



**United Planning Organization**

**INVITATION FOR BIDS**

**IFB #2023-04**

**SANITIZATION AND COVID CLEANING  
SERVICES**

**INVITATION FOR BIDS**

**Cover Page**

<b>Solicitation Issue Date: Friday, March 10, 2023</b>			
<b>Solicitation Closing Date: Monday, April 10, 2023</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 10, 2023</b> , by 2:00 PM (EST).			
<b>Electronic Responses:</b> Please submit your Proposal along with bid/quotation to <a href="mailto:procurement@upo.org">procurement@upo.org</a> referencing “Sanitization & Covid Cleaning Services IFB# 2023-04” in the subject line.			
<b>Site Visits:</b> Bidders who are interested in visiting various locations/sites prior to submission of bids may contact Gordon James, at his cell phone #443-532-0759 or email address <a href="mailto:gjames@upo.org">gjames@upo.org</a> to set up an appointment latest <b>by 2:00 pm on Monday, March 20, 2023</b>			
For questions/information, please email <a href="mailto:rhaque@upo.org">rhaque@upo.org</a> referencing “Sanitization & Covid Cleaning Services IFB# 2023-04” in the subject line. Questions/information must be emailed no later than <b>Monday, March 27, 2023</b> . All questions received by the closing 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 and/or services 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**

United Planning Organization (UPO) invites qualified, licensed, and experienced contractors/service providers to provide sanitation cleaning services at various child development centers of UPO's Office of Early Learning (OEL) and satellite offices.

## **II. CONTRACT PERIOD**

The term of any contract resulting from this solicitation shall be from May 1, 2023 (or from the date the contract is executed) to April 30, 2024 with up to four (4) additional option years, subject to annual review of performance and availability of funds.

## **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 (DC), providing leadership, support and advocacy to empower low-income residents of Washington, DC to obtain economic security and self-determined. UPO is a major Office of Head Start (OHS) grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's premier non-government organization (NGO) that promotes economic security and brings innovative ideas to the problem of economic insecurity throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Early Head Start, and other child development programs that make measurable differences in the education of our youngest residents;
- Comprehensive youth services with scholarships for DC residents;
- Transportation services for DC residents experiencing homelessness;
- Training programs designed to prepare participants for skilled employment;
- Substance abuse treatment programs that assist individuals in overcoming their addictions;
- Free tax preparation and e-filing
- Affordable housing development
- Permanent supportive housing
- Job placement and career development services.

## **IV. SCOPE OF WORK**

Background and Expectations: The intent of this solicitation (IFB) is to obtain competitive proposals from qualified vendors for Sanitation Services. The areas to be cleaned is outlined in the chart below. The initial contract will cover the period from May 1, 2023 through April 30, 2024. At the end of that period, UPO will have the option of renewing the contract as is or with modifications, agreed to by both parties for a twelve-month period or

fraction thereof, up to a maximum of four (4) years. Failure to submit bids for both the base period and the option periods will result in the bid being found non-responsive.

*The contractor shall perform on an as needed basis initial deep cleaning, electrostatic, disinfecting and sanitizing for SARS-CoV-2 (COVID-19) at the below-mentioned UPO leased and/or owned properties. This service includes services to be performed as appropriate in: offices, cubicles, hallways, conference rooms, class rooms, stairways, landings, restrooms, common areas including reception areas, carpets, hard floors, window sills, kitchen and kitchenettes, breakrooms; and surface areas of appliances and lounge areas. The contractor shall provide cleaning chemicals, equipment, and tools necessary to perform the services(s). All cleaning and sanitizing chemicals must be in accordance with antimicrobial disinfectants approved for eliminating all strains of COVID-19 as provided by the Environmental Protection Agency. Such disinfectants may be found on List N of the Antimicrobial Products Registered with EPA for Claims Against Common Pathogens list, as amended and updated.*

Additionally, the contractor will need to provide the following:

- The contractor will be responsible for providing all cleaning materials and supplies and that shall be included in their pricing (Rate per Hour on the Pricing Sheet – Appendix B to this IFB).
- Availability to respond to any health and/or safety related questions with respect to cleaning products or concerns, within 24 hours; and
- Submit the Monthly Invoice and/or Statement providing detail of the services provided to each center.

