

**REQUEST FOR QUOTES**

**HOUSE CLEANING SERVICES**



**300 E. 39<sup>th</sup> Street**  
**Kansas City, Missouri 64111**  
**(816) 531-7283**  
**<https://metroenergy.org>**

Name of Submitting Business:

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**Due: July 12, 2022, at 2:00PM CST**

**RFQ – House Cleaning Services**  
[metroenergy.org/procurement](https://metroenergy.org/procurement)

<b>RFQ Issue Date:</b>	6/16/2022
<b>RFQ Questions Deadline:</b>	6/28/2022
<b>RFQ Submission Deadline:</b>	7/12/2022 2:00pm CT
<b>Expected Date for MEC Selection Notification:</b>	7/19/2022
<b>Expected Timeframe for Award Negotiations:</b>	07/2022
<b>Updates, Q&amp;A, etc.:</b>	<a href="https://metroenergy.org/procurement">metroenergy.org/procurement</a>

**Disadvantaged businesses currently registered with a Kansas-City-area municipality, or the states of KS or MO are encouraged to apply to this solicitation. Disadvantaged business means Minority, Women's, Disabled, Small-and-Local Business Enterprises.**

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## General Information

### Objective

Metropolitan Energy Center (MEC) is issuing this Request for Quotes (RFQ) for Housecleaning Services for the Project Living Proof (PLP) house.

Offerors are required to submit written quotes that present the offeror qualifications and understanding of the work to be performed. The offeror's quotes should be prepared simply and economically and should provide all the information it considers pertinent to its qualifications for the Specifications listed herein. Emphasis should be placed on completeness of services offered and clarity of content.

It is expected that this quote will secure the House Cleaning Services outlined herein for the period from August 1, 2022, through July 30, 2025. Upon mutual agreement between MEC and the Offeror, services may be extended for two (2) additional, one (1) year periods for a maximum term of five (5) years in total.

### Funding Allocations

Funds are available for immediate scheduling.

### Eligible Entities

MEC will not make awards to individuals. Disadvantaged businesses currently registered with a Kansas-City area municipality, or the states of KS or MO are encouraged to apply to this solicitation. Disadvantaged business means Minority, Women's, Disabled, Small-and-Local Business Enterprises.

### Service Awards

MEC reserves the right to make no awards for service.

## Scope of Services

### Overview

The purpose of this Request for Quotes (RFQ) is to identify an agency (Offeror) to provide House Cleaning Services for Project Living Proof (PLP). PLP is a residential house that MEC maintains for the purpose of demonstrating energy efficient homes, sustainable retrofit materials and methods, and water conservation for households and lawns. It is used by entities as a meeting and training location and is the host site for an urban garden maintained by Master Gardeners of Greater Kansas City.

Service providers to MEC and PLP are required to use sustainable and environmentally friendly cleaning materials.

### Scope of Services

- A. The Offeror(s) shall furnish house cleaning services as described in Attachment A: Scope of Services.
- B. If during the contract period, services not listed on Attachment A are required, MEC may solicit price quotations from the Offeror and add services to the contract.
- C. There is no guarantee of any minimum amount of house cleaning services that may be requested during the term of the contract.

### Requirements

- A. Any resulting contract shall not constitute an employment relationship between MEC and Offeror. Personnel providing the house cleaning services shall be employed by the Offeror. The Offeror shall be responsible for all payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer federal and state requirements for contract personnel.

- B. The Offeror shall assign a single point of contact to coordinate and assist in any service requests, availability, scheduling, billing, contract compliance requirements, reports and problem solving. When requested, the Offeror must meet periodically with MEC to discuss house cleaning requirements.
- C. MEC will assign, and identify to the Offeror, the person(s) who is authorized to request services. A telephone call or email from MEC authorized representative, along with a job requisition, shall constitute a request for service under this contract. MEC will not pay any invoices without a corresponding signed job requisition.
- D. The Offeror will be paid based on invoices submitted. Invoices shall be submitted by the Offeror to MEC on a periodic basis as specified in your price quote and agreed to by MEC. Invoices may be presented no more frequently than monthly, upon completion of cleaning services. The invoices should include the services provided and dates of service. MEC shall not be liable for invoices that cannot be substantiated by the Offeror.
- E. The Offeror shall be responsible at all times for the actions and work of its personnel.
- F. The cost of travel to the PLP site shall be included in pricing.

#### All Inclusive Services

Additional work necessary to meet the terms of service under the above scope of work should be identified and included in Quotes.

## Response Format & Quote Requirements

### General Instructions

To be considered, each Offeror must submit a response to this RFQ using the format provided below. Quotes should be prepared simply and economically providing a straightforward, concise description of the Offeror's ability to meet the requirements of the RFQ.

