

# OWENS VALLEY CAREER DEVELOPMENT CENTER

*TUNIWA NOBI FAMILY LITERACY, NÜÜMÜ YADOHA LANGUAGE PROGRAM, AFTERSCHOOL PROGRAM, TRIBAL TANF, CAREER EDUCATION, EARLY HEAD START, KERN INDIAN EDUCATION CENTER; NATIVE AMERICAN CAREER AND TECHNICAL EDUCATION PROGRAM*

## Request for Proposals 19-20-15

**DATE:** May 6, 2019

**PROJECT TITLE:** Lake Isabella TANF Janitorial Services

**PROPOSAL DUE DATE:** Proposals will be evaluated as received with a close date of May 24, 2019 by 5:00 pm PST if sufficient qualified proposals are received. This RFP will remain open until an agreement is awarded. Email (electronic) responses are preferred.

**SUBJECT/PURPOSE OF MEMO:** Owens Valley Career Development Center is a Tribal Consortium located in California and organized under the Indian Self Determination Act. OVDCDC receives and administers several Federal and State Grants including Early Head Start Program Grant, California Department of Education Indian Education Grant; Tribal TANF Grants and Native American Career and Technical Education Program Grant or the benefit of Tribes and communities in Inyo, Mono, Kern, Tulare, Kings, Fresno and Ventura Counties. **OVDCDC is seeking bids from qualified vendors to provide:**

Contractor will provide janitorial services for the Lake Isabella TANF office located at 6404 Lake Isabella Blvd., Lake Isabella, California 93240. The janitorial cleaning will be done three (3) times per week. Contractor will provide general office cleaning and sanitizing meeting Janitorial Industry Standards. Contractor will sweep and dust all resilient flooring, mop all resilient and tile floors, empty all wastepaper baskets and replace liner, vacuum all carpeted areas, remove smudges from doors and walls, feather dust chairs and file cabinets, dust and or wipe counter tops, tables and furniture, clean kitchen sinks, tables and counters, remove webs from walls and ceilings, vacuum door mats, clean partition walls, dust all blinds and window sills, clean entry doors, dust air vents.

**Restrooms:** Contractor will disinfect toilet bowl & urinals, clean all sinks, clean all mirrors, clean all tile and splash walls in restrooms, clean and polish restroom fixtures, refill restroom supplies. Restroom supplies will be provided by OVDCDC.

Contractor's rate for above services \$ \_\_\_\_\_/Month or \$ \_\_\_\_\_/Week

To be done not more than two (2) times during the term of this Agreement:

A. Clean windows on exterior at \$\_\_\_\_.00 per cleaning not to exceed \$\_\_\_\_.00 during this Agreement.

B. Floors will be stripped and waxed at \$\_\_\_\_.00 per cleaning not to exceed \$\_\_\_\_.00 during this Agreement.

To be done not more than four (4) times during the term of this Agreement:

A. Clean all carpets, scotch guard & deodorize at \$\_\_\_\_.00 per cleaning not to exceed \$\_\_\_\_.00 during this Agreement.

Contractor includes cleaning supplies in monthly rate unless otherwise negotiated.

Total Annual Not to Exceed \_\_\_\_\_ [Insert scope of work]

**EVALUATION CRITERIA-** Proposals will be evaluated by OVCDC using the following criteria:

1. Responsiveness of proposal in clearly stating an understanding of the work to be performed and ability to perform the work; (15 Points)
2. Qualifications/experience of firm & key personnel to be assigned to the project; (15 Points)
3. Capabilities, Resources and Reliability to Perform Services; (40 Points)
  - a) Demonstrated Capabilities to Provide Service (10 Points)
  - b) Demonstrated Resources/Capacity to Perform (10 Points)
  - c) Firm commitment to meet delivery schedule including to meet deadlines and operational requirements (10 Points),
  - d) Past Performance (5 Points)
  - e) Financial Stability (financial statements may be requested) (5 points);
4. Price (including cost & expenses); (25 Points)
5. Experience working with a Tribe or Tribal Organization and in multi-cultural environments. (5 points)
6. Preference (Preference will be implemented by award to Bids up to 10% higher in price than the lowest bid or by adding up to 10 points to base score. [Documentary proof of eligibility must be submitted with Proposal]
  - a) Is your business or organization minority owned?
  - b) Is your business or organization woman owned?
  - c) Is your business or organization Native American owned?
  - d) Does your business or organization partner with or provide services for any other Native American Organization?

