

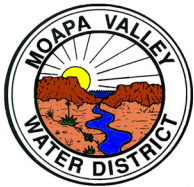
**MOAPA VALLEY WATER DISTRICT**  
**REQUEST FOR PROPOSALS**  
**FOR CLEANING SERVICES**

**The Moapa Valley Water District (MVWD) is currently soliciting bids for cleaning services for our offices at 601 N Moapa Valley Boulevard Overton, NV 89040.**

**Sealed bids will be accepted at the Moapa Valley Water District office located at 601 N. Moapa Valley Blvd., Overton, NV 89040 or by mail at PO Box 257, Logandale, NV 89021 until 4:00 PM PST on December 20, 2023. At such time the bids will be opened and read aloud.**

**The bid specifications can be examined and obtained at the District office.**

**The Moapa Valley Water District reserves the right to reject any and all proposals and to waive any irregularities and informalities.**



601 N. Moapa Valley Boulevard Overton, NV 89040

Post Office Box 257 Logandale, NV 89021

Telephone (702) 397-6893 \* Facsimile (702) 397-6894

[moapawater.com](http://moapawater.com)

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## **Cleaning Services Specifications Instructions/Information to Prospective Bidders**

### **Invitation to Bid:**

Moapa Valley Water District is requesting proposals for cleaning services for our offices at 601 N Moapa Valley Blvd. Overton NV 89040.

### **Schedule of Events:**

Release of RFP November 27, 2023

Deadline for submission December 20, 2023

Selection of service provider on or about December 21, 2023

Contractors' orientation will be held on December 21, 2023 in the administrative office.

### **Process for Submitting Proposal:**

Proposals delivered on the day of the deadline must be received at Moapa Valley Water District Administrative Office located at 601 N Moapa Valley Blvd. Overton NV 89040. Mailed proposals shall be sent to Moapa Valley Water District P.O. Box 257, Logandale, NV 89021. Proposal should be clearly marked: "Cleaning Services" on the outside of a sealed envelope and addressed to the Office Manager. Proposals received after the due date will be rejected. The proposal offer acknowledges the right of Moapa Valley Water District to accept or reject any or all proposals and to waive any informality in any proposal received.

### **Information Required with Proposal:**

The proposal should include the following:

- Estimated cost
- References
- W-9
- Certificate of Insurance

### **Supplies**

Moapa Valley Water District will provide the following supplies: trash can liners, paper towels, toilet tissue and liquid soap. The service provider shall provide all cleaning equipment including floor cleaning products, disinfectants, polishes etc.

## **Description of Work – Administrative Office & Field Office**

The general areas to be serviced two times a week include the following: Lobby & Entrance, Restrooms, General Office Areas, & Private Offices.

1. Empty wastebaskets, replace liner, and dispose of the trash in the dumpster.
2. Dust and disinfect (where appropriate) furniture, including desktops, computer equipment, tables, and chairs with treated cloth
3. Vacuum carpeting and runners.
4. Sweep and damp mop all linoleum/tile floors
5. Clean with sanitary spray and polish all dispensers, mirrors, sinks, and faucets
6. Wipe clean and polish all splash areas
7. Scrub & sanitize all toilet and urinal interiors with a liquid abrasive and flush afterwards
8. Sweep floor, apply solution, clean, and sanitize around walls, under toilets and urinals. Wet mop entire floor surface
9. Fill paper towel dispensers and add toilet paper to holders. Leave one extra roll of toilet paper in each stall.
10. Clean and sanitize drinking fountains and door frames and handles
11. Clean and remove fingerprints from door glass and interior office windows, and from all glass-topped furniture
12. Inspect area; secure doors and lights (doors found locked shall be re-locked)

## **Overall Requirements**

- The Service Provider shall maintain the security of the MVWD premises while servicing the MVWD facilities.
- Janitorial services shall be performed after 5:30 p.m. Additionally, MVWD training/conference room in the administrative office is used the second Thursday of every month in the evenings for Board meetings. The service provider must not interfere with any scheduled meeting(s).
- All janitorial staff assigned to MVWD must be bonded and insured.
- The service provider warrants, covenants, and otherwise agrees that the personnel it sends to MVWD shall be responsible individuals free of felony convictions.
- The service provider may not substitute any employee on MVWD property without prior notification to MVWD.
- The service provider's personnel shall not disturb papers on desk, or open drawers, cabinets, files, or bookcases.
- MVWD telephones shall not be used by the service provider's personnel for personal use.
- Under no circumstances shall the service provider's personnel be allowed to bring visitors, children, or other relatives into MVWD building(s).

- The service provider shall assume full responsibility for the actions of its employees or agents and shall repair or replace any damaged item or area of MVWD facility caused by the actions of its employees or agents unless said damage occurred under circumstances beyond their reasonable control as determined by MVWD.

The qualified service provider must satisfy the following requirements:

- Maintain a permanent place of business.
- Have adequate manpower and equipment to perform the services in adequate manner.

### **Selecting Proposal**

MVWD reserves the right to consider proposals based on their relative merit, risk, and values to the organization, and reserves the right to negotiate with all service providers. Evaluation offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP. The successful service provider may be asked to participate in negotiations and may be asked to make revisions to their proposals based on their negotiations. In submitting a proposal, each service provider acknowledges that they have read and understand these requirements.

### **Evaluation Criteria**

The following criteria will be used to evaluate each service provider's proposal:

- Adequacy of the proposed methodology of the vendor.
- Skill and experience of key personnel.
- Demonstrate company experience.
- Other technical specifications (designated by program requesting proposals)
- Compliance with administrative requirements of the request for proposal format, due date etc.
- Vendor's financial stability.
- Results of communications with references supplied by vendor.
- Ability/commitment to meeting time deadlines.
- Cost.
- Other (specified by program)

### **Rejection of Proposal**

Moapa Valley Water District reserves the right to accept or reject any and all proposals and to waive any minor discrepancies or technicalities in the proposal or specifications, which are required to complete this project, or when deemed to be in the best interest of MVWD.

**Confidentiality**

All information presented in this RFP, including information subsequently disclosed by MVWD during the proposal process, shall be considered confidential and should not be released to outside parties. This document represents a request for proposal only and in no way should be construed as a contract or letter of intent.

**Project Deliverables**

All recommendations identified during this engagement will be documented and reviewed by MVWD management. All deliverables produced during the engagement are for the sole use of MVWD management. All work papers, analyses and final reports will remain the property of MVWD.

**Cost of Bid**

The Respondent shall bear all costs associated with the proposal meeting(s), interview(s), preparation, and submission of the bid and MVWD shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

# Vendor Information

Vendor Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## References

Provide at least three (3) references

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Print or type name

Signature: \_\_\_\_\_