



REQUEST FOR PROPOSALS
Janitorial Services

Original Posting Date: May 8, 2023

Revised Posting Date: May 17, 2023

Updated Response Submission Deadline: 3:00 EST p.m.; June 8, 2022

Mandatory Walkthrough Date/Time: 10:00 EST a.m.; May 16, 2023

Second Opportunity for Mandatory Walkthrough Date/Time: 10:00 EST a.m.; May 24, 2023

INTRODUCTION

Through this Request for Proposals (“RFP”), RIHousing seeks proposals from qualified firms to provide janitorial services at our corporate headquarters located at 44 Washington Street, Providence, Rhode Island. RIHousing’s office building complex contains approximately 70,000 square feet in two buildings known as the Slade/Garr and Earle Buildings, which are connected internally.

INSTRUCTIONS

Proposals are to be submitted **via email** to: **Guy V. Pirolli, Manager, Facilities Operations** at **gpirolli@rihousing.com** no later than the submission deadline set forth above.

Proposals must be submitted to RIHousing on business letterhead and must adhere to the word count applicable to each section of this RFP and include all attachments and certifications (located at [Attachment A](#)). **Proposals will not be reviewed or considered if they are not received by the submission deadline or if they do not adhere to the instructions described herein.**

All questions regarding the Scope of Work set forth in this RFP must be made in writing and submitted via email to **Guy V. Pirolli, Manager, Facilities Operations** at **gpirolli@rihousing.com** prior to the submission deadline.

Respondents are advised that RIHousing requires its vendors to comply with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract. Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

NOTE TO RESPONDENTS:

Please be advised that all proposals (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). Respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.



SCOPE OF WORK

A description of the janitorial services and RIHousing’s requirements for the performance of the same (the “Work”) is set forth in the Scope of Work (Attachment B).

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Section A: General Firm Information (Total word limit: 500 words)

- 1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
 - c. Locations of all offices of the firm.
 - d. Number of employees of the firm.
- 2. Indicate the types and amounts of insurance that your firm maintains and include documentation of coverages with your response to this RFP.

Respondents are advised that the successful respondent will be required to indemnify and hold RIHousing harmless from any and all losses, claims, damages, and/or costs arising from the performance of the Work. Additionally, prior to the award of the contract and for the term of contract the successful respondent will be required to furnish proof of insurance coverage with a company licensed to provide business insurance in Rhode Island with at least an “A-“ rating with A.M. Best, with minimum coverages as indicated in Attachment C.

Section B: Experience and Resources (Total word limit: 3500 words)

- 1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
- 2. Indicate which associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify their responsibilities.
- 3. If applicable, please indicate the name of any subcontractors that would be involved in providing services to your firm and to RIHousing. Provide appropriate background information for each person or entity, identify the person’s responsibilities and outline their capabilities.
- 4. Provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.



Section C: Fee Structure (Total word limit: 500 words)

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees. RIHousing anticipates entering into a contract for a three-year period with two additional one year terms to renew at RIHousing’s discretion.

- 1. Please complete Attachment D, specifying the labor rate, number of workers, total number of hours per week required to complete the Work.
- 2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.
- 3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business

- 1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm’s affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing’s engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

Section E: Miscellaneous (Total word limit: 1000 words)

- 1. Discuss any topics not covered in this RFP that you would like to bring to RIHousing’s attention.
- 2. Include in your response to this RFP a detailed Work Plan that identifies the equipment, supplies, and products (including product name and description) that you propose to use in completing the Work.
- 3. Include in your response to this RFP a detailed Contingency Plan that sets forth your firm’s plan for maintaining a 100% staffing level in the case of adverse weather conditions and other emergencies or unforeseen circumstances, such as disruptions due to illnesses and/or leave requests.

Section F. Certifications

- 1. All respondents must complete Attachment A and return it to RIHousing with their proposal.



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EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by reference to Section B: Experience and Resources);
- Proposed fee structure (as evaluated by reference to Section C: Fee Structure);
- Ability to perform within time and budget constraints (as evaluated by reference to Section B);
- Evaluation of proposed project approach (as described in the Attachment B-Scope of Work. Section B);
- Previous work experience and performance with RIHousing and/or similar organizations (as provided in Section B: Experience and Resources, subsection 3);
- Recommendations by references (as provided in Section B: Experience and Resources, subsection 3);
- Firm minority status and affirmative action program or activities (as requested in Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business)
- Other pertinent information submitted.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after its receipt of responses. RIHousing’s decision on these matters is final.



