



VENDOR/ SUPPLIER QUOTE

CLEANING AND MAINTENANCE SERVICES FOR FAMILIES FIRST

INSTRUCTIONS:

- Application Instructions:
 - Please type your application.
 - Complete all sections.
 - Save as a PDF file.
 - Email to maintenance@familiesfirst.org.
- To be considered responsive and eligible as a qualified vendor/ supplier you must answer all questions in this section with a "YES." By answering "Yes," you indicate that you meet the individual requirements in the response column provided.
- If you are unable to truthfully and responsibly indicate "YES," please do not submit an application.
- Any questions you answer with a "NO" or that are left blank will fail the technical requirements and result in disqualification from selection as a qualified Vendor/ Supplier.

CORPORATION/ COMPANY INFORMATION:

SUPPLIER/ VENDOR NAME: _____

OWNER(s) NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

EIN/ SSI #: _____

SUPPLIER/ VENDOR CONTACT INFORMATION:

NAME: _____

TITLE: _____

PHONE: _____

EMAIL: _____

I certify that this application and the quote provided within this document is truthful and accurate and represents the desire and intent of my company:

Print Name: _____ Title: _____

Signature: _____ Date: _____



SUPPLIER/ VENDOR (LLC) NAME: _____

Mandatory Minimum Requirements:

Will Vendor/ Supplier comply with all Federal and State requirements concerning fair employment practices regarding the treatment of all employees without regard to race, religion, age, sex, national origin or physical handicap.

Yes ____ No ____

Will Vendor/ Supplier maintain and supply at their sole expense the following minimum **insurance limits:**

Workman’s Compensation for Statutory Limits in compliance with the applicable State and Federal Laws and Employers Liability with a minimum limit of \$500,000.

Yes ____ No ____

Comprehensive General Liability including Vendor/ Suppliers Protective covering the indemnification and a hold harmless clause.

Yes ____ No ____

Damage, with no less than the following minimum limits: \$1,000,000 any one occurrence combined for bodily and Personal Injury and Property Damage.

Yes ____ No ____

Automobile Liability including owned, non-owned and hired automobiles with no less than the following limits: \$500,000 any one occurrence combined for Bodily and Personal Injury and Property Damage.

Yes ____ No ____

Furnish the Owner Certificates of Insurance signed by insurer acceptable to the Owner (i.e., prospective Vendor/ Supplier), indicating that the Owner will receive at least thirty (30) days prior written notice of cancellation or modification of the insurance that may affect the Owner’s interest,

Yes ____ No ____

Secure Certificate of Insurance for Sub-Contractors/ Vendors/ Suppliers.

Yes ____ No ____

No employees/ sub-contractors, including the owner who will be providing services on-site possess an allegation or conviction of child abuse, neglect or misconduct.

Yes ____ No ____

Note: The selected Vendor/ Supplier must provide a copy of their Insurance Certificates **no more than five days after** being notified that they have been selected.



SUPPLIER/ VENDOR (LLC) NAME: _____

Qualifications

Reference Contacts

Please provide the name of 2 references whose cleaning requirements are similar to ours:

Name _____

Phone _____

Email _____

Title _____

Company _____

Years as Vendor/ Supplier Customer _____

Name _____

Phone _____

Email _____

Title _____

Company _____

Years as Vendor/ Supplier Customer _____

Company Overview

Year Founded: _____

Current Number of Employees: _____

Current Number of Contracts: _____

Additional Information

Please describe features and/or aspects of your company or service that make you unique or a stronger candidate than your competition:



SUPPLIER/ VENDOR (LLC) NAME: _____

Quality

Do you assign the same employees/ sub-contractors to clean each site and/or do you rotate? Please share your rationale for how you assign cleaners.

Will the company owner provide any direct services? If not, how will the company/owner ensure continuous quality?

Will all Vendor/ Supplier employees wear Company identification while on campus?

Yes _____ No _____

Will Vendor/ Supplier provide a state-issued picture identification of all employees/ sub-contractors, including substitute and temporary workers?

Yes _____ No _____

Will Vendor/ Supplier provide bond information for any on-site employee/ sub-contractor who has a felony conviction other than child abuse, neglect or misconduct.

Yes _____ No _____

Will Vendor/ Supplier provide sample contract with current pricing and services offered?

Yes _____ No _____

Cleaning Supplies

Families First will provide space for Vendor/Supplier to store all cleaning supplies and equipment onsite. The details of cleaning supplies will be discussed during the interview. If you are selected of an interview, please come prepared to discuss the supplies you will need, how much you estimate the cost to be, and the contact information if you have a preferred provider for cleaning supplies.

SUPPLIER/ VENDOR (LLC) NAME: _____

Requested Services

Deep Cleaning: Once per month to include, but not limited to:

- dusting of all light fixtures
- wiping base boards
- floor treatment,
- dusting and wiping all desks and work station areas
- in addition to all maintenance cleaning tasks.

Maintenance Cleaning: Five (5) nights per week to include, but not limited to:

- collecting and discarding all trash
- cleaning and sanitizing all bathrooms and floors
- cleaning and sanitizing the breakroom area to include the floor, tables and chairs
- vacuuming all carpeted areas
- cleaning all conference area and meeting room tables and chairs

Window Cleaning: Every other month, including:

- Clean all interior windows.

Cost Worksheet

- Please enter your quotes for the following services and locations. Ensure that all boxes have an amount. Do not include the cost of cleaning supplies.

Location	Square Feet	Deep Cleaning (Monthly)	Maintenance (see location)	Windows (Bi-Monthly)	Total Cost
80 Joseph Lowery (5 days/week)	40,000				
25 Newcastle (3 days/week)	2,823				
1371 Kimberly Road (3 days/week)	1,000				
4298 Memorial Drive (3 days/week)	2,700				
Total Cost					