

Eden United Church Of Christ

**REQUEST FOR QUOTE (RFQ)
Cleaning Services**

**WEEKLY CLEANING OF THE CHURCH
Eden United Church Of Christ 21455 Birch Street
Hayward, California 94541
Phone: 510-582-9533 | Fax: 510-200-9635
diana@edenucc.com**

Prepared By: Operations Team

Date: October 12, 2017

**REQUEST FOR QUOTE
WEEKLY CLEANING OF THE CHURCH
Hayward, California**

SUBMISSION DEADLINE: Friday, October 21, 2017, 3 pm

BID WALK: By Appointment

Contact Name: Tania Martinez, Office Manager

Contact Address: 21455 Birch St., Hayward, CA

Telephone Number: 510-582-9533

Email Address: tania@edenucc.com

SUBMIT QUOTES TO:

Diana Zankowsky, Operations Manager

Eden United Church of Christ

21455 Birch St., Hayward, CA

510-582-9533 x 306

diana@edenucc.com

INTRODUCTION

Eden United Church Of Christ invites and welcomes proposals for regular cleaning of the Church.

Any and all work intended to be subcontracted as part of the quote must be accompanied by background materials and references for proposed subcontractor(s). No exceptions.

The Church will provide all cleaning equipment and supplies needed for the job. If the bidder has a preference for particular equipment or supplies, these preferences should be stated in the submittal.

LOCATION

Eden United Church of Christ is located at 21455 Birch Street, Hayward, California 94541.

PROJECT OBJECTIVE

The objective and ultimate goal for this project is to clean the church in accordance with the enclosed schedule.

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document.

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Eden United Church Of Christ shall award the contract to the proposal that best accommodates the various project requirements. Eden United Church Of Christ reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Eden United Church Of Christ or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Eden United Church Of Christ no later than 3 p.m., Friday, October 21, 2017 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Bidder's performance history and alleged ability to timely deliver proposed services.
2. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
3. Overall cost effectiveness of the proposal.

Eden United Church Of Christ shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in California (e.g. business license number).
- Evidence of established performance record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- Has the bidder or its parent company (if any) ever filed for bankruptcy or any form of reorganization under the Bankruptcy Code? (Yes/No. If yes, what year.)
- Has the Bidder or its parent company (if any) ever received any sanctions or is it currently under investigation by any regulatory or governmental body? (Yes/No. If yes, what year. Explain.)

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.