Responses should be organized into the following Sections:

- A. Cover Page (identify Authorized Negotiator)
- B. Professional Qualifications
- C. References
- D. Agreement to Scope of Services
- E. Price Quote

Quotes, including cover page and table of contents, if provided, will consist of an electronic file responding to the narrative requirements. Each will be submitted on 8.5 x 11 – inch page format with 11- or 12-point font in black text. No hard copy quotes will be accepted. Digital quotes in PDF format must be sent to Jeff Windsor at RFQ@metroenergy.org.

Any confidential/proprietary information should be readily identified, marked and included in ONE (1) additional attached document, separate from the rest of the quote (see Administrative Information-A. Proprietary/Confidential Information).

### Criteria for Evaluation

All quotes will be reviewed by a Review Committee consisting of MEC staff and other members offering technical evaluations and assistance, as necessary. Offerors will be notified when and if additional information or documentation is required. All information required to complete the quote for funding is

provided in this RFQ. Any additional information pertaining to submissions, including email and phone calls, will not be considered once the review process is under way.

When evaluating quotes, the Review Committee will consider the following criteria. The overall quality of the quote, containing all required information in a clear and concise format, is a prevailing consideration throughout all categories. The potential maximum number of points is listed to the right for each category.

<b>CATEGORY</b>	<b>Points</b>
<b>QUALIFICATIONS</b>	25
<b>REFERENCES</b>	25
<b>AGREEMENT TO SCOPE OF SERVICES</b>	20
<b>PRICE QUOTE</b>	30
<b>TOTAL</b>	<b>100</b>

The following describes the elements that should be included in each of the quote sections and the weighted point system that will be used for evaluation of the quotes.

A. Cover Page Contents

1. Full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder.
2. Name, email and phone number of quote contact.
3. If applicable, state MBE and/or WBE certifications
4. Identify the Authorized Negotiator. Provide the name, phone number, and e-mail address of the person(s) in your organization authorized to negotiate an agreement with MEC

B. Qualifications – 25 points

1. Indicate whether your firm operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Missouri.
2. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Qualifications and capabilities of any employee/subcontractors must also be included.
3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
4. Describe MBE/WBE status and certifications. If the Offeror is certified as MBE or WBE with a local municipality/state, give type of certification, date of certification and history. Submit evidence that the certification is current.

## C. References – 25 points

A list of 5 client references must be provided. It shall include the reference’s name, address, telephone number, and contact person, as well as description of Offeror’s work for the reference.

## D. Agreement to Scope of Services – 20 points

State your agreement to Attachment A: Scope of Services. You may Agree or Agree with Exceptions. If you highly recommend deviation from the scope as written, you must provide a full description of the exceptions to the scope, including which lines are removed or modified and what lines are added. Failure to provide a full description of any exceptions will result in a determination of ineligibility for selection.

## E. Price Quote - 30 points

Offeror shall prepare and submit a price quote, specifying whether it is based on time and materials or on cleaning deliverables. If the former, price quotations are to include the names, title, hourly rates, overhead factors, and any other relevant details for pricing key staff that would likely be involved with projects. Offeror shall be capable of justifying the details of the price quote relative to personnel costs, overhead, how the overhead rate is derived, material and time.

The following format is suggested:

The undersigned hereby submits the following proposal for the costs of cleaning services for MEC’s Project Living Proof (PLP):

Project Living Proof	2X/Month Duties	\$ _____
Project Living Proof	Quarterly Only Duties	\$ _____
Project Living Proof	Spring and Fall Only Duties	\$ _____

### Questions

Offerors are encouraged to submit questions in writing to Jeff Windsor at Metropolitan Energy Center at [rfq@metroenergy.org](mailto:rfq@metroenergy.org) by **June 28, 2022**. MEC will try to respond to all questions publicly via an FAQ on its website, [metroenergy.org/procurement](http://metroenergy.org/procurement), by **June 30, 2022**. Emails should use the subject line: “Query for House Cleaning RFQ”. There will be no Pre-Quote Meeting for this solicitation.

### Quote Submission

Quotes must be received by **July 12, 2022**. MEC is not responsible for technical or transmittal issues when submitting a quote. All quotes with a MEC inbox timestamp of **2:00 PM CST** or after will automatically be disqualified from the current selection round with no exceptions.

Only electronic quotes will be accepted. Hard copy quotes will not be accepted. Please e-mail your quote to [RFQ@metroenergy.org](mailto:RFQ@metroenergy.org) subject: **“House Cleaning Services—<Organization/Company Name>”**. Quotes, including cover page and table of contents, will consist of an electronic file responding to the narrative requirements. Again, Confidential/Proprietary information must be readily identified, marked and separated/packaged from the rest of the quote material. MEC requests that all materials be included as attachments to one email. Offerors will receive an e-mail response notification of the receipt of their quote within two business days upon submission.

