1. <b>SCOPE OF SERVICES.</b> The Contractor shall furnish services as requested by MainePERS and as set forth in the Request for Proposals, Number 2018-012, issued September 28, 2019 ("RFP") and the Contractor's proposal in response to the RFP, which are incorporated herein by reference and portions of which are attached hereto as Exhibits 1 and 2, respectively.</li> <li>2. <b>DELIVERY:</b> Deliveries will be F.O.B destination. Contractor shall pay all transportation and handling charges. Contractor is responsible and liable for loss or damage until final inspection and acceptance of the goods. Contractor remains liable for latent defects, fraud, and warranties.</li> <li>3. <b>PAYMENT:</b> MainePERS shall pay Contractor within 30 days from (i) the date the goods are delivered and accepted or (ii) the date the invoice is received, whichever is later.</li> <li>4. <b>TERM:</b> Unless earlier terminated by MainePERS in accordance with subsection 7 below, the term for this Contract shall begin on January 1, 2019 and shall continue until December 31, 2023.</li> <li>5. <b>INSPECTIONS:</b> MainePERS may inspect and test the goods and related Services (collectively, goods). MainePERS may reject non-conforming goods and require Contractor to correct them without charge or deliver them at a reduced price, as negotiated. If Contractor does not cure any defects within a reasonable time, MainePERS may reject the goods and cancel the order in whole or in part.</li> <li>6. <b>REPRESENTATIONS AND WARRANTIES:</b> Contractor represents and warrants that: (a) the goods are new, current, and fully warranted by the manufacturer; (b) Delivered goods will comply with specifications and be free from defects in labor, material and manufacture; and (c) All UCC implied and expressed warranties are incorporated in this Agreement.</li> <li>7. <b>TERMINATION:</b> MainePERS may terminate this agreement for any reason by giving the Contractor at least 30 days written notice of termination. Paragraphs 8, 9, 10, and 11, below shall survive</li> <li>8. <b>MAINEPERS HELD HARMLESS:</b> The Contractor will indemnify, defend, and save harmless MainePERS, its Trustees, employees, and agents from any and all claims, costs, expenses, injuries, liabilities, losses and damages of every kind and description resulting from or arising out of the performance of this Agreement by the Contractor, its employees, agents, or subcontractors. Nothing in this Agreement shall be construed as a waiver of the privileges or immunities of MainePERS, its Board of Trustees, or its employees</li> <li>9. <b>CONFIDENTIAL INFORMATION/SECURITY:</b> Confidentiality of MainePERS information is required. All materials and documents located in MainePERS buildings shall constitute confidential information. The Contractor shall maintain confidentiality in accordance with industry standards and State and federal law. Neither the Contractor nor its employees will disclose, release or communicate any confidential information to any third person, individual, organization or entity without specific authorization by MainePERS. Any violation or breach of this provision will constitute grounds for immediate termination of the Agreement and shall entitle MainePERS to all remedies available in law or equity.</li> <li>10. <b>ACCESS TO RECORDS:</b> The Contractor shall maintain all books, documents, payrolls, papers, accounting records and other evidence pertaining to this Agreement for a period of seven (7) years following termination of this Agreement. The Contractor shall allow inspection of pertinent documents by MainePERS or its authorized representatives at the Contractor's office upon reasonable notice and shall furnish copies of the documents if requested.</li> <li>11. <b>NOTICE OF CLAIMS:</b> The Contractor shall give immediate written notice to MainePERS of any legal action or suit filed related in any way to this Agreement or which may affect the performance of the Contractor under this Agreement.</li> <li>12. <b>COMPLIANCE WITH LAW:</b> The Contractor warrants and represents that it will comply with all governmental ordinances, laws and regulations. This Agreement shall be governed in all respects by the laws, statutes and regulations of the United States of America and the State of Maine. Any judicial proceeding brought by one party against the other party shall be brought in the courts of the State of Maine.</li> <li>13. <b>LICENSES, PERMITS, AND FEES:</b> The Contractor shall obtain, at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.</li> </ol> | <ol style="list-style-type: none"> <li>14. <b>CONFLICTS OF INTEREST.</b> The Contractor shall not engage any Trustee or employee of MainePERS in a position that would constitute a violation of 17 M.R.S. § 3104.</li> <li>15. <b>INDEPENDENT CONTRACTOR:</b> In the performance of this Agreement, the parties hereto agree that the Contractor, and any agents and employees of the Contractor, shall act in the capacity of an independent contractor and not as officers or employees or agents of MainePERS.</li> <li>16. <b>INSURANCE:</b> For the duration of this agreement, the Contractor shall procure and maintain a liability insurance policy with policy limits at a minimum of two million dollars (\$2,000,000) and, for any claims-made (as opposed to occurrence-based) policy, for a period of not less than two years thereafter; and workers' compensation and employer's liability as required by law.</li> <li>17. <b>FORCE MAJEURE:</b> The performance of an obligation by a party under this Agreement shall be excused in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. In the event of the Contractor's non-performance caused by any of the foregoing reasons, MainePERS may, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.</li> <li>18. <b>SEVERABILITY:</b> The invalidity or unenforceability of any particular provision or part thereof of this Agreement shall not affect the remainder of said provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision or part thereof had been omitted.</li> <li>19. <b>BACKGROUND CHECKS:</b> The Contractor shall perform a criminal background check on all of its employees who perform work on MainePERS' property; and while on MainePERS' property, all employees of the Contractor shall wear on their person an ID badge or wear a uniform containing the Contractor's business name.</li> <li>20. <b>UNAUTHORIZED PERSONS:</b> Unless specifically authorized by MainePERS, under no circumstance shall another person or persons accompany the Contractor or the Contractor's employees onto MainePERS' property while the Contractor is conducting work under this contract.</li> <li>21. <b>VENDOR SECURITY REQUIREMENTS,</b> While on MainePERS' property, all employees of the Contractor shall wear on their person an ID badge or wear a uniform containing the Contractor's business name. The Contractor will comply with MainePERS' Vendor Security Requirements, which are attached hereto as Exhibit 3 and incorporated herein by reference</li> <li>22. <b>SOLICITORS:</b> The Contractor warrants that it has not employed or contracted with any company or person, other than for assistance with the normal study and preparation of a proposal, to solicit or secure this Agreement and that it has not paid, or agreed to pay, any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, MainePERS shall have the right to annul this Agreement without liability or, in its discretion to otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.</li> <li>23. <b>NON-DISCRIMINATION IN EMPLOYMENT:</b> MainePERS' contracts for services are subject to statutory conditions related to non-discrimination in employment, 5 M.R.S. § 784. The Contractor has read and agrees to these conditions.</li> <li>24. <b>AMENDMENTS:</b> All amendments to this Agreement must be in writing, signed by MainePERS.</li> <li>25. <b>ENTIRE AGREEMENT:</b> This document contains the entire Agreement of the parties, and neither party shall be bound by any statement or representation not contained herein. No waiver shall be deemed to have been made by any of the parties unless expressed in writing and signed by the waiving party. The parties expressly agree that they shall not assert in any action relating to the Agreement.</li> </ol> |
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### **Exhibit 3**

