



ALFRED STREET BAPTIST CHURCH (ASBC)
REQUEST FOR PROPOSAL
FACILITIES CLEANING

Statement of Work (SOW)

1. GENERAL

a. BACKGROUND

Alfred Street Baptist Church (ASBC or “the Church”), founded November 3, 1803, is a 501(c)(3) organization. ASBC has experienced extensive growth, from 2,500 member in 2008 to currently 10,000 plus members, along with almost 100 active ministries. The Church offers four (4) weekend worship services as well as various activities, events, ministries, and operations throughout the week during the calendar year.

On March 14, 2020, ASBC closed to in-person worship and activities due to the occurrence of a pandemic infection caused by the Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2), which causes the Corona Virus Disease-2019 (COVID-19). ASBC re-opened in-person activities in April 2022. To protect against spread and contamination due to COVID-19 as well as ensure the daily cleanliness of campus facilities, ASBC requires the comprehensive cleaning services of a Facilities Cleaning Contractor.

b. SCOPE

The Facilities Cleaning Contractor, further referenced in this RFP as “Contractor” shall require contractor personnel to perform all services (cleaning, disinfecting, sanitizing, housekeeping, carpet care, removal of trash and refuse, etc.) as specified in this Statement of Work (SOW). The responsibility of the Contractor is to clean the entire ASBC Campus, including the church facilities located at 301 S. Alfred Street (48,000 square feet) and the Administrative Offices located at 325 and 331 S. Patrick Street, delivering complete satisfactory detail commercial cleaning performance to ASBC.

c. OBJECTIVE

The objective of this SOW is to procure a qualified Contractor that aligns with the high-quality, reliable commercial cleaning, housekeeping and carpet care services required by ASBC, and that demonstrates the ability to perform services that meet public health guidelines to help protect members, staff, and visitors from infectious agents such as SARS-CoV-2 and other disease-causing organisms.

2. APPLICABLE REGULATIONS

a. Regulatory Compliance

The Contractor shall comply with all federal, state, and local laws, executive orders, and regulations that protect its employees and other people in and around the ASBC campus from conditions that can cause disease, injury, or death and that relate to the work to be performed for this contract. The [US Environmental Protection Agency \(EPA\) environmental laws and regulations](#), Occupational Safety and Health Administration and Act (OHSA), and CDC guidelines, that were promulgated and/or

developed to protect the environment, workplace, and public health, relating to the work to be performed for this contract include the following¹:

- i. [Emergency Planning and Community Right-to-Know Act \(EPCRA\)](#) (42 U.S.C. §11001 et seq. (1986)), which requires that when specified quantities (as defined within the act) of hazardous chemicals are stored in a facility, they must be reported to local first responders, e.g., fire stations.
- ii. [Executive Order \(E.O.\) 13045: Protection of Children from Environmental Health Risks and Safety Risks](#) (62 FR 19885; April 23, 1997) which recognizes that children may react to environmental agents differently than adults
- iii. [Federal Insecticide, Fungicide, and Rodenticide Act \(FIFRA\)](#) (7 U.S.C. §136 et seq. (1996)), which regulates disinfectants and sanitizers that EPA determines to be pesticides, especially List N Disinfectants for Coronavirus (COVID-19).
- iv. [Pollution Prevention Act \(PPA\)](#) (42 U.S.C. §13101 et seq. (1990)), which focuses industry, government, and public attention on reducing the amount of pollution through cost-effective changes in production, operation, and raw materials use.
- v. [Safe Drinking Water Act \(SDWA\)](#) (42 U.S.C. §300f et seq. (1974)), which describes measures for backflow prevention and to protect underground sources of drinking water from endangerment by underground injection of fluids.
- vi. [Occupational Safety and Health Act \(OSHA\)](#) (29 U.S.C. §651 et seq. (1970)) which ensures worker and workplace safety by requiring employers to provide workers with a place of employment free from recognized hazards to safety and health. This includes the requirement for employees to be aware of specific hazards associated with the use of any chemicals or materials they use, especially those identified on Safety Data Sheets, to execute their responsibilities and appropriate protective measures they need to employ, i.e., The Hazard Communication Standard.
- vii. [Centers for Disease Control and Prevention \(CDC\)](#) guidance regarding cleaning, sanitation, and actions in and for public spaces in response to COVID-19.