## **Administrative Information**

### **A. Proprietary/Confidential Information**

Any restrictions of the use of or inspection of material contained within the quote shall be clearly stated in the quote itself. Written requests by the Offeror for confidentiality shall be submitted to MEC in advance of the quote submission deadline, along with the quote material. The Offeror must state specifically what elements of the quote are to be considered confidential/proprietary.

Confidential/Proprietary information must be readily identified, marked and separated/ packaged from the rest of the quote. Co-mingling of confidential/proprietary and other information is not acceptable. Neither a quote in its entirety, nor quote price information will be considered confidential and proprietary. Any information that will be included in any resulting Agreement cannot be considered confidential.

### **B. Organizational Conflict of Interest – Requirements of this Quote and Subsequent Agreement**

Any business entity or person is prohibited from being awarded an Agreement, if the business entity or person has an “Organizational Conflict of Interest”—as described below—with regard to this solicitation and the resulting Agreement. Offerors should provide a brief written statement noting any conflict of interest within the “Organizational Conflict of Interest” section of the Quote.

No person or business entity engaged by MEC to prepare the original quote, or who has access prior to the solicitation to sensitive information related to this procurement process, including, but not limited to requirements, statements of work, or evaluation criteria, will be eligible to directly or indirectly submit or participate in the submission of a Quote for this solicitation. MEC considers such engagement or access to be an Organizational Conflict of Interest, which would cause such business entity or person to have an unfair competitive advantage.

If MEC determines that an Organizational Conflict of Interest exists, MEC has discretionary power to cancel the Agreement award. In the event the Awarded Offeror was aware of an Organizational Conflict of Interest prior to the award of the Agreement and did not disclose the conflict to the procuring Offeror, MEC may terminate the Agreement for default.

### **C. RFQ Response Material Ownership**

MEC has the right to retain Offerors’ original RFQ Submission and other RFQ response materials for its files. As such, MEC may retain or dispose of all copies as is lawfully deemed appropriate. MEC has the right to use any or all information/material presented in reply to the RFQ, subject to limitations outlined in the section, Proprietary/Confidential Information. Offeror expressly agrees that MEC may use the materials for all lawful purposes, including the right to reproduce copies of the material submitted for purposes of evaluation, and to make the information available as required by law or regulation.

### **D. Binding Offer**

A Quote submitted in response to this RFQ shall constitute a binding offer. Acknowledgment of this condition shall be indicated by the signature of an officer of the Offeror legally authorized to execute contractual obligations and shall bind the Offeror to the quote. By submitting a quote, the Offeror affirms its acceptance of the terms and requirements of this RFQ, including its attachments and appendices, without exception, deletion, or qualification, and does so without making its offer contingent. The Offeror further agrees to cooperate with MEC and expedite the contracting process upon notice of award.

MEC reserves the right to make partial awards or no awards.

**E. Debarment and Suspension**

By submitting a quote in response to this RFQ the Offeror certifies that it, its principals, and proposed sub-contractors (if any):

- Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;
- Have not within a three-Year period preceding the Due Date of this quote been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Agreement under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- Are not presently under investigation for, indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph IV.K.2 of the Code of Federal Regulations (CFR); and
- Have not within a three-Year period preceding the Due Date of this quote had one or more public transactions (Federal, State, or local) terminated for cause or default.

If the Offeror is unable to certify to any of the statements in this certification, an explanation must be provided as an attachment to the quote. The inability of the Offeror to provide the certification will not necessarily result in disqualification of the Offeror. The explanation will be considered in connection with MEC's determination whether to select an Offeror.

**F. Disclaimer**

All statistical and fiscal information contained within this RFQ, and any amendments and modifications thereto, reflect the best and most accurate information available to MEC at the time of RFQ preparation. No inaccuracies in such data shall constitute a basis for legal recovery of damages or protests, either real or punitive, except to the extent that any such inaccuracy was a result of intentional misrepresentation by MEC.

**G. IRS Form W-9**

Offeror will be required to provide MEC an IRS Form W-9.

**H. Incurred Costs**

MEC is not liable for any cost incurred by the Offeror prior to issuance of a legally executed Agreement, purchase order or other authorized acquisition document.

**I. Compliance with all Federal, State and Municipal Laws and Regulations**

Successful Offerors shall comply with applicable Federal, State, and local laws and regulations in the performance of all work under resulting Agreement. Offeror shall obtain all Federal, State, and local permits, authorizations, and approvals of all work performed under the Agreement.

**Award Determination**

Additional information may be requested from Offerors by MEC prior to final award determination. MEC is under no obligation to fund any quote and reserve the right to deny quotes for any reason. Quotes meeting all the program's general policy guidelines may not necessarily receive an award. MEC reserves the right to delay any decision due to budgetary constraints.