The selected contractor shall satisfactorily perform required sanitation services at the following UPO Early Learning Centers and adhere to access restrictions at each individual center:

OEL CENTER LOCATION	NUMBER OF ROOMS	LOCATION SQUARE FOOTAGE
<b>ANACOSTIA HIGH SCHOOL 1601 16<sup>TH</sup> STREET, SE WASHINGTON, DC 20032</b>	4 classrooms 1 office 1 kitchen area 6 bathrooms 1 staff lounge 1 reception area 2 Kitchenette	2700
<b>AZEEZE BATES</b>	4 classrooms	3229

OEL CENTER LOCATION	NUMBER OF ROOMS	LOCATION SQUARE FOOTAGE
<b>444 16<sup>TH</sup> STREET, NE WASHINGTON, DC 20032</b>	2 offices 1 kitchen area 7 bathrooms 1 teacher lounge	
<b>ALLOU HIGH SCHOOL 3401 4<sup>TH</sup> STREET, SE WASHINGTON, DC 20019</b>	2 classrooms 1 office 1 kitchen area 2 bathrooms	1962
<b>COOLIDGE HIGH SCHOOL 405 SHERIDAN STREET NW WASHINGTON, DC 20011</b>	3 classrooms 1 office 1 kitchen 1 reception area 1 adult bathroom 2 child bathrooms	5,000
<b>C.W. HARRIS ELEMENTARY SCHOOL 301 53<sup>RD</sup> STREET, SE WASHINGTON, DC 20019</b>	2 classrooms 1 Office room 2 bathrooms 1 Changing area 1 Kitchen	3600
<b>DUNBAR SENIOR HIGH SCHOOL 101 N STREET, NW WASHINGTON, DC 20001</b>	1 classroom 1 bathroom 1 Office / lounge area	720
<b>EDGEWOOD OEL CENTER 601 EDGEWOOD TERRACE NE WASHINGTON, DC 20017</b>	4 classrooms 4 bathrooms 1 Kitchen 1 Lobby/hallway 3 Office	5000
<b>EAGLE ACADEMY 3425 10<sup>TH</sup> PLACE SE WASHINGTON, DC 20032</b>	7 classrooms 3 bathrooms 1 kitchen 1 staff lounge 1 reception area 1 office	5676
<b>FREDERICK DOUGLASS CENTER 3240 STANTON ROAD SE WASHINGTON, DC 20020</b>	5 classrooms 1 office 1 breakroom 3 child bathrooms 2 adult bathrooms 2 long hallways 1 lobby area	11,967

OEL CENTER LOCATION	NUMBER OF ROOMS	LOCATION SQUARE FOOTAGE
	1 reception area 1 small office 1 kitchen	
<b>KETCHAM ELEMENTARY SCHOOL</b> <b>1919 15<sup>TH</sup> STREET SE</b> <b>WASHINGTON, DC 20020</b>	4 classrooms 2 offices 1 kitchen 1 adult bathroom 2 child bathrooms 2 long hallways	6,595
<b>LUKE C. MOORE HIGH SCHOOL</b> <b>1001 MONROE STREET, NE</b> <b>WASHINGTON, DC 20017</b>	1 classroom 2 bathrooms 1 changing area	360
<b>HD WOODSON HIGH SCHOOL</b> <b>540 55<sup>TH</sup> STREET, NE</b> <b>WASHINGTON, DC 20019</b>	1 classroom 3 bathrooms 1 Kitchenette	900
<b>MALCOLM X ELEMENTARY SCHOOL</b> <b>1500 MISSISSIPPI AVENUE SE</b> <b>WASHINGTON, DC 20032</b>	2 classrooms 1 office 1 kitchen / breakroom 1 adult bathroom 1 child bathroom 1 main hallway	2,700
<b>PARADISE</b> <b>3513 JAY STREET</b> <b>WASHINGTON DC, 20019</b>	4 classrooms 3 bathrooms 1 kitchen 1 staff lounge	2480
<b>ROOSEVELT HIGH SCHOOL</b> <b>4301 13<sup>TH</sup> STREET, NW.</b> <b>WASHINGTON DC, 20011</b>	2 classrooms 1 office 1 kitchen	1980
<b>RANDLE HIGHLANDS EARLY</b> <b>CHILDHOOD EDUCATION CENTER</b> <b>1650 30<sup>TH</sup> STREET SE</b> <b>WASHINGTON, DC 20020</b>	2 classrooms 1 office 1 kitchen/lounge 2 adult bathrooms 1 child bathroom 1 front foyer	2,070
<b>MARIE REED ELEMENTARY SCHOOL</b> <b>2200 CHAMPLAIN ST., NW</b> <b>WASHINGTON, DC 20009</b>	2 classrooms 1 bathroom 1 office 1 Kitchen / staff lounge	2337