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ATTACHMENT A

This form must be completed and signed by your firm’s president, chairman or chief executive officer. Please respond to **all** items below, include additional information as necessary, and ensure that any attachments refer to the appropriate item by name (i.e., “Conflict of Interest” etc.).

Total word limit: 500 words

Section A: Conflicts of Interest

1. Identify any conflict of interest that could arise during your firm’s performance of the Scope of Work set forth at Attachment B. **If none, check below.**

None

2. Identify any conflict of interest that may arise as a result of any of your firm’s employees, associates, or subcontractor’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

3. Describe how your firm will handle actual and or potential conflicts of interest (*respond below or attach a document with this information*).

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

None

2. Identify any material litigation, administrative proceedings, or investigations to which your firm or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

Section C: Certifications

The undersigned certifies, under the pains and penalties of perjury, as follows:

1. No member of my firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Guy V. Pirolli, Manager, Facilities Operations** at **gpirolli@rihousing.com** seeking clarification on the Scope of Work set forth in this proposal,



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from the date of this RFP through the date of our proposal, and that no member of my firm will make any such inquiry or contact until after June 8, 2023.

2. To the best of my knowledge, all information provided in my firm's proposal is true and correct.
3. My firm did not consult with RIHousing in connection with the development of this RFP.
4. No member of my firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced.

President, Chairman or CEO (*print*): _____

Signature: _____

Date: _____

Firm Name: _____



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ATTACHMENT B
SCOPE OF WORK

Section A: General Provisions

1. Deliverables

- **Daily Reports** - The successful respondent (the “Vendor”) will submit a Daily Report to the Manager of Facilities Operations (the “Manager”) identifying areas cleaned and services performed at RIHousing’s corporate headquarters located at 44 Washington St., Providence, Rhode Island (the “Facilities”).
- **Recordkeeping** - The Vendor will keep accurate records showing the name, occupation, and actual compensation paid to each employee in connection with the Work and, each month, will furnish certified copies to RIHousing upon request.
- **Inspections** - On a quarterly basis, the Vendor and the Manager will inspect the facility to identify any deficiencies in performance of the Work and define any corrective actions that may be required.

2. Security and Confidentiality

- The Vendor will inform its employees of the confidentiality related to RIHousing’s business and will require its employees to maintain such confidentiality. At RIHousing’s request, the Vendor and/or its employees will execute and deliver a Confidentiality Agreement to RIHousing.
- The Vendor must maintain a secure environment while performing the Work. Entrance doors to the Facilities shall be locked and secured at all times. Vendor personnel are prohibited from opening doors to private offices and/or entering private offices. No unauthorized persons or animals (except for verified service pets) are permitted in the Facilities at any time.
- The Vendor must properly set the security alarm when leaving the Facilities. The Vendor will bear responsibility for all costs associated with its failure to properly operate or activate security systems including, but not limited to: (i) costs incurred for a security service or local police response; (ii) costs related to changing the Buildings’ locks or re-coding the security alarm; and (iii) costs and losses related to any theft or vandalism.

3. Operations

- The Vendor shall furnish all labor and supervision to satisfactorily perform the Work. No Work shall begin before 5:30 P.M. without the prior permission of the Manager.
- The Vendor is responsible for coordinating, managing, and training its employees. The Vendor shall engage technical and special projects personnel as may be required from time to time.
- The Vendor is expected to be self-monitoring with respect to the performance of Work and its quality.
- The Vendor shall maintain 100% staffing level dedicated exclusively to performing the Work and shall have a contingency plan to maintain 100% staffing level.