MEC reserves the right to vary from the evaluation criteria listed within this document during the bid solicitation period as necessary or appropriate. Any modifications to evaluation criteria will be posted to MEC's website. It is the responsibility of the Offeror to check for these changes.

The selection notices are anticipated to be made in mid-late July, 2022, and Offerors will be notified of the Review Committee's determinations via email. Awardees are expected to sign and return the Agreement to MEC within 2 weeks of receiving the document unless otherwise noted in writing by the MEC Contract Specialist.

For Information:

**Jeff Windsor, Contract Specialist**  
**Metropolitan Energy Center**  
**300 East 39<sup>th</sup> Street**  
**Kansas City, MO 64111**  
[jeff@metroenergy.org](mailto:jeff@metroenergy.org)

## **Attachment A: Scope of Services**

### **Specifications**

The specifications outline the requirements for housecleaning services for the Project Living Proof (PLP) house. The address and approximate square footage is outlined to assist you in your quote.

A walkthrough can be scheduled by appointment to view the house beforehand.

### **Building List**

- Project Living Proof (PLP) – 917 E. Cleaver II Blvd., Kansas City, MO 64110  
  
2 floors – 1,350 sq. ft. Interior - 2 floors - approximately 1,350 square feet. Includes all downstairs rooms and stairs from first to second floor. On the second floor, hallway, bathroom and conference room only, plus stairs to third floor. There is no carpeting throughout, no drapes, and very little upholstered furnishing.

### **Entrance(s), Lobby, Reception Area, Hallways, General Rooms, and Conference Room**

#### **2X/Month:**

1. Empty all trash receptacles, replace liners, as needed, and remove trash.
2. Thoroughly dust all horizontal and vertical surfaces, including windowsills, ledges, moldings, pictures, office furniture and all manner of furnishings.
3. Vacuum walk off mats and traffic lanes.
4. Dust mop hard surface floors.
5. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
6. Sanitize doorknobs within an 8-inch radius of the knob.

#### **Quarterly:**

1. Thoroughly mop all flooring, taking care to get into corners, along edges and beneath furniture.
2. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

#### **Spring and Fall:**

1. Thoroughly wash windows (interior and exterior on ground level) on both sides.
2. Damp wipe all window/glass frames (Weather permitting)
3. Dust horizontal blinds.

### **Restrooms (2)**

#### **2X/Month:**

1. Empty all trash and sanitary napkin receptacles, replace liners, as needed and wipe receptacles clean. Remove trash to a collection point.
2. Stock towels, tissue, and hand soap. Wipe/polish dispensers as needed.
3. Toilets to be cleaned and sanitized inside and outside. Polish bright work.
4. Toilet seats to be wiped clean on both sides.
5. Scour and sanitize all sinks and basins. Polish bright work.

6. Remove splash marks from walls around basins.
7. Dust horizontal surfaces, including partitions, top of mirrors, and frames. Clean and polish mirrors.
8. Dust mop hard surface floors.
9. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.
10. Report any restroom repairs needed to the maintenance contact.

**Quarterly:**

1. Spot wipe walls, light switches, and doors removing fingerprints, smudges, and spills.
2. Thoroughly mop all flooring, taking care to get into corners, along edges and beneath furniture.
3. Complete all high dusting, including exhaust fans and air ventilators within reach.

**Spring and Fall:**

1. Thoroughly scrub and rinse ceramic floors.

**Kitchen****2X/Month:**

1. Fill and run dish washer on arrival and empty before leaving.
2. Launder napkins and cleaning cloths, if any, upon arrival. Run dryer before leaving.
3. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point.
4. Wipe clean fronts, tops, and sides of trash receptacles.
5. Stock and wipe/polish dispensers as needed.
6. Damp wipe counters.
7. Clean and sanitize sink
8. Spot clean cabinets and exterior of appliances to present a neat appearance.
9. Clean interior of microwave and countertop appliances, removing food particles and stains.
10. Dust mop hard surface floors.
11. Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture.

**Quarterly:**

1. Spot wipe walls, light switches and doors removing fingerprints, smudges and spills.
2. Complete all high dusting, including exhaust fans and air ventilators within reach.

**Spring and Fall:**

1. Thoroughly wash windows (interior and exterior on ground level; interior only on second/etc. floor) and partition glass on both sides. Damp wipe all window/glass frames. (Weather permitting.)
2. Dust horizontal blinds.

**Building Grounds (decking, sidewalks and walkways)****2X/Month:**

1. Clear outside area including decking, sidewalks, and walkways, removing litter and debris.
2. Notify management of any concerns regarding visitor safety.

**Equipment and Cleaning Chemicals**

Service providers to MEC and PLP are required to use sustainable and environmentally friendly cleaning materials.

**Damage**

The contractor shall report 2x/Month to the MEC contact any damaged facilities and/or broken items that need to be fixed or replaced, so as not to be held accountable.