



St. Michael the Archangel  
& Mary Mother of Peace  
Catholic Parish



Invitation for Bid – Cleaning Services  
October 2020

**Scope of Work**

The Contractor is to provide Cleaning Services to Mary Mother of Peace Church (MMOP), 30839 Mount Joy Road, Millsboro, DE 19966 and/or St. Michael the Archangel Church (SMA), 203 Edward Street, Georgetown, DE 19947, as specified on the bid form (Attachment A).

For questions concerning this IFB or to arrange pre-bid inspection, please contact Patricia Clark or Imer DeLeon at 302-856-6451.

**Additional Services** - Any other services as requested by SMAMMOP will be billed by the Contractor on a lump sum per job basis as agreed by SMAMMOP and Contractor prior to commencing work.

***MMOP reserves the right to use its own forces, or to engage other contractors for any reason whatsoever at the sole and absolute discretion of SMAMMOP.***

SMAMMOP will make payment to the Contractor on a monthly basis. Contractor will invoice SMAMMOP on the first of each month (terms: net 30) for all services performed during the previous month. See Page 8 for invoicing information.

## **General Terms.**

SMAMMOP and Contractor hereby agree to the following terms:

1. SMAMMOP will grant the Contractor access to the properties as needed to perform cleaning services.
2. The Contractor will provide all labor, and equipment to perform the services in accordance with the requirements herein specified.
3. Contractor must submit a responsive bid and demonstrate that they are responsible (have the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance). Additionally, a "responsive bid" means a bid, or proposal, or reply submitted by a responsive and responsible vendor that conforms in all material respects to the solicitation.
4. Contractor will provide SMAMMOP a direct cell phone number of account supervisor to ensure immediate contact to discuss matters related to the contract.

## **Term**

The Contract resulting from this IFB shall commence upon the earlier of: (a) issuance by SMAMMOP of a Notice to Proceed; or (b) on or about December 1, 2020, and shall be terminated two (2) years from the effective date, unless otherwise agreed to in writing by SMAMMOP. SMAMMOP shall retain the right to renew the contract for two (2) renewal options of one (1) year. This contract may be terminated by either party at any time with a minimum of 30 days notice.

Bids submitted in response to this IFB are irrevocable for 180 days following the closing date.

By submitting a bid in response to this IFB, the bidder, if selected for award, agrees that it will comply with all Federal, State and Local laws applicable to its activities and obligations under the contract.

The Contractor shall indemnify and save harmless SMAMMOP, its agents and employees, against and from all suits, actions, claims, demands, damages, losses, expenses and/or costs of every kind and description to which SMAMMOP be subjected or put by reason of injury (including death) to persons or damage property, resulting from Contractor's performance of work specified herein or performed under this Contract, or any part thereof, or by or

on account of any act or omission of the Contractor, its agents or employees, or be against, suffered or sustained by SMAMMOP.

The Contractor will assume sole responsibility for all work to be performed under any contract resulting from this IFB. SMAMMOP will consider the prime Contractor the sole point of contact with regard to contractual matters.

The Contractor shall be licensed and bonded in the State of Delaware and shall maintain the minimum insurance coverages required by the State. Insurance coverages shall be in force throughout the Contract term. Should the Contractor fail to provide acceptable evidence of current insurance within ten (10) days of receipt of written notice at any time during the Contract term, SMAMMOP shall have the absolute right to terminate the Contract without any further obligation to the Contractor.

Contractual and other liability insurance provided under this Contract shall not contain a supervision, inspection or engineering service exclusion that would preclude SMAMMOP from supervising or inspecting the operations of the contractors as the end result.

### **Non-Disclosure of Information**

The bidder agrees that any information, whether proprietary or not, made known to or discovered by it during the performance of or in connection with this IFB, will be kept confidential and not be disclosed to any person other than SMAMMOP, its designated officials, employees, and authorized agents. The Bidder agrees to immediately notify SMAMMOP in writing if it is requested to disclose any information made known to or discovered by it during the performance of or in connection with this contract.

### **Good Faith Responsibility**

Offerors agree to deal in good faith in all matters. Dealing in good faith includes (but not limited to):

- attempting to resolve disputes amicably and promptly;
- not misleading SMAMMOP employees;
- not making representations which are untrue, and not making promises which are not kept; and
- not filing claims or protests which are frivolous or clearly without foundation.

