State Board of Higher Education acting by and through the

UNIVERSITY OF OREGON

(“Institution” or “University”)

**REQUEST FOR QUOTATION (“RFQ”)**

**RFQ # HOU-040512**

**CARPET AND FURNITURE UPHOLSTERY CLEANING SERVICES (STEAM CLEANING)**

Quotation Responses Due No Later Than: April 25, 2012 at 5:00 p.m.

at Issuing Office.

Postmarks will not be considered.

Issuing Office: Housing Purchasing Department

1595 East 15th Avenue (physical address)

1220 University of Oregon (US Postal address)

Eugene, Oregon 97403

Please refer requests for additional information or clarification of requirements to the following:

Technical / Scope of Work: Bonnie Damewood (541) 346-4301

Quote Process Questions: Andre Moran (541) 346-4299

**Information Regarding Request for Quotation**

**1. General Information:**

* 1. Purpose: This RFQ is being issued because University Housing is seeking professional carpet steam cleaning and furniture upholstery cleaning services within our residence hall and family housing buildings.
  2. Pre-Qualifications:

Contractor shall have a minimum of five (5) years experience in professional carpet cleaning where carpet care is a primary function of their business. Contractor shall have successfully completed a minimum of two comparably sized projects within the last two years. Quotation responses shall include a list of such comparable projects, including;

1. Project Dates
2. Total Volume / Square footage of job site(s).
3. Dollar value and Duration of contract
4. Name, address and phone number of each clients project manager for verification by Institutions Purchasing Manager.
   1. Contractor shall list names, titles, and qualifications of individuals who will be assigned to this project. This should include their areas of expertise, and their experience with projects of similar scope and nature. Please include projected increases in staff during the contract period.
   2. Contractors interested in viewing the buildings and or furniture prior to submitting their quotation response should contact Bonnie Damewood, Facilities Services Manager (Custodial Division) at (541) 346-4301 to schedule a walkthrough of the Residence Hall Buildings.
   3. A Carpet Cleaning Schedule for summer 2012 carpet cleaning needs will be provided to the successful respondent. Additional work throughout the year (as needed), will be scheduled and coordinated by the Facilities Services Manager, Custodial Division. Additional work shall be billed at the established per square foot cleaning rate or per unit rate for apartments and furniture pieces according to your quotation submittal.
   4. Pricing detail shall be provided on Attachment A, the Pricing Submittal Sheet (See page 6 & 7) indicating the cost to perform required services for each building, size of apartment or piece of furniture. Building costs will be itemized and a total aggregate cost for all buildings shall be provided.
   5. Contractor shall submit invoices for work that has been completed by individual buildings and must clearly indicate the building location and hall, square footage cleaned and the date the service was performed. Invoices shall be submitted to the Housing Accounting Department at the following address: 1220 University of Oregon, Eugene, OR 97403.
   6. A Trade Services Agreement will be issued to the successful respondent and shall serve as the contract for the duration of the service term which will begin June 1, 2012 and end May 31, 2013. The form of Agreement is attached to this RFQ as Attachment B.

**2. Scope of Services Required:**

The following services are to be provided by the Contractor:

* 1. Contractor shall furnish all necessary labor, equipment and materials to perform on-site heavy-duty "truck-mount" carpet steam cleaning and furniture upholstery cleaning for the University of Oregon Housing Residence Hall and Family Housing buildings located in Eugene, Oregon. Cleaning shall include: moving furniture, vacuuming, spotting, removing gum, adhesives, candle wax, etc., and cleaning student rooms and hallways, and finishing with an odor counteractant/ digester. The cleaning will be performed primarily during the summer time, normally beginning in mid June with substantial completion by early September. The schedule dates are being finalized at this time, however, it will be finalized prior to award of this project and will be provided to the successful respondent upon issuance of the Trade Services Agreement which will serve as the contract. This schedule, once provided, has no flexibility to be determined by the contractor and must be strictly adhered to. However, due to the nature of the summer conference business the Institution may make adjustments to the schedule to support our operation and/or occupancy variances.
  2. The contract will include the following buildings located on Campus and in the immediate surrounding area (Family Housing buildings) in Eugene, OR 97403:

1. Walton Complex 1595 E 15th Avenue
2. Bean Complex 1416 Columbia Street
3. Hamilton Complex 1650 E 13th Avenue
4. Carson Complex 1450 E 13th Avenue
5. Earl Complex 1318 E 15th Avenue
6. H.P. Barnhart Complex 1000 Patterson Street
7. Riley Hall Complex 650 E 11th Avenue
8. Living Learning Center (South) 1455 E 15th Avenue
9. Living Learning Center – (North) 1475 E 15th Avenue
10. Various Family Housing Units (Spencer View, Agate Street, East Campus)
    1. Contractor shall have a minimum of one (1) supervisor and a sufficient number of employees on the job site at all scheduled times to ensure the work is completed on schedule.
    2. Work shall be confined to normal office hours of 8:00am to 4:00pm daily, excluding weekends and holidays. Any exception to these work hours must be approved in advance by the Facilities Maintenance Manager (Custodial Division).
    3. Contractor shall not assign, sell, transfer, sublet or subcontract its interest in this contract, in whole or in part, without prior written consent of the Institutions Purchasing Manager.
    4. Safety precautions are a high priority. Contractor shall safeguard all public and private property surrounding the work area. Contractor will utilize appropriate safety barriers and processes to sufficiently protect building structures, occupants, and nearby pedestrians.
    5. Contractor shall be responsible to protect the grounds surrounding the buildings. One-inch thick plywood shall be placed under the wheels of any vehicle when working on grass or non-paved areas. This includes placing one-inch thick plywood sheets on the ground anywhere that Contractors work vehicle(s) may drive so as to continuously protect the grounds from damage caused by the vehicle tires or equipment.

