



**United Planning Organization**

**INVITATION FOR BIDS**

**IFB #2021-04**

**UPO SANITIZATION SERVICES**

**Invitation for Bids (IFB)**

**Cover Page**

<b>Solicitation Issue Date: Friday, March 12, 2021</b>			
<b>Solicitation Closing Date: Monday, April 12, 2021</b>		<b>Solicitation Closing Time: 2:00 PM ( EST)</b>	
<b>Issued By: United Planning Organization</b>			
<b>Address: 301, Rhode Island Ave, NW, Washington, DC 20001</b>			
<b>Telephone Number: 202-238-4600</b>			
United Planning Organization (UPO) is a non-profit organization in Washington DC, founded in 1962, and is exempt from any state and federal taxes.			
Responses must be received on or before <b>Monday, April 12, 2021</b> , by 2:00 PM (EST.) in the Procurement Office, United Planning Organization, 301, Rhode Island Avenue, NW, Washington, DC 20001.			
<b>Electronic Responses:</b> Please submit your bid/quotation to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “UPO Sanitization Services IFB# 2021-04” in the subject line.			
Bidders who are interested in visiting various locations/sites prior to submission of bids may contact Patrick Agbionu at his office phone #202-238-4734 or cell phone #202-315-7005 or email address - pagbionu@upo.org to set up an appointment latest by April 9, 2021.			
For questions/information, please email Rizwanul Haque, Procurement Officer at <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> , referencing “UPO Sanitization Services IFB# 2021-04” in the subject line. Questions/information must be emailed no later than <b>March 29, 2021</b> . All questions received by this date will be answered within three (3) business days and will be posted on the UPO website.			
United Planning Organization reserves the right to waive informalities or irregularities, to reject any or all bids received, to accept the bid deemed best for the organization, and/or request new bids if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
In compliance with this IFB and to all the conditions imposed herein, the undersigned offers and agrees to furnish the materials in accordance with the attached signed quotation or as mutually agreed upon by subsequent negotiation.			
<b>VENDOR IDENTIFICATION</b>			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

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## **I. PURPOSE**

The United Planning Organization (UPO) invites experienced and qualified/licensed vendors to submit their bids to provide sanitization services to UPO and its satellite offices, per scope of work, terms and conditions as detailed in this IFB.

## **II. CONTRACT PERIOD**

The term of any contract resulting from this solicitation shall be from May 1, 2021 (or from the date the contract is executed) to September 30, 2021.

## **III. UNITED PLANNING ORGANIZATION (UPO) BACKGROUND**

UPO is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia, providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest;
- Comprehensive youth services with scholarships for DC residents;
- Homeless transportation services;
- Training programs designed to prepare participants for skilled employment;
- Weatherization services to make homes more energy efficient;
- Substance abuse treatment programs that assist individuals in overcoming their addictions;
- Tax preparation and e-filing community based tax preparation services;
- Housing Counseling services that help alleviate predatory lending;
- Job placement and career development services.

## **IV. SCOPE OF WORK**

The contractor shall perform on a monthly basis initial deep cleaning, electrostatic, disinfecting and sanitizing for COVID-19 at the below UPO leased and/or owned properties. This service includes services to be performed as appropriate in: offices, cubicles, hallways, conference rooms, stairways, landings, restrooms, common areas including reception areas, carpets, hard floors, window sills, kitchen (nettes), breakrooms; and surface areas of appliances and lounge areas. The contractor shall provide cleaning chemicals, equipment and tools necessary to perform the services (s).

**Properties to be Serviced:**

UPO Headquarters  
301 Rhode Island Avenue, NW, Washington DC 20001  
**33,300 square feet**

UPO Anacostia Community Service Center  
1647 Good Hope Road, SE, Washington, DC 20020  
**7,900 square feet**

UPO Anacostia Townhouse  
1649 Good Hope Road, SE, Washington, DC 20020  
**1,200 square feet**

UPO Petey Greene Community Services Center  
2907 Martin Luther King Avenue, SE, Washington, DC 20020  
**16,500 square feet**

UPO Building Careers Academy  
915 Girard Street, NE, Washington, DC 20017  
**10,000 square feet**

UPO CARES Act Administrative Offices  
3938 Benning Road, NE, Washington, DC 20019  
**1,630 square feet**

**V. SOLICITATION REQUIREMENTS**

**A. General Requirements**

1. In order to be considered for selection, bidders must submit a complete response to this IFB through email addressed to [procurement@upo.org](mailto:procurement@upo.org). No other distribution of the bids shall be made by the bidder.
2. **NOTE: A bidder may submit no more than one (1) bid in response to this IFB.**
3. Bids shall be signed by an authorized representative of the bidder. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information. Bids which are substantially incomplete or lack key information may be rejected by UPO.
4. Bids should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the IFB. Emphasis should be placed on completeness and clarity of content.
5. All responses are to be submitted on standard 8.5" X 11" paper size in 12 font minimum type. Bids should not be double-sided. Bidders shall respond to the items in the order they are shown in the IFB. The responses should describe the most favorable terms and shall remain valid for 90 days from the bid opening date.

6. Prices should be submitted on the attached **Pricing Sheet (Appendix B)**, exclusive of all federal, state, and local taxes.
7. All documentation submitted with the bid should be contained in one single volume.
8. Ownership of all data, materials and documentation originated and prepared for this IFB by any bidder shall belong exclusively to UPO.