**Bidder Qualifications**

Bidder must complete a Contractor's Experience and Qualifications Statement (Attachment B) and submit it along with bid form.

Bidder must provide a minimum of three (3) references of work performed of a similar nature as requested in this IFB. SMAMMOP, at its sole discretion, may or may not contact any or all of the cited references, and in addition, may contact any other reference of its choosing.

Bidder shall be able to perform all requirements described in the scope of work.

Whether or not a Bidder is qualified for award and deemed responsible is at the sole and absolute discretion of SMAMMOP.

Vendor must include their company policy as it relates to employee's bonding and criminal background checks.

Factors to be used in determining whether a vendor is responsible may include, but are not limited to:

- Financial resources adequate to perform the contract, or the ability to obtain them;
- Ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing similar business commitments;
- A satisfactory performance record;
- A satisfactory record of integrity and business ethics;
- The necessary organization, experience, accounting and operational Controls, and technical skills, or the ability to obtain them;
- Compliance with applicable licensing and tax laws and regulation;
- The necessary equipment and employees to perform under the contract, or the ability to obtain them;

**Supervisor/Workforce**

Contractor shall provide a work force sufficient to complete the work as it is specified. Included in this work force shall be a competent Supervisor acceptable to SMAMMOP who shall be responsible for adherence to the contract requirements.

Contractor's Supervisor shall have control of all work crews assigned to perform work under this contract and is expected to be on-site during times when work crews are assigned to perform and is to be available to SMAMMOP during working hours.

Contractor's Supervisor shall report without delay any damage to SMAMMOP equipment or property and shall be held responsible for the repair and/or replacement of any such damage caused by his/her crew or equipment.

### **Coordination**

All work must be conducted in a manner which meets the approval of SMAMMOP. There may be meetings on-site between the Contractor and SMAMMOP to certify the accomplishment of work.

### **Contractor's Use Premises**

The Contractor shall limit his use of the premises to the work indicated, so as to allow for SMAMMOP occupancy and use.

### **Safety**

The Contractor shall take all necessary precautions for the safety of employees on the work crew to prevent accidents or injury to persons on, about, or adjacent to the premises where the work is being performed.

### **Personnel**

Contractor will have only properly trained personnel on site to perform all functions to ensure that all operations are performed safely and effectively. All Contractor personnel will conduct themselves in a safe, courteous and professional manner while on site.

### **Travel Time**

SMAMMOP shall not compensate the Contractor for travel time to and from the sites nor for return visits to correct deficiencies in the Contractor's work.

### **Damage/Loss of Property**

The Contractor will be responsible for loss or damage caused by his or her employees. The Contractor shall make reasonable and prompt restitution, by cash, replacement, or repairs, subject to SMAMMOP's approval, for any damage for which the contractor is liable.

### **Invoices**

The Contractor shall submit invoices monthly and shall contain the complete vendor's name, address, telephone number, contract person, and services performed, broken down into the unit cost(s) as indicated on the bid work sheet. Failure to do so may result in delay of payment.

Undisputed invoices will be paid within thirty (30) days of receipt by SMAMMOP's Finance Office. Please keep in mind that SMAMMOP is exempt from Delaware Sales and Use Taxes, therefore taxes shall not be added to the invoices.

All Invoices must be submitted to:

[JBell@smammop.com](mailto:JBell@smammop.com)

Finance Office

202 Edward Street

Georgetown, DE 19947

302-856-6451, x113

SMAMMOP reserves the right to accept or reject any and all bids or parts of bids, to waive any irregularity or to cancel the award of any contract before the execution of the contract by all parties without liability on SMAMMOP's part.

### **Execution of Contract**

SMAMMOP shall forward the contract form to the successful Bidder for execution. In addition to the executed contract form, the successful Bidder shall furnish certificates of insurance. Contract and additional documentation shall be returned to SMAMMOP within seven (7) calendar days of receipt. This documentation is a prerequisite for execution of the contract.

The successful Bidder's failure to execute the contract and provide documents listed above may result in the cancellation of award. In such event, SMAMMOP shall have the option to award the contract to the next lowest Bidder.