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- Unless specified otherwise, the Vendor shall furnish and maintain all necessary cleaning equipment, supplies, and materials needed to adequately perform the Work. Equipment and supplies shall be of the size, type, concentration, and capacity customarily used in similar applications and environments.
- 4. Personnel and Supervision**
- At its own expense, the Vendor shall obtain a criminal background check for each employee who will perform the Work. The Vendor will provide the results of the criminal background check to the Manager for approval prior to the employee's performance of the Work.
- The Vendor shall require its personnel to complete sign-in sheets or timecards, copies of which will be retained by both Vendor and the Manager.
- The Vendor's personnel will wear name tags, shirts, pullovers or other identification with the Vendor's name and employee's name (supplied by Vendor) while they are in the Buildings.
- The Vendor shall designate a shift supervisor (the "Supervisor") to oversee and manage the work of the Vendor's employees. The Supervisor will begin daily work a minimum of 15 minutes earlier than other Vendor personnel and will be responsible for effectively communicating with the Manager about cleaning needs or any issues that would delay cleaning of certain areas for the day. At the conclusion of each day, the Supervisor shall inspect the facility for completion and performance quality of the Work. The Supervisor will be responsible for nightly alarming of all security zones at RIHousing unless otherwise instructed.

Section B: Daily Services

The following services shall be performed by the Vendor daily, Monday-Friday, 5:30 p.m.-9:00 p.m., or at another mutually agreed upon time.

Floors

- Floors shall be cleaned of trash and foreign matter. No dirt or dust shall be left in corners, under furniture or behind doors. Baseboards, walls, furniture and equipment must not be splashed or damaged during cleaning operations. Floors must free from strings, bristles and dirt streaks.
- Carpets in all main travel aisles and private office walkways on all floors must be vacuumed using commercial grade vacuums with HEPA filters. Carpets shall be left clean and free from dust balls, dirt and other debris; nap on carpet shall lie in one direction upon completion of the vacuuming task. All visible stains on carpet must be cleaned as needed.
- All non-carpeted office areas must be damp mopped. All easily movable objects (chairs, waste receptacles, tables on wheels, typing stands, boxes, etc.) shall be moved and damp mopped underneath. A clean cotton mop head in good condition shall be used at all times. Clean water should be used at all times. Floors must be washed with a neutral cleaner approved by RIHousing with a damp mop head, no excess water should be left behind. Approved proper chemicals at proper dilution must be used at all times. Elevator floors must be damp mopped.
- Vendor are required to use caution flags or signs when performing any task that may leave an area slippery or in a less-than-safe condition.
- The Lobby carpet must be vacuumed, and the Lobby tile floor must be cleaned with a "Swiffer Wet Jet" system and Swiffer mopping pads. Use of the Swiffer Wet Jet will prevent



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water from damaging wood trim along the walls in the lobby. RIHousing will provide the vendor with a Swiffer Wet Jet and mopping pads.

Restrooms

- All dispensers (soap, toilet tissue, paper towels, sanitary napkins, etc.) in every restroom must be checked and filled when necessary. Restroom supplies such as soap, toilet tissue, toilet seat covers, paper towels, sanitary napkins, etc. will be provided by RIHousing. Dispenser soap will be supplied by the Vendor.
- All hand towel and toilet tissue dispensers must be fully replenished each day. In addition, two full rolls of toilet tissue must be left on each toilet.
- Replenish toilet seat covers when needed.
- Dust all fixtures, ledges, edges, shelves, partitions, and door frames using an approved dust cloth or dusting tool that has been treated with water-based dust control chemical.
- As necessary, clean and disinfect the inside and outside of waste receptacles and dispensers with appropriate cleaning solutions/disinfectants at proper dilution. After each item has been cleaned completely, wipe each item with an approved towel (such as paper towel) to prevent cross contamination.
- Thoroughly clean all sinks, including sink bottoms and faucets, with an approved cleanser. Rinse thoroughly, wipe, and allow to air dry.
- Thoroughly clean all glass and mirrors using an approved glass cleaner and a soft, clean cloth. Dry surfaces completely. Surfaces should be free of streaks, smears, and smudges. Clean and dry attached frames, edges, and shelves.
- Thoroughly clean toilets, toilet seats, and urinals with an approved acid free bowl cleaner and rinse thoroughly. Wipe each toilet, toilet seat, and urinal completely with an approved disinfectant solution and new paper towel per fixture to prevent cross contamination. Buff-dry to a streak, smear and smudge-free shine. Leave seats in a raised position.
- Spot clean all walls (including switch and outlet cover plates), doors and jambs (including entrance doors inside and outside), partitions and handrails with an approved disinfectant in proper dilution and dry with paper towels to prevent cross contamination.
- Using a clean cotton mop head in good condition, thoroughly damp mop all floors with an approved disinfectant solution at proper dilution. Move and damp mop under all easily movable objects (waste receptacles, tables on wheels, boxes, etc.). Allow to air dry. Replace all items after floor has dried completely. Change water often so that clean water is always used. Mop head must be only damp so that no excess water is left behind. Finished floor must be clean and streak free. To prevent cross contamination, one mop and bucket are to be used in restrooms and a separate mop and bucket are to be used for general floor cleaning. Mop heads and buckets should be color coded to prevent misuse. Mops should be rinsed out every day and allowed to sit in a bucket of disinfectant. Mops should be changed out and laundered no less than once per week.
- Thoroughly clean all showers (including bottom, faucets, and spigots) with an approved cleanser. Thoroughly clean all walls, floors (including switch and outlet cover plates), doors and jambs (including entrance doors inside and outside), toilet partitions, handrails, benches, and lockers with approved chemicals and proper approved dilution. Rinse thoroughly as needed, then wipe all areas with approved disinfectant solution and allow to air dry.