2.0. TASKS / SPECIFIC REQUIREMENTS

The Contractor shall perform the following tasks/specific requirements throughout the ASBC campus as required. All tasks/specific requirements shall be performed daily, unless otherwise specified.

2.1. TASK ONE. GENERAL CLEANING (THROUGHOUT THE ASBC CAMPUS)

¹ NOTE: The regulatory language is specifically linked to the USEPA website. Explanatory text added by RFP/SOW. Contractor responsibility may not be limited to the regulations supplied.

2.1.1. Sweep using soft hair brooms sprayed with non-oily sweeping compound. Sweeping shall leave the surface uniformly clean of all dust and surface dirt including corners and places inaccessible to the broom. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be loosened sufficiently with more aggressive means, including but not limited to hand cleaning, to permit removal by sweeping.

2.1.2. Dust Mop using a clean floor dust mop treated with a non-oily sweeping compound. Dust mopping shall leave surface uniformly clean of all dust including corners and places accessible to the dust mop. Surface accumulation of hardened dirt that cannot be loosened with the dust mop shall be loosened sufficiently with more aggressive means, including but not limited to hand cleaning, to permit removal.

2.1.3. Damp Mop using a clean mop and clean water or neutral cleaner. Immediately prior to damp mopping floor, dust mop to remove loose dirt and dust. Damp mopping shall leave the floor clean and free from streaks, stains and film. Auto scrub areas requiring stronger cleaning solutions or would be better performed using such machinery. There shall be no splashes left on walls, baseboards, furniture, and other adjacent surfaces.

2.1.4. Spray Buff using floor machine of speed appropriate to the area being maintained. Use a floor buffing solution compatible with the existing floor finish and that does not produce a slippery film, but accomplishes the desired gloss (*note: There are several floor finishes throughout the ASBC campus which may require several buffing solutions and frequency to maintain pristine conditions*). Floors shall be dust and damp mopped immediately prior to spray buffing or burnishing and dust mopped immediately after to remove any dust generated. There shall be no splashes left on walls, baseboards, furniture, and other adjacent surfaces.

2.1.5. Strip & Refinishing (vinyl floors) (*performed every six months*): Remove all old finish, stubborn soils and stains using a rotary machine, automatic scrubber, stripping solution and other necessary equipment. Strip area in all edges and corners, at baseboards, and other areas inaccessible to machinery, by hand or other methods necessary. The floor shall be left clean, dry, free of stripping solution and ready for new finish. Apply at least three coats of finish evenly covering floor areas. Contractor personnel must remove all splashes on baseboards, walls, or furniture immediately following the strip & finish process.

2.1.6. Sealers (*performed every six months*): (cement, terrazzo, vinyl and quarry) tiles shall be covered with a minimum of two (2) coats of sealer before applying finish. Areas where sealers are to be applied shall be at the discretion of the ASBC Facilities Manager or designee.

2.2 DETAILED COMPREHENSIVE CLEANING

2.2.1. Administrative Office Areas and Church Building (*including, but not limited to common areas, stairwells, hallways, corridors, lobbies*):

1. Vacuum and/or sweep all flooring (including, but not limited to carpeting, exposed concrete, vinyl, asphalt, rubber, etc.) including corners and edges, in a manner necessary for the type of surface.
2. Clean up spillage as needed.
3. Damp mop and thoroughly clean non-carpeted flooring with cleaner in a manner necessary for the type of surface.

4. Clean and sanitize all desk areas, including phone receivers.
5. Sanitize all light fixture switches, wall mounted as well as desk lamps.
6. Remove all gum and foreign matter in sight.
7. Empty and clean all waste receptacles and replace plastic liners. Deposit collected waste material to building trash receptacles.
8. Empty and clean all recycling receptacles; transport to recycling bins.
9. Clean all hard surfaces including, but not limited to glass furniture, ledges, shelves, bookcases, credenzas, file cabinets, tables, pictures, etc.
10. Clean and disinfect all water fountains and water coolers. *Note: use disinfectants approved for food surfaces.*
11. Clean and disinfect all surfaces kitchenettes, including but not limited to cabinets, stainless steel, small and large appliances (microwaves, refrigerators, inside and outside). *Note: use disinfectants approved for food surfaces.*
12. Clean and disinfect all doors, including door knobs, pulls, push button key entry pads, key fobs and fixtures.
13. Clean vertical and ceiling grills and louvers by dusting or vacuum to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean cloth or sponge dampened with a neutral cleaner, wipe dry, and polish metal surfaces.
14. Sanitize common or community computer keyboards, computer mice, scanners and equipment.