**Total**

100%-100 Points

**This project will be funded entirely with Government Grant funds. Any contract awarded under this RFP may be renewed for up to 3 additional periods of one year for the fiscal periods ending June 30, 2021, June 30, 2022 & June 30, 2023 (“Renewal Terms”).**

All OVCDC Request for Proposals are subject to Section 7(b) of the Indian Self Determination & Education Act (25 USC 450e (b)) which provides to the greatest extent feasible, preference and opportunities be given to American Indians and American Indian owned business enterprises, 2 CFR Section 200.321 requiring OVCDC to take all necessary affirmative steps to assure minority firms, women’s business enterprises and labor surplus area firms are used when possible and 45 CFR 75.327 to 75.340. All preference requires documentary proof to be provided with the proposal or preference will not be allowed. For Indian Preference to be applied: proof of enrollment in recognized tribe must be submitted with the proposal. For American Indian owned businesses to receive preference, proof of enrollment in a recognized tribe and more than 50% American Indian ownership of the business must be submitted with the proposal. Indian preference can be allowed with an affirmative statement regarding training and employment of American Indians submitted with the proposal. Preferences may be given to vendors or products that are environmentally-friendly, use recycled materials, are recycled, use energy-saving technology or other ecologically beneficial techniques. In accordance with Public Law 103-333, the “Department of Labor, Health and Human Services, and Education, and related Agencies Appropriations Act of 1995,” the following provisions are applicable to this purchase: “Section 507: “Purchase of American-Made Equipment and Products-It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available in this ACT should be American-made.””

For all contracts awarded where all or a portion of the contract requires services to be provided within Tribal territory (specifically Bishop Paiute Tribe and Big Pine Paiute Tribe Territory), applicable Tribal TERO (Tribal Employment Rights Ordinance) requirements must be met by vendor(s) awarded a contract and prior to providing any on reservation services. Tribal TERO will require submission of a compliance plan, payment of fee of 4% of on reservation labor based on the total contract price that exceeds \$1,000.00. Please see <http://bishoptero.com/>. Other contract items including equipment, materials, travel and any other costs listed in the contract must be fully disclosed and may be subject to tribal taxes. When practical, use of Indian services is encouraged. Proposals must include this TERO fee in cost proposals.

**LOCAL BUSINESS ENTERPRISE PROGRAM** OVCDC encourages the utilization of businesses within its service area. To promote participation of local business enterprises in the competitive selection process, OVCDC provides incentives to local businesses.

A Local Business Enterprise is defined as follows:

Local Business Enterprise – to be considered as a local business enterprise, a firm must provide evidence the firm is located at a fixed commercial or residential address where administrative, clerical, professional or other productive work is performed relative to its commercial purpose. The firm must be located within the OVCDC’s service area for a minimum of one year.

A value of three additional points will be added to the evaluation scores of Local Business Enterprises who bid on professional services contracts. In the event that the proposed services will be evaluated on a price basis only, the bids of local business enterprises will be reduced by 3%. If, after this adjustment, the local business enterprise is determined to be the most competitive bid, the actual contract amount will be the amount originally bid by the local business enterprise.

After evaluation of Best and Final Offers, the purchase will be awarded to the most responsive and responsible vendor whose offer is the most advantageous to OVCDC. The OVCDC reserves the right not to make any award. An award may be split between multiple firms. To receive preference documentary proof is required to be submitted with the proposal. For example, a copy of valid enrollment card from a federally recognized Tribe or proof of more than 51% Indian ownership in a business is required for Indian Preference.

Any agreement awarded will be required to contain the following agreement language or substantially similar language as may be negotiated:

**“SOVEREIGN IMMUNITY WAIVER LIMITATIONS:** Contractor acknowledges that OVCDC, including its TANF and other programs, is a tribal consortium, without authority to waive the sovereign immunity of any consortium member Tribe. Any waiver of the sovereign immunity of the consortium member Tribes can only be provided by the written consent of the consortium member Tribe’s governing body. Any waiver of the sovereign immunity of OVCDC can only be provided by the written consent of the OVCDC Board of Trustees. No such waiver has been provided by the terms of this Agreement, and Contractor agrees that nothing contained in this Agreement is or shall be construed as a waiver of the sovereign immunity of OVCDC or any consortium member Tribe.”

**ACTION REQUIRED:** You are invited to review and respond to the Request for Proposals. For questions on this RFP please contact OVCDC:

**PROPOSALS SHOULD BE SENT TO:**  
Owens Valley Career Development Center  
Purchasing/Contracts Administrator  
P.O. Box 847 (93515)  
2574 Diaz Lane (93514)  
Bishop, CA  
E-MAIL: [contracts@ovcdc.com](mailto:contracts@ovcdc.com)

**CONTACT FOR FURTHER INFORMATION:**  
Purchasing/Contracts Administrator  
Telephone: 760-873-5107 Ext. 275  
FAX: 760-873-3231  
E-MAIL: [contracts@ovcdc.com](mailto:contracts@ovcdc.com)