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Trash/Recycle Receptacles

- Empty all waste containers (including waste baskets, bins, etc.) into plastic bags, tie off and remove to appropriate waste dumpster. Liners must be used in all waste receptacles (except recycling bins) and must be changed daily; no re-use is allowed. Waste containers in restrooms, break rooms, lunchrooms and conference rooms must be inspected daily and changed daily.
- Clean and disinfect waste receptacles inside and outside when needed. Use appropriate cleaning solutions/disinfectants for surface to be cleaned at proper dilution. After item has been cleaned completely, wipe item with approved towel (such as paper towel) to prevent cross contamination.
- Break down all cardboard and place in cardboard recycling bin.
- Place cigarette butt canister in Garr vestibule and clean canister of all debris.
- Pick up all recyclable products (paper, cans, bottles, etc.) from marked containers under desks or centrally located throughout the building and move to designated recycling containers.
- Inspect the sidewalks adjacent to the Buildings and collect any trash or debris; dispose of collected trash and debris in exterior waste receptacles. Tie and deposit in appropriate dumpster. Remove any litter in planters on Washington Street.

Dusting

- Dust corners, crevices, molding and ledges (including floor heating units on 5th floor), office glass windowsills, etc. All surfaces shall be free of all obvious dust.
- Thoroughly dust all vertical and horizontal surfaces when needed, with approved dust cloth or tool treated with an approved water-based dust control chemical. If directed by RIHousing, dust ceiling vents and lighting devices.
- Dust common area horizontal surfaces (including, but not limited to, counter tops, file cabinets, tables, etc.). Dust high partition tops, pictures, chairs, etc. as directed by RIHousing.
- No surfaces, desktops, cabinets, etc., in private offices shall be cleaned without either the permission of the occupant or direction by the Manager.

Glass Cleaning

- Spot clean all interior glass (offices, lobby doors, etc.) with approved glass cleaner and wipe dry with clean dry cloth. All surfaces must be left dirt and streak free. Do not clean the Buildings' windows unless directed by RIHousing.

Lunchroom/Kitchenettes

- Clean all counters, microwaves, toaster ovens, dishwasher, refrigerators, sinks, faucets, tables, chairs, and trash receptacles using a germicidal cleaner.
- Sweep floor of all loose debris. Wash floor, remove scuff marks, and ensure that all edges and corners of the floor are clean. Use caution flags or signs when performing any task that may leave an area slippery or in a less-than-safe condition.
- Using a germicidal cleaner, clean all kitchenettes, counters, sinks, faucets and refrigerator doors located on each floor. Empty and wash trash receptacles at kitchenette locations nightly.



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Elevators

- Clean and polish all elevator cars, including all stainless steel, indicator lights and panels. Vacuum door tracks on cars and on each floor. Clean and polish elevator call buttons and indicator lights on each floor.
- Thoroughly clean any other stainless steel not previously mentioned (door pulls, push pads, rails, etc.) throughout the Buildings with approved cleaner and a soft cloth.

Water Fountains

- Wash and sanitize all drinking fountains using EPA approved chemicals.