2.2.2. Passenger Elevators:

1. Spot clean all elevator cabin surfaces, including, but not limited to interior walls, railings, doors, tracks, panels, and buttons.
2. Sweep/vacuum, and mop elevator cabin flooring, including corners and edges, in a manner necessary for the type of surface.
3. Sanitize interior cab elevator call buttons, emergency phones and devices.
4. Sanitize hallway call buttons for the elevator.

2.2.3. Trash Area / Service Entrance:

1. Spot clean all exterior glass at building entrances, including glass and mirrors on columns.
2. Sweep/vacuum all floor mats at entry and exits sites.
3. Empty and clean all waste receptacles and replace plastic liners. Deposit collected waste material to building trash receptacles.

2.2.4. Storage / Electrical / Mechanical / Janitor Rooms-Closets:

1. Remove all trash, depositing collected waste material to building trash receptacles.
2. Maintain an orderly arrangement of all janitorial supplies (cleaning solutions, paper products, mops, buckets, brooms, vacuum cleaners, scrubbers, etc.) in the storage rooms and janitorial closets.
3. Clean and disinfect all service-area surfaces (janitorial rooms and closets, electrical and mechanical rooms and closets etc.), including, but not limited to sinks, floors, and other surfaces.
4. Turn off all lights at the end of shift.

2.2.5. Carpeted Floors:

1. Vacuum carpeted floors so that carpets shall be left clean of all dust, and loose or embedded dirt for their full depth (including carpet corners). If necessary, spot clean using a dry cleaner or spot remover to leave the carpet clean of spots and stains.
2. Steam Clean carpets using machine and method safe for all carpets, dries quickly, and ensures optimal results, including pre-treating and small equipment where necessary. Contractor will move and replace moveable furniture (not including desks, large tables, loaded file cabinets, credenzas, and shelving units) where necessary to complete carpet steaming tasks. During steaming, Contractor must mark area to prevent pedestrian traffic along the area during the cleaning period.
3. The Contractor must be familiar with the various carpet types and specific cleaning of each. The administrative areas in the ASBC campus include various types of carpet; including rolled and stretched carpet as well as carpet tiles.

2.2.6. Hard Surface Floors:

1. The Contractor shall place “wet floor” or other signs to advise of caution after cleaning all hard surface flooring. “Wet Floor” signs should remain until entire process is completed and floor is completely dry.
2. Epoxy Floor (located in multipurpose room's commercial kitchen):
 - a. shall be swept, dry mopped, and/or vacuumed frequently to remove dust, dirt or debris.
 - b. shall be mopped using warm water and all-purpose cleaner in a manner which protects and preserves surfacing and sufficiently cleans dirt, spills, stains, etc.
3. Terrazzo Floor:
 - a. shall be swept, dry mopped, and/or vacuumed frequently to remove dust, dirt or debris.
 - b. shall be cleaned with an automatic scrubber equipped with RED cleaning pads using cool water and an approved professional grade, neutral floor cleaner in a manner which protects and preserves surfacing and sufficiently cleans dirt, spills, stains, etc.
 - c. foreign matter (loose debris and adhered debris such as gum, candy, etc.) shall be removed with a putty knife or other practical means.
4. Vinyl Composite Tile Floor (Stripping & Waxing):
 - a. shall be cleaned or stripped using automatic equipment, and an approved professional grade, floor stripping solution in a manner which protects and preserves surfacing and sufficiently cleans dirt, spills, stains, etc.
 - b. foreign matter (loose debris and adhered debris such as gum, candy, etc.) shall be removed with a putty knife or other practical means.

2.2.7. Walls:

1. The Contractor shall clean and dust all walls, moldings, and doors using a clean cloth and neutral detergent solution to leave walls free of dust, dirt, webs, spots, stains, and streaks.
2. Switch plates in common areas must be sanitized.