* 1. Contractor shall use all reasonable means to control the noise level of the equipment in use to prevent disturbances in the nearby buildings/halls.
  2. Contractor shall notify the Institution’s Facilities Services Manager (Custodial division) prior to using any product containing hazardous chemicals to which Institutions employees or the general public may be exposed to. Products containing hazardous chemicals, as defined by Oregon Administrative Rules Chapter 437, must be labeled, tagged or marked with the following information:

1. Identity of the hazardous chemical.
2. Appropriate hazard and warning, and
3. Name and address of the chemical manufacturer, importer or other responsible party.
4. Current MSDS must be on the job site at all times.
   1. Contractor shall provide a material safety data sheet, as required by OAR 47, 1910.1200, for any item included in this contract which contains hazardous chemicals. This information shall be provided with contractor’s response to this RFQ and also provided to the Institutions Facilities Services Manager (Custodial division) prior to the start of work or prior to use of any new chemical. Additionally, contractor shall make sure the MSDS for any chemical, while in use, on University property is readily accessible at each site location it is being used at.
   2. If during the course of work, the Contractor observes or suspects the evidence of asbestos or lead in the structure or components of the building, the Contractor shall immediately stop work in the immediate area and notify the Institution’s Facilities Maintenance Manager (Custodial division), who will under separate contract, arrange removal or encapsulation of the asbestos or lead containing materials.
   3. Contractor shall clean up all work site debris daily and remove from the premises at the close of each day. Failure to do so will require Institutions employees to perform necessary clean up and invoice the contractor for the direct cost associated to such clean up.
   4. Contractor will ensure that rooms/areas are left exactly as they were prior to work beginning in each room/area. Furniture is to be returned to its original location within each room, hall or lounge. Windows may never be left open. Failure to comply with this request may result in direct costs from the Institution for labor required to correct such problems.
   5. Contractor shall immediately notify Institutions Facilities Maintenance Manager (Custodial division) of any damage done by the Contractor to the building(s), grounds or surrounding area(s).
   6. Contractor shall be responsible for any repair and/or replacement cost due to damage of building or surrounding areas caused in the performance of contract services.
   7. Contractor shall be responsible for any costs for lost keys issued for building or hall access. Costs can include re-keying costs, re-pinning of locks and associated materials and labor costs. Keys, when issued, shall be safeguarded and turned in upon completion of work each day.
   8. If Contractor will be required to obtain goods or services from a subcontractor in order to fulfill the Contractor's requirements under this Contract, Contractor shall not subcontract without the express permission of the Institution, and shall advise the Institution of the specific goods or services which are not provided or supplied directly by Contractor. In addition, it shall be mandatory for the Contractor to act as the prime contractor for the purpose of this contract. The Contractor shall be considered the sole point of contact with regard to contractual stipulations, to include payment of any and all charges resulting from the purchase of subcontractor(s) services or goods necessary for fulfillment of this contract, and the Contractor shall be responsible for meeting all other requirements of the contract.

**Attachment A**

**CARPET AND FURNITURE UPHOLSTERY CLEANING SERVICES (STEAM CLEANING)**

**Pricing Submittal Sheet**

Upon contract award, contractor will work with the Housing Facilities Services Manager, Custodial Division to coordinate the scheduling of carpet cleaning requirements. These dates will indicate the small window of opportunity that will be available to perform work in each area. This schedule, once provided, is not flexible and contractor shall be required to comply with this schedule unless otherwise approved by the Facilities Services Manager, Custodial Division. Should awarded contractor be unable to perform work in timeframe required, University Housing reserves the right to seek outside contractors to do so. Square footage listed below is not exact; it is estimated and is to be verified by contractor upon implementation of work. Any discrepancies in these estimates should be reported to the Housing Purchasing Manager immediately.

Cost per square foot to Steam Clean Carpet $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Total volume is estimated at 400,847 sq ft.

Locations Estimated Total Cost

Square Footage

Bean 76,300 Sq Ft

$\_\_\_\_\_\_\_\_\_

Hamilton 71,700 Sq Ft

$\_\_\_\_\_\_\_\_\_

Walton 59,600 Sq Ft

$\_\_\_\_\_\_\_\_\_

Earl 27,700 Sq Ft

$\_\_\_\_\_\_\_\_\_

Carson 41,000 Sq Ft

$\_\_\_\_\_\_\_\_\_

H.P. Barnhart 80,000 Sq Ft

$\_\_\_\_\_\_\_\_\_

Riley 19,600 Sq Ft

$\_\_\_\_\_\_\_\_\_

Living Learning Center North & South

24,947 Sq Ft $\_\_\_\_\_\_\_\_\_

Total estimated square Footage 400,847/sq ft

Total Aggregate Cost of Entire Job $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For Family Housing locations please indicate cost to clean each sized apartment as a total cost. This will establish the cost charged to perform carpet cleaning for each size unit for the duration of the contract.

Family Housing (1 Bedroom Apartment) $\_\_\_\_\_\_\_\_\_

Family Housing (2 Bedroom Apartment) $\_\_\_\_\_\_\_\_\_

Family Housing (3 Bedroom Apartment) $\_\_\_\_\_\_\_\_\_

For Furniture Upholstery Cleaning, please indicate the cost to clean each piece of furniture listed. This cost will establish a per unit cost of furniture upholstery cleaning needs as they arise.

Lounge Chair (single seat) $\_\_\_\_\_\_\_\_\_\_

Settee (2 seat) $\_\_\_\_\_\_\_\_\_\_

Settee (3-seat) $\_\_\_\_\_\_\_\_\_\_