Section C: Weekly Services

The following services will be performed on Tuesday and Thursday of each week, between 5:30 – 9:00 p.m.

- Sweep all stairwells of debris, damp mop from top to bottom (roof access to basement).
- Vacuum all accessible carpeting in private offices (only if doors are open) and all workstations using commercial vacuums.
- Clean and polish all doors, including frames, panic bars, kick plates, etc.
- Dust all surfaces in the main lobby (including fire alarms panels, wooden door plates, etc.)

Section D: Quarterly Services

The following services will be performed once per quarter during the Vendor's regular work hours, (Monday- Friday, 5:30 - 9:00 p.m., or at another mutually agreed upon time):

- Where necessary, wash all wastebaskets, trash receptacles, and refuse containers inside and out with a germicidal cleanser.
- Heavy wash all bathroom, kitchenette, and vestibule area tile floors with product approved by RIHousing.
- Only as directed, clean all vents and registers on all floors.
- Only as directed, wash, and clean all shelving, and interior surfaces in refrigerators.
- Perform other tasks as requested by Manager.

Section E: As Needed Cleaning Projects

The following services will be completed by the Vendor on an as-needed basis at a mutually convenient time:

- Machine strip and refinish all vinyl non-carpeted floors in traffic areas, corridors, entrances, copy and file rooms, etc.
- Wash and seal all rubber non-carpeted floors in traffic areas, corridors, entrances, copy and file rooms, etc.



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Section F: Seasonal Cleaning

The following services will be completed by the Vendor on an as-needed, as-requested basis at a mutually convenient time.

- Vacuum all furniture panels and cubicles, including the channel at back of desktops, panel walls, channels inside cubicles both above and below the desktop, and channels outside of cubicle tops to bottoms, and upholstered chairs.
- Dust all accessible surfaces on and around desks including desktops, phones, under cabinet lights, file cabinets beside and under desktops, storage cabinets beside and under desktops, suspended light fixtures, and parabolic light fixtures.
- Vacuum carpeted areas within offices/cubicles and treat all spots on carpets within offices/cubicles.
- Wash down all hard desktop surfaces and hard chair surfaces.

Section G: Sanitizing Services

The following services will be completed by the Vendor on an as-needed, as-requested basis. The services will be performed as part of the Daily Services (Section B) using cleaning supplies specifically for the elimination of germs and viruses.

General Areas

- Sanitize interior and exterior door handles, “push” bars, push plates, and surrounding surfaces for all doors located throughout the Buildings including, but not limited to, all staircase doors, conference room doors, and bathroom doors.
- Sanitize all staircase handrails in front and rear staircases (top rail/bar only).
- Sanitize buttons and keypads on the interior of all elevator cars and in the exterior corridor, as well as areas surrounding keypads.
- Sanitize office/cubicle surfaces.

Bathrooms

- Sanitize toilet handles, stall hardware, and surrounding partition walls.
- Sanitize all mirrors, sinks, faucets, toilet bowls, sets, and floors around toilet.
- Wash and sanitize floors.

Common Equipment in all work areas throughout the Building

- Sanitize touchpads and surfaces on all copy machines.
- Sanitize all kitchenette counter tops, sinks, and faucets on all floors of the Buildings.
- Sanitize coffee machine keypad buttons.
- Sanitize refrigerator doors and handles.
- Sanitize all counter tops and tables that are adjacent to all copy machines.

Cafeteria Equipment

- Wash and sanitize all counter tops, sinks, and faucets.
- Sanitize microwave keypads and handles.



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- Sanitize refrigerator and freezer doors and surfaces.
- Sanitize dishwasher doors, handles and buttons.
- Wipe and sanitize vending machine push buttons, glass surfaces, handles, product flip door.
- Sanitize trash and recycle bin covers.

RIHousing reserves the right to modify these services to ensure compliance with the requirements of the State of Rhode Island, the Centers of Disease Control and Prevention, the Environmental Protection Agency, and any other agency charged with the protection of public health and welfare.