2.2.8. Restrooms:

1. Clean and disinfect toilet fixtures including commodes, urinals, sinks, and accessories, using a clean cloth, brush or sponge and an approved cleaner. Do not use same cloth or sponge for toilet commodes and urinals for any other surface areas. Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, wall and floor in the immediate area of fixture, leaving surface clean and disinfected and free from streaks, stains, mildew, odor, mineral deposits, and film. Wipe dry with clean cloth after scrubbing.
2. Clean and disinfect toilet accessories including dispensers, disposals, shelves, mirrors, partitions, etc., using a clean cloth or sponge and an approved cleaner, leaving accessories clean and disinfected, and free from streaks, stains, mildew, odor and film. Empty sanitary napkin disposals prior to cleaning. Wipe all surfaces dry with a clean cloth and polish metal surfaces.
3. Sanitize toilet partition handles, restroom door knobs and light switches.
4. Replace toilet supplies as necessary, including, but not limited to toilet paper, paper towels, facial napkins, soap, and hand sanitizer.

2.2.9. Glass and Mirrored Surfaces:

1. All interior and exterior glass and mirrored surfaces shall be cleaned in such a way that surfaces are free of dirt, streaks, smudges, and foreign matter.

3.0. Additional Requirements:

1. Turn all lights off at end of shift, in all rooms unless directed otherwise.
2. Remain vigilant of, and report conditions throughout campus that necessitate or may necessitate additional maintenance to ASBC Facilities Manager or designee (including, but not limited to leaking plumbing, loose floor tiles, missing knobs, dirty HVAC filter, broken surfaces or fixtures, lights, etc.)

4.0. ASBC FURNISHED RESOURCES

1. ASBC will provide all cleaning, sanitizing, and disposable products (e.g., trash bags) to be used by the Contractor. If the Contractor requires additional products, or for any reason purchases disinfectants in lieu of ASBC, it must be approved by EPA (i.e., on EPA List N, Disinfectants for Coronavirus (COVID-19)) for controlling the agents that cause [COVID-19](#).
2. The Contractor's Project Manager will inventory supplies and distribute to its staff personnel as needed. The Contractor Project Manager will also notify the ASBC Facilities Manager about need to reorder supplies and inventory.

5.0. CONTRACTOR FURNISHED PROPERTY

The Contractor shall furnish all supplies (except those identified in section 4.0, above), materials, equipment, and services necessary to fulfill the requirements of this contract.

6.0. CONTRACTOR PERSONNEL

6.1. QUALIFIED PERSONNEL

The Contractor shall provide qualified personnel to perform all requirements specified in this SOW.

6.2. CONTINUITY OF SERVICES

The Contractor shall ensure that the contractually required level of services (e.g., frequency and quality) for this requirement is maintained at all times. The Contractor shall ensure that all contract personnel are present for all hours of the workday, including evening and weekend activities.

6.3. KEY PERSONNEL

1. The following Contractor personnel are designated as *Key* for this contract:

- a. **PROJECT MANAGER:**

- shall be responsible for all contractor work performed under this SOW, and shall be designated as “key” by ASBC and shall be a single point of contact for the ASBC Facilities Manager or designee.
- The Project Manager shall, at a minimum, be able to read, write, speak, and understand English.
- shall be available to the ASBC Facilities Manager or designee via telephone between the hours of 8:00 am and 5:00 pm EST, Monday through Sunday, and shall respond to a request for discussion or resolution of problems within two (2) hours of notification, or as soon as practicable.
- The name of the Project Manager, and the name(s) of any alternate(s) who shall act for the Contractor in the absence of the Project Manager, shall be provided to ASBC Facilities Manager or designee as part of the Contractor's proposal.
- During any absence of the Project Manager, only one alternate shall have full authority to act for the Contractor on all matters relating to work performed under this contract.

- 2. The Contractor shall not replace “key” Contractor personnel without notification to, and approval from the ASBC Facilities Manager or designee. The Contractor shall notify the ASBC Facilities Manager or designee of intent to replace “key” personnel in writing no less than 15 business days in advance or as soon as practicable, including justification for replacement, and provide the name and qualifications of any proposed substitute(s). All proposed substitutes shall possess qualifications equal or superior to those of the Key person being replaced.

6.4. OTHER CONTRACTOR EMPLOYEES

1. Contractor’s employees visiting and/or working on-site at ASBC Campus facilities shall wear an identification badge that, at a minimum, displays the Contractor’s name, the employee's name, the employee’s photo, and expiration date.

