



**REQUEST FOR QUOTES
FOR
DEEP-CLEANING and DISINFECTION SERVICES
FOR THE
WORKFORCE SOLUTIONS SOUTH PLAINS
CAREER CENTER SYSTEM**

ISSUED March 17, 2020 BY

**WORKFORCE SOLUTIONS SOUTH PLAINS
South Plains Regional Workforce Development Board
1301 Broadway, Ste. 201
Lubbock, Texas 79401
(806) 744-1987**

Quotes due: 5:00 p.m. March 31, 2020



Background

The South Plains Regional Workforce Development Board dba Workforce Solutions South Plains (hereinafter, “the Board” or “Workforce Solutions”) is a 501(c)(3) Non-profit Corporation that administers Workforce development services funded by the Texas Workforce Commission (TWC) for the 15-county South Plains Regional Workforce Development Area (SPRWDA) which consists of Bailey, Cochran, Crosby, Dickens, Floyd, Garza, Hale, Hockley, King, Lamb, Lubbock, Lynn, Motley, Terry and Yoakum Counties.

The Board’s Workforce services contractors operate five full-service Workforce Solutions Career Centers and four satellite facilities to provide employment and training services to residents of the South Plains. The facilities located in Brownfield, Lubbock, Levelland, Littlefield, Muleshoe and Plainview are leased facilities and are open to the public from 8 a.m. to 5 p.m. five (5) days a week Monday through Friday. Some of the facilities have extended hours.

Purpose of RFQ

The Board is seeking quotes for deep-cleaning and disinfection services at five facilities.

The facilities to be considered for services are listed in the table below:

	Center Location	Details	Square Footage
1.	Lubbock 2002 W. Loop 289 Lubbock, Texas	29 Offices 4 Conference rooms 63 Cubicles (55 with staff) 1 Kitchen 4 Restrooms 3 File rooms 1 Mailroom 1 Reception area 1 Large lobby/core room 1 Lobby/Reception area 1 Storage room 1 Small library room	30,400
2.	Levelland 1102 Austin Street Levelland, Texas	12 Offices (4 with staff) 1 Breakroom 2 Conference rooms 2 Restrooms 1 Lobby	4,500
3.	Muleshoe 203 Main Street Muleshoe, Texas	2 Offices 2 conference rooms 1 Breakroom 1 Lobby 1 Restroom	2,000

4.	Plainview 400 South Garland Plainview, Texas	4 Offices 10 Cubicles (8 with staff) 4 Restrooms 1 Testing room 1 Conference room 1 Kitchen 1 Reception area 1 Lobby 1 Storage room	5,948
5.	Brownfield 1321 B Tahoka Rd. Brownfield, Texas	5 Offices (4 with staff) 1 Conference room 1 Storage room 2 Bathrooms 1 Lobby	1,916

Although Workforce Solutions prefers to make a single award for all listed facilities, you may **submit quotes for individual facilities or for all facilities**. However, you must submit your quotes by facility and not as a lump sum price for all facilities (see quote worksheet, Attachment C).

You may perform an on-site inspection of facilities prior to submitting a quote. Please email erin.rea@spworkforce.org or call Erin Rea, Procurement Officer at 806-744-1987 to schedule a walk-thru inspection.

Please include the following in your quote:

Service Delivery

- A. Provide a description of your business or organization. Discuss the services to be performed and the strategy and timeline for services.

Budget: To be considered, quotes must include a Budget which includes a completed Budget Worksheet included as Attachment C.

References

Identify a minimum of three contacts from three organizations for which you have provided similar services in the past three years who can attest to your satisfactory performance. Include the telephone number, mailing address and e-mail address for the individual. If you do not have three references, please provide an explanation.

Quotes may be emailed to the following address: erin.rea@spworkforce.org.

Appendix 1

Workforce Solutions Holidays

The following information is provided for planning purposes only and is subject to change.

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Friday following Thanksgiving Day
10. Christmas Day
11. December 26

General Conditions/Limitations

- A. The only purpose of this Request for Quotes (RFQ) is to ensure uniform information in the solicitation of quotes and procurement of services. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Board to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by Board.
- B. The Board reserves the right to accept or reject any information received, to cancel or reissue this RFP in part or its entirety.
- C. The Board reserves the right to negotiate the final terms of any and all contracts or agreements that may be initiated from this RFP.
- D. Misrepresentation of the submitter's ability to perform as stated in the information provided may result in cancellation of any contract or agreement awarded.
- E. Submitters shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Board for the purpose of having an influencing effect toward their own quote or any other quote submitted hereunder.
- F. No employee, officer, member or agent of the Board shall participate in the selection, award or administration of a contract if a conflict of interest, or potential conflict, would be involved.
- G. Submitters shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a submitter's information to be rejected. This does not preclude joint ventures or subcontracts.
- H. Any submitter may withdraw his information either in person or by written request by a duly authorized representative at any time prior to the scheduled closing time for receipt of bids.
- I. No contract may be awarded until the submitter has complied with Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment, which states that neither the submitter, nor any of its principals, are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a procurement by any Federal department or agency.
- J. The Board's Chief Operations Officer is the responsible authority for handling complaints or protests regarding the procurement and quote selection process. No protest shall be accepted by the State until all administrative remedies at the Board level have been exhausted.
- K. Submitters not selected by this process may appeal the Board decision by submitting in writing a formal letter of appeal addressed Chief Operations Officer, Workforce Solutions South Plains, 1301 Broadway, Ste 201, Lubbock, Texas, 79401. This appeal must be sent by registered mail and identified on the envelope as an appeal with the grounds of the appeal clearly stated in the letter, within fourteen calendar days of decision notification (the date on the notification letter). The Chief Operations Officer shall review the appeal and review applicable laws, and request determination if appeal is valid and shall make decisions. If persons are not satisfied with the decision they may pursue all other avenues of appeal provided by law.

- L. Quotes must be manually signed by a person having the authority to bind the organization in a contract.
- M. Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the Board to the extent allowable in the Public Information Act.
- O. Funding for goods or services requested in this RFP is contingent upon the Board's actual receipt and availability of funds from the Texas Workforce Commission.
- P. Workforce Solutions South Plains is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the following laws:
Section 188 of the Workforce Innovation Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color , religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I- financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin; ADA and ADA Amendment and Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Attachment A
Cover Sheet

Name of Organization (Include legal name of parent company, if applicable)	
Name of Parent Company CEO	
Mailing Address and Physical Address (if different)	
Telephone Number	
Fax Number	
E-mail of Quote Liaison	
Phone Number of Quote Liaison	
Name & Title of Quote Liaison	
Name & Title of Signatory Authority	
Legal/Tax Status of Organization (check all that apply)	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> for Profit <input type="checkbox"/> Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Ownership <input type="checkbox"/> Other (Specify) _____
State Comptroller ID Number	
Federal Tax ID Number	
Historically Underutilized Business? (If "Yes", attach certification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Amount Quoted	

Attachment B
Budget Worksheet Form

	Center Location	Details	Square Footage
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