#### **MainePERS vendor security requirements**

The contractor shall cooperate with MainePERS in protecting the integrity, security, and confidentiality of MainePERS' information and assets by:

1. Ensuring that all security protocols are followed.
2. Ensure that all staff swipe their credential at all doors, at all the times, when passing through a doorway with a credential reader. No tailgating will be permitted.
3. Not share credential cards, nor allow unauthorized people in the building or on the property. An authorized person is a person who possesses an active credential card with the credential holder's information.
4. Do not leave secure doors open while unsupervised.
5. Ensure all external building doors are closed and locked, and all lights are off when exiting the building.
6. Ensure all shredding bins are closed and locked when unsupervised.
7. Participating in an annual vendor due diligence process by providing information reasonably requested by MainePERS within 10 business days;
8. Performing criminal background checks on all individuals working on the contractor's behalf under this agreement, providing the results to MainePERS upon request, and excluding from work under this agreement any individual who has been convicted of a felony or any crime reflecting dishonesty unless MainePERS waives this requirement in writing for a particular individual;
9. Upon terminating for cause any person performing work under this agreement and contractor shall notify MainePERS before the end of the business day of the termination;
10. Signing-off in January of each year on all of the contractor's employee credentials cards; and,
11. Ensuring any person performing work under this agreement does not review, read, photograph, or retain any document, book, or paper in any form.
12. Ensuring any person performing work under this agreement does not use, access, or modify technology for any kind.

**[Other requirements to be identified based on particular Bidder and proposal and subject to negotiation]**

**RFP # 2018-012 [Attachment C]  
 BIDDER MUST COMPLETE ALL ITEMS BELOW**

<b>Business Name:</b>	<b>Federal ID No:</b>
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**Street Address:**

<b>City:</b>	<b>State:</b>	<b>Zip:</b>
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<b>Contact Name:</b>	<b>Email:</b>
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<b>Website:</b>	<b>Phone:</b>	<b>Fax:</b>
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**MAINEPERS STANDARD CONTRACT WILL GOVERN ANY CONTRACT AWARD AS A RESULT OF THIS RFP.**

The Bidder agrees that the contract provisions of Attachment B are acceptable:  
 yes  no.

If no specifically state any objections to any provisions here:

**EXECUTIVE SUMMARY OF PROPOSAL**

Do you have previous experience with MainePERS  yes  no.

If yes, please provide dates and scope of services:

Do you meet the minimum 5 years of experience required by this RFP ?  yes  no.

Please provide a description of the Bidder's business:

Please provide three detailed examples of the project team's previous experience with comparable projects:

Please provide a project plan that details how the scope of services in Attachment A will be completed:

Any Additional or Explanatory Information the Bidder believes is material to its qualifications:

**ONSITE SERVICE STAFF**

Please provide a list of the job titles and wages paid to the employees you anticipate will be managing the services of the MainePERS account in the space below:

REFERENCES	# 1	#2	#3
Company:  Address:  Contact Name:  Email:  Phone Number:  Brief Description of Services Provided:			

**PRICING FOR SERVICES AS OUTLINED IN ATTACHMENT A**

**Pricing Instructions:** Bidder will provide a fixed price contract for all services, cleaning supplies, and consumables.

**Price for Services at 139 Capitol Street:**

**Any Special Payment Terms:**

**Any Additional or Explanatory Information:**

**Price to move existing supplies from 96 Sewall Street to 139 Capitol Street:**

**BIDDERS' SCHEDULE OF PROPOSED CLEANING PRODUCTS AND  
CONSUMABLES TO BE USED AT MAINEPERS**

Product Type (e.g., Toilet Paper)	Product Brand	Unit Measure (Case)	Price Per Unit
Total			

**SIGNATURE**

**SUBMITTED IN RESPONSE TO MAINEPERS RFP # 2018-012**

\_\_\_\_\_ **Date:**  
**Signature of Duly Authorized Person**