2. Contractor's employees shall be COVID-19 vaccinated. The Contractor shall submit vaccination records of employees that will be working on-site. At all times, the employees shall wear protective equipment, in accordance with CDC guidelines. Employees shall use of N-95 masks that are tested and certified (a TC number stamped on the mask) by the National Institute of Occupational Safety and Health (NIOSH). Any mask greater than N-95 is also acceptable (e.g., N-99). *Note: KN-95 mask are highly discouraged*
3. The Contractor's employees shall comply with all applicable ASBC regulations, policies and procedures as provided (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, wearing and possession of weapons) when working at ASBC Campus facilities. The Contractor shall ensure contractor employees present a professional appearance at all times and that their conduct shall not discredit ASBC. The Project Manager shall ensure contractor employees understand and abide by ASBC established rules, regulations, and policies concerning safety and security.
4. The Facilities Manager, by written request, may direct the Contractor to remove any contractor employee from ASBC facilities for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract or the level of employees as stated in Section 6.2. Continuity of Services.

7.0. OTHER APPLICABLE CONDITIONS

7.1. PERIOD OF PERFORMANCE

The period of performance* for this contract is a one-year base period with three one-year option periods as follows:

Base Period	12 months
Option Period One	(1) 12-month option
Option Period Two	(1) 12-month option
Option Period Three	(1) 12-month option

**The periods of performance are established at time of award.*

7.2. PLACE OF PERFORMANCE

The place of performance will be the ASBC Campus facilities (Buildings 301, 325 and 331).

7.3. HOURS OF PERFORMANCE

1. Contractor employees shall generally perform all work between the hours of 8:00 am and 5:00 pm EST, Monday through Sunday, unless the ASBC Campus is closed. There may be occasions, such as special church events, when contractor employees shall be required to work other than normal business hours to fulfill requirements under this SOW.
2. Meetings and events which occur after 5:00 pm EST will resume at a later date to be determined. ASBC will update the Contractor, and the resulting agreement with provisions related to coverage for the Church during those times once it is considered to be acceptable to fully re-open the church.
3. ASBC reserves the right to amend this document on a bilateral basis as needed. The church will provide notice to the incumbent contractor no more than 30 days prior to changes to this schedule.

7.4. CONTRACT AWARD & PROJECT PLAN

1. The Contractor shall be notified in writing about contract award within seven business days of ASBC's selection.
2. Within seven business days of contract award, Contractor shall provide ASBC with a final project plan, detailing actions, processes, supplies, etc. (based on its draft project plan provided at the time of proposal submission).
3. Nondisclosure agreements (NDAs) - The Contractor shall require and ensure that each of its employees sign the ASBC nondisclosure agreement prior to the employee performing work under this contract covered by the nondisclosure agreement and provide a copy to the ASBC Facilities Manager or designee.

7.5. POST AWARD CONFERENCE / DISCUSSIONS

1. The Contractor shall attend a Post Award Conference with the Facilities Manager or designee no later than 15 business days after the date of award. The purpose of the Post Award Conference is to discuss contracting objectives and tasks of this contract and review the Contractor's final project plan.
2. ASBC will provide a Facilities Manager or designee responsible for direct interaction with the Contractor on ASBC's behalf. The Contractor is expected to have a Project Manager assigned to this contract in charge of all business and project level issues supporting the performance of this effort. The Post Award Conference will be held at the ASBC Campus facility, located at 325 South Patrick Street, Alexandria, VA 22314.
3. The Contractor's Final Project Plan ("Plan") will be reviewed and discussed at the Post Award Conference. The Plan, at a minimum, shall include:
 - a. list of work to be performed, including the frequency;
 - b. project schedule time of work to be performed;
 - c. description of intended results;
 - d. role of key personnel and staff;
 - e. how the quality of service (project) will be maintained throughout life of contract.
 - f. Safety and health compliance actions (e.g., discovery/identification of potential health hazards, employee awareness, and use of appropriate protective measures. This shall include, but not necessarily be limited to, Safety Data Sheet (SDS) awareness, periodic briefing/training; use and type of personal protective equipment (PPE), etc.

4. The Contractor shall provide any updates to the final Project Plan no later than five (5) business days after the Post Award Conference.