**ATTACHMENT A Bid Form and Contract  
PAGE 1 OF 3  
CONTRACT TITLE: Cleaning Services**

**BID DUE DATE: November 15, 2020**

**Submit completed bid by email to [Pclark@smammop.com](mailto:Pclark@smammop.com)**

**In person or US mail to:**

**St. Michael the Archangel/Mary Mother of Peace**

**202 Edward Street**

**Georgetown, DE 19947**

**Fax to: 302-856-2353**

**In response to Invitation for Bids (IFB) SMAMMOP Cleaning Services,  
the following bid is submitted by:**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

The **UNDERSIGNED** agrees to furnish all supervision, labor, travel, insurance, equipment and services necessary for cleaning services to the properties listed below.

The **UNDERSIGNED** hereby declares to have carefully examined the specifications and has carefully examined the Contract Documents and inspected the sites where the proposed work will be performed, and has accepted all terms and conditions outlined in the specifications.

*The award of this contract will be made to a responsive and responsible vendor whose bid is determined to be the most advantageous to SMAMMOP, in accordance with the specification outlined within the solicitation.*

**SMAMMOP reserves the right to cancel this procurement and/or to reject all bids.**

Company Name: \_\_\_\_\_

**ATTACHMENT A  
PAGE 2 OF 3  
WEEKLY CLEANING BID FORM**

<b>WEEKLY CLEANING BID FORM</b>		Please circle desired cleaning days & times	
<b>Item</b>		<b>MMOP</b>	<b>SMA</b>
<b>1</b>	Sweep all floors	<b>1X PER WEEK</b>	<b>1X PER WEEK</b>
<b>2</b>	Mop all floors		
<b>3</b>	Vacuum all carpeted floors, including indoor & outdoor mats	Wednesdays after 9:00 am Mass	Monday after 9:00 am Mass
<b>4</b>	Empty all trash can containers inside and outside		
<b>5</b>	Wipe off ambo, lectern, tabernacle, flower stands, windowsills, and all hard surfaces like doorknobs, tables, pews		
<b>6</b>	Dust off all statues, votive candle racks, ledges and windowsills		
<b>7</b>	Clean all glass doors inside and outside		
<b>8</b>	Clean all bathroom floors, toilets, sinks, urinals, mirrors, soap dispensers, and paper towel dispensers, replenish paper goods		
<b>9</b>	Keep a full inventory of cleaning supplies, report items needed immediately		
<b>10</b>	Report any damages to church property immediately		
<b>PRICE PER CLEANING</b>			

Note: All cleaning solvents, solutions, disinfectants hand sanitizers, soaps and paper products are provided by SMAMMOP

**Company Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_



## ATTACHMENT A PAGE 2 OF 3 COVID CLEANING BID FORM

WIPE DOWN CLEANING FOR COVID BID FORM		Please circle desired cleaning days & times	
Item		MMOP 4X PER WEEK	SMA 7X PER WEEK
1	Disinfect all surfaces touched by parishioners and celebrants, including doors, pews/benches, ambo and lectern, altar chairs and point of entrance infrastructure.	Friday after 9:00 am Mass	Saturday after 4:30 pm Mass
2	Clean bathrooms (floors, toilets, sinks, urinals, mirrors, soap dispensers, paper towel dispensers)	Saturday after 4:00 pm Mass	Saturday after 7:00 pm Mass
3	Empty all indoor trash can containers	Sunday after 7:30 am Mass	Sunday after 7:00 am Mass
4	Replenish paper goods and hand sanitizers if necessary	Sunday after 11:00 am Mass	Sunday after 9:00 am Mass
5	Sweep, mop or vacuum spot areas where needed (e.g., spills or excessive dirt in select areas)	As needed for funerals/events	Sunday after 12:00 pm Mass
6	Keep a full inventory of cleaning supplies, report items needed immediately		Tuesday after 9:00 am Mass
7	Report any damages to church property immediately		Tuesday after 7:00 pm Mass  As needed for funerals/events
<b>PRICE PER CLEANING</b>			

Note: All cleaning solvents, solutions, disinfectants, hand sanitizers, soaps and paper products are provided by SMAMMOP

**Company Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

Company Name: \_\_\_\_\_

**ATTACHMENT B (Attach Additional Pages as Needed)**

Qualifications Statement

Experience

References