## **B. Special Requirements**

All pages of the bid should be numbered and the following are typical documents that a successful bidder will be required to provide to UPO, if awarded the contract, and should be addressed in the bidder's response in the following order:

1. Signed Letter of interest detailing qualifications to provide the material requested in this IFB.
2. Table of Contents, cross-referencing the contents of the bid.
3. Completed, signed and dated IFB Cover Page.
4. Completed, signed and dated Vendor Identification Form, included as an attachment (Appendix A).
5. Completed Pricing Sheet, included as an attachment (Appendix B) to this IFB.
6. Copy of current business license to operate in the District of Columbia.
7. Copy of current certificate of insurance evidencing coverage of the minimum required in this IFB.
8. Three comparable work/client references to include organization name, brief description of the project, and contact person's name, telephone number, and email address.

## **VI. AWARD OF CONTRACT**

Contract will be awarded to the lowest responsive and responsible bidders.

## **VII. GENERAL TERMS AND CONDITIONS**

1. Additions and/or Deletions of Goods or Services: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor will be reduced proportionally to the amount of goods or services reduced in accordance with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the bidder of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the bidder.
3. Licenses: By submitting a proposal, bidder certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner bidder's fulfillment of the contract.

4. **Anti-Kickback Provision:** This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. **Non-Collusion/Fraud:** By submitting a proposal, bidder warrants and certifies that neither bidder nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Bidder further warrants and certifies that neither bidder nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that bidder or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, bidder's proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of bidder's collusion shall be terminated and bidder shall be liable for all of its damages sustained by the UPO as a result of bidder's collusion.
6. **Equal Opportunity:** The bidder agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this SOLICITATION on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The bidder shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.
7. **Right to Audit:** UPO shall have the right to audit all invoices submitted by the bidder. The organization shall have the right to audit all relevant data upon which the bidder's fees are based.
8. **Informal Communications:** From the date of receipt of this solicitation by each bidder until a binding contractual agreement exists with the selected bidder and all other bidders have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from bidders to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
9. **Formal Communications:** From the date of receipt of this solicitation by each bidder, until a binding contractual agreement exists with the selected bidder, and all other bidders have been notified, or when UPO rejects all proposals, all communications between UPO and the bidders will be formal emails.
10. **Costs Incurred:** Any costs incurred by bidders in preparing or submitting a proposal shall be the bidder's sole responsibility.
11. **Minority/Women-Owned Business Enterprises:** Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. **Federal, State and Local Taxes:** UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the bidder to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the bidder and deemed a part of the quoted prices.
13. **Payments Terms:** Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting

on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three years thereafter, UPO may have the contractors' invoices or vouchers and statement of cost audited.

14. Indemnification: Contractor shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by the contractor or (2) any act or omission by the contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the bidder under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.
15. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.
  - Workers' Compensation Insurance providing statutory limits for the District of Columbia.
  - Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
  - Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate limit.The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.
16. Solicitation Addendum: In the event that it becomes necessary to revise this Solicitation, in whole or in part, an addendum will be provided on our website <http://www.upo.org/work-with-us/#rfp>.
17. Completed Proposals: A bidder may submit no more than one (1) bid in response to this Solicitation. The bid shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. Withdrawal of Proposals: At any time prior to the hour and date set for submitting proposals, a bidder may withdraw the bid. This will not preclude the submission of another bid prior to the hour and date set for submission. After the scheduled time and date for submitting proposals, no bidder will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.
19. Receipt and Opening of Proposals: Bidders are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this Solicitation will receive consideration. Bids received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Bidders must pay particular attention to insure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.
20. Contract Award Notification: When the evaluation process of the proposals is completed, the selected bidder will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.



21. Any agreement resulting from this solicitation shall be subject to but not limited to the following certifications:

- Certification that it or its principals are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any federal department or agency in accordance with 45 CFR Part 76.
- Certification regarding lobbying under Title 31, US Code, Section 1352.

22. By submitting a proposal, the bidder represents that:

- The bidder has read and understands the Solicitation and submits the response in accordance therewith.
- The bidder possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- The bidder has all required licenses and insurance.

23. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of this solicitation.

# APPENDICES



*United Planning Organization*

**Appendix A**

**VENDOR IDENTIFICATION (must be completed and returned with bid/proposal)**

<b>Company/Individual's Name:</b>	-----		
<b>Doing Business As (DBA):</b>	-----		
<b>Company Federal ID # or Social Security #:</b>	-----		
<b>Address:</b>	-----		
<b>Remit To Address:</b>	-----		
<b>Telephone:</b>	-----		
<b>Fax:</b>	-----		
<b>Email:</b>	-----		
<b>Web address:</b>	-----		
<b>Main Contact Person:</b>	-----		
<b>Person responsible for response (if different):</b>	-----		
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>



**United Planning Organization**

**Appendix B**

**IFB#21-001: UPO SANITIZING SERVICES**

**PRICING SHEET**

Please complete this form and return along with other documents noted in the solicitation.

DESCRIPTION	Flat Rate Per Facility* Per Month
1. UPO Head Quarters – 301 Rhode Island Avenue, NW, Washington DC 20001	
2. Anacostia Community Service Center – 1647 Good Hope Road, SE, Washington, DC 20020	
3. Anacostia Townhouse – 1649 Good Hope Road, SE, Washington, DC 20020	
4. Petey Greene Community Service Center – 2907 Martin Luther King Ave, SE, Washington, DC 20020	
5. Building Careers Academy - 915 Girard Street, NE, Washington, DC 20017	
6. UPO CARES Act Administrative Offices - 3938 Benning Road, NE, Washington, DC 20019	
<b>TOTAL AMOUNT PER MONTH</b>	

**\*including sanitation disinfecting and other cleaning supplies.**

Bidder's Name: \_\_\_\_\_

Signature and Date: \_\_\_\_\_