7.6. PROGRESS REPORTS & UPDATES

1. The Contractor Project Manager shall provide a biweekly progress report to the ASBC Facilities Manager or designee via electronic format, which may be viewed or edited using applications that are compatible with Windows 10 and Microsoft Office Applications. This report shall include a summary of all Contractor work performed, including a breakdown of hours for the previous reporting period, schedule status, and any Contractor concerns or recommendations.
2. The Project Manager shall be available to meet with the ASBC Facilities Manager or designee upon request to discuss progress, exchange information, and resolve emergent issues. These meetings shall take place virtually, or in person at ASBC Campus.

7.7. LIABILITY INSURANCE REQUIREMENT

The Contractor shall maintain liability insurance with a minimum amount of \$1,000,000.00, while providing services to ASBC.

8.0. ASBC ACCEPTANCE PERIOD

1. The ASBC Facilities Manager or designee will review deliverables prior to acceptance and provide the Contractor with an e-mail that provides documented reasons for non-acceptance. If the deliverable is acceptable, the ASBC Facilities Manager, or designee, will send an e-mail to the Contractor notifying that the deliverable has been accepted.
2. The ASBC Facilities Manager or designee will have the right to reject or require correction of any deficiencies found in the deliverables that are contrary to the information contained in the Contractor's accepted proposal. In the event of a rejected deliverable, the Contractor will be notified in writing by the ASBC Facilities Manager or designee of the specific reasons for rejection. The Contractor may have an opportunity to correct the rejected deliverable at the discretion of the ASBC Facilities Manager or designee to comply with the contract.
3. The ASBC Facilities Manager or designee will have five (5) business days to review deliverables and make comments. The Contractor shall have five (5) business days to make corrections and redeliver.
4. All other review times and schedules for deliverables shall be agreed upon by the parties based on the final approved Project Plan. The Contractor shall be responsible for timely delivery to the ASBC Facilities Manager or designee in the agreed upon review chain, at each stage of the review. The Contractor shall work with personnel reviewing the deliverables to assure that the established schedule is maintained.

8.0. DELIVERABLES

The Contractor shall consider items in **BOLD** as having mandatory due dates. Items in *Italics* are deliverables or events that must be reviewed and/or approved by the ASBC Facilities Manager, or designee, prior to proceeding to next deliverable or event in the contract.

ITEM	SOW REFERENCE	DELIVERABLE / EVENT	DUE BY	DISTRIBUTION
1	7.5	Post Award Conference	15 Days After Award	N/A
2	7.4	<i>Draft Contractor Project Plan</i>	With Proposal Submission	ASBC Facilities Manager or designee
3	7.4, 7.5	Final Contractor Project Plan	7 Days After Contract Award <i>(Updated as required)</i>	ASBC Facilities Manager or designee
4	7.4	Nondisclosure Agreements (NDAs)	With Proposal Submission <i>(Subsequent as required)</i>	ASBC Facilities Manager or designee
5	7.6	Progress Reports	1st and 15th of the Month	ASBC Facilities Manager or designee

RFP Instructions / Notices to Bidders

1. Proposal Delivery

All questions regarding any aspect of this RFP must be addressed to the point of contact (POC) – ~~Delharty Manson~~~~Rodney Cannon~~ (~~dmanson~~~~rcannon~~@alfredstreet.org). Proposals shall be submitted to the aforementioned POC electronically via e-mail prior to 5:00 pm EST on 14 October 2022. If a bidder's proposal is received after the time and date specified, the proposal will be considered LATE and shall not be accepted. Bidders shall also deliver/mail one (1) hard copy to 325 South Patrick Street, Alexandria, VA 22314. Bidders shall make a clear statement in its submission that the proposal shall remain valid for a period of at least 180 days. The bidder's submission of an offer shall indicate the Bidder's unconditional consent to the terms and conditions of the RFP/SOW.

In submission of proposals electronically via e-mail, bidders should be mindful of the size of its files and that all files have been scanned virus-free. Page margins shall be a minimum of one (1) inch on top, bottom, and each side, and the minimum type size shall be 10-point Times New Roman font. Bidders shall submit proposals using Microsoft Office Word (or PDF file with Adobe Acrobat). Bidders shall ensure that its .docx file submissions are fully compatible with Microsoft Word 2016.