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ATTACHMENT C
INSURANCE REQUIREMENTS

General Liability

- Limits carried should be
 - \$1,000,000 Per Occurrence/\$2,000,000 Aggregate
 - \$2,000,000 Products & Completed Operations Aggregate
 - \$1,000,000 Personal and Advertising Injury
 - \$300,000 Damage to Premises
 - \$5,000 Medical Expenses
- Per Project Aggregate Included
- Per Location Aggregate Included
- Occurrence Form
- Rhode Island Housing and Mortgage Finance Corporation, their officers, owners, agents and employees are to be listed as a Named Additional Insured for Ongoing Operations and Products Completed Operations on the General Liability policy which must be primary and noncontributory with respect to the owner. The Additional Insured endorsement should be the broadest available: CG 20 10 10/01 and CG 20 37 10/01 versions or Equivalent.
- A Waiver of Subrogation Clause must be added to the General Liability policy in favor of the owner.

Automobile Liability

- Limits carried must be \$1,000,000 Combined Single Limit per Accident
- Must cover “Any Auto Owned” or “Scheduled Autos”, “Hired Autos” & “Non-Owned Autos”
- Rhode Island Housing & Mortgage Finance Corp., their officers, owners, agents and employees should be listed as a Named Additional Insured on the Subcontractors’ Automobile Liability policy which must be primary and noncontributory with respect to the owner
- A Waiver of Subrogation Clause must be added to the Subcontractors’ Automobile Liability policy in favor of the owner.

Workers’ Compensation & Employers’ Liability

- Limits carried must be \$1,000,000 Each accident/\$1,000,000 Disease Each Employee/\$1,000,000 Disease Policy Limit
- A Waiver of Subrogation Clause must be added to the Subcontractors’ Workers’ Compensation & Employers’ Liability policy in favor of the owner.

Umbrella Liability

- Limits carried must be \$1,000,000 Each Occurrence/\$1,000,000 Aggregate and must be on an Occurrence Form



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- Rhode Island Housing & Mortgage Finance Corp., their officers, owners, agents and employees should be listed as a Named Additional Insured on the Subcontractors' Umbrella Liability policy which must be primary and noncontributory with respect to the owner
- A Waiver of Subrogation Clause must be added to the Subcontractors' Subcontractors' Umbrella Liability policy in favor of the owner.
- Must be "Follow Form"



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ATTACHMENT D
PRICING AND LABOR RATES

Must be returned as part of your bid proposal

PRICING:

The undersigned hereby offers the following prices to perform the work and oversight directives described in the Scope of Work; Attachment B for Years 1, 2, and 3 of the contract period. Pricing for Years 4 and 5, if RIHousing chooses to renew, shall be negotiated at the time of renewal:

1. ATTACHMENT B – Section B: Services, items 1, 2, 3. Daily and Required Services
CONTRACT PRICE:

\$ _____/month/Year 1
\$ _____/month/Year 2
\$ _____/month/Year 3

2. ATTACHMENT B – Section B: Services, item 4. Cleaning Projects – vinyl and rubber flooring
ADDITIONAL CONTRACT PRICE:

\$ _____/per cleaning/Year 1
\$ _____/per cleaning/Year 2
\$ _____/per cleaning/Year 3

3. ATTACHMENT B – Section B: Services, item 5. Seasonal Cleaning
ADDITIONAL CONTRACT PRICE

\$ _____/per cleaning/Year 1
\$ _____/per cleaning/Year 2
\$ _____/per cleaning/Year 3

4. ATTACHMENT B – Section B: Services, item 6. Sanitizing Surfaces
ADDITIONAL CONTRACT PRICE

\$ _____/month/Year 1
\$ _____/month/Year 2
\$ _____/month/Year 3



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LABOR RATES: (Note: Vendor is required to pay prevailing wages to all employees as per the State of RI, Department of Labor and Training. See information at link: [Prevailing Wage | RI Department of Labor & Training](#)).

Labor Rate (per hour) charged to RIHousing for Year 1:

Cleaner \$ _____
Other \$ _____
Supervisor (if any) \$ _____

1. Will you have an on-site supervisor at this location at all times? Yes No
2. Number of employees (including on-site supervisor) to be assigned to Part 1 Daily Cleaning Scope of Work): _____
3. Total number of labor hours per week anticipated for Section B; Item 1 only: _____

I hereby certify that the information submitted with this Proposal is true, correct and complete to the best of my knowledge and belief.

(Business Name)

(Business Address)

Authorized Representative (print)

Signature

Title (print)

Date