2. ASBC Campus Site Visit

Bidders are encouraged to survey the ASBC facilities identified in the SOW where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect performance of the contract, to the extent that the information is reasonably obtainable. In no event shall failure to survey the ASBC facilities constitute grounds for a claim after contract award.

Bidders seeking a site visit shall submit their request for scheduling by 5:00 pm EST on 13 September 2022, to the POC identified in Section 1 above. Bidders shall ensure the subject line of the email states "ASBC Facilities Cleaning RFP – Site Visit Request". All site visits will occur during the day/time determined by the ASBC POC upon submission of request. Bidders on the ASBC campus for the site visit will be required to follow ASBC's COVID protocols.

3. Solicitation Questions and Responses

ASBC will allow a period following issuance of the solicitation for bidders to submit questions to the POC identified in Section 1 above. Questions received after 5:00 pm EST on 20 September 2022, may not receive a response from ASBC. Bidders shall ensure the subject line of the email states "ASBC Facilities Cleaning RFP – Questions".

4. Proposal Content

Section 1. Company Background

PAGE LIMIT - 1

This section shall present briefly and concisely details of the background of the company and brief summary of important aspects of its proposed service solution toward the ASBC RFP. Bidders shall also identify the percentage of work proposed toward minority and small disadvantage business participation.

Section 2. Contractor Project Plan (Approach)

PAGE LIMIT - 10

This section consists of information describing the bidder's proposed approach to successfully meet all the SOW tasks, conveying and detailing the bidder's understanding and expertise of facilities cleaning services, frequency of tasks, as well as any key functions, project schedule, qualified personnel, and best practices to meet the requirements. Bidders shall describe its approach to safety and health practices and compliance, identification of any risks/issues and mitigation strategies, and methodology for communicating and reporting performance, processes, and procedures to ASBC. Bidders shall include a resume for its proposed key personnel (Project Manager), outlining items such as experience, subject-matter expertise, education, trainings/certifications, etc.

Note: Copy of the Bidder's Project Manager resume shall not count towards the page limit.

Section 3. Past Experience

PAGE LIMIT - 3

This section refers to information about the bidder's past experience with work similar to the requirements of this solicitation and must include, at a minimum, two (2) past (within the past five years) and/or current clients/customers. The bidder shall ensure it has outlined in detail how each reference is relevant to the solicitation requirements. For each reference, the bidder shall, at a minimum, include: 1) Client/Customer Name; 2) Duration (Period) of Contract/Agreement; 3) Place of Performance; 4) Name/Telephone Number/E-mail Address of Client/Customer POC. *Note: (1) ASBC may contact references provided in the proposal and/or any other references that may have been obtained as part of the evaluation process. (2) Copies of letters of recommendation and/or an assessment of performance completed by clients/customers shall not count towards the page limit.*

Section 4. Price

PAGE LIMIT - 2

This section consists of information detailing the bidder's proposed monthly and overall price for the base year and each option year, in fulfilling the RFP requirements on the basis of a Firm-Fixed Price (FFP) contract. The bidder shall include its proposed hours and hourly rates, any assumptions that have impacted the proposed price, and if no assumptions were made, include a statement to that effect.

Section 5. Proof of Insurance / License/ Certification and NDAs

PAGE LIMIT - 2

This section shall include proof of required liability insurance at a minimum level of \$1,000,000.00. *Bidder shall also provide any copies of the licenses/certifications possessed and provide signed NDAs for employees expected to work under the contract, which shall not count towards the page limit.*

5. Proposal Evaluation Criteria for Award

ASBC intends to make a single contract award, pending final approval by the ASBC Church Council, to a qualified bidder on the basis of the lowest evaluated price of proposal meeting or exceeding the acceptability standards for the non-price criteria (Contractor Project Plan and Past Experience).

Bidders should be aware that ASBC's decision for award will be based upon information contained in the proposal (with the exception of information that may be obtained from past experience references) and anticipates contract award without exchanges with bidders (although ASBC may determine it as necessary); therefore, it is essential that the bidder's initial proposal contain its best offer, and all information necessary for ASBC to conduct its evaluation.

The weight of the evaluation criteria is outlined below:

Criteria	Weight
Contractor Project Plan <i>(including Safety and Health Awareness and Practice)</i>	70%
Past Experience	30%