## V. SITE VISITS

Those proposers who are interested in visiting various locations/sites may contact Mr. Gordon James at his phone #1-443-532-0759 or email address [gjames@upo.org](mailto:gjames@upo.org) to set up an appointment for site visits during the period 9:00am to 5:00pm. Virtual visits may also be arranged, if needed. A virtual visit would require the use of Face Time or a TEAMS call.

## VI. MINIMUM QUALIFICATION REQUIREMENTS

The UPO's Office of Early Learning (OEL) is committed to using effective "green" cleaning, sanitizing, and disinfecting methods, including use of third-party certified products that keeps early childcare environments clean and safe. These methods also help to protect the health of young children and staff from infectious diseases and allergens.

Qualified and competent proposers should have a minimum of five (5) years' expertise and experience in providing cost-effective sanitizing services for multiple sites, preferably in an early learning child development setting or another similar environment.

Prospective proposers must have familiarity with the use and application of third-party certified cleaning and sanitizing products and be able to provide Safety Data Sheets (SDSs) for all cleaning and sanitizing products used; and posted in a designated area in the early learning center(s) where they may be found, if required for staff or emergency use.

All cleaning and sanitizing chemicals must be in accordance with antimicrobial disinfectants approved for eliminating all strains of COVID-19 as provided by the Environmental Protection Agency. Such disinfectants may be found on List N of the *Antimicrobial Products Registered with EPA for Claims Against Common Pathogens* list, as amended and updated.

Prospective proposers must be aware of correct ventilation practices when cleaning is being performed.

Prospective proposers must have a business license to operate in Washington DC or in their home state with a reciprocity qualification.

## VII. LICENSES/CERTIFICATIONS

UPO may require the selected contractor to provide the following for their team members assigned to each UPO center:

- Criminal background check (MPD and fingerprint) for each team member performing services;



- Drug screening check for each team member performing services; and a
- Child Protection Registry check for each team member performing services.

These requirements must be met, if a team member performs services while children are present in the respective centers. Failure to meet these requirements will result in suspension and/or termination of any contract entered into between UPO and selected contractor.

## VIII. PROPOSAL REQUIREMENTS

### A. GENERAL REQUIREMENTS

1. In order to be considered for selection, proposers must submit a complete response to this solicitation electronically to [procurement@upo.org](mailto:procurement@upo.org) referencing “**Sanitization & COVID Cleaning Services IFB#2023-04**”. No other distribution of the proposals shall be made by the proposer.

**NOTE: A proposer may submit no more than one proposal in response to this IFB.**

2. Proposals shall include a letter of transmittal signed by an authorized representative of the proposer. Sections must be filled out completely. Failure to submit all requested information will result in the organization requiring prompt submission of missing information. Proposals which are substantially incomplete or lack key information will be rejected by UPO. The contract shall be awarded in whole to the contractor who provides goods or services in the best interest of UPO.
3. Proposals should be prepared simply, as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the solicitation. Emphasis should be placed on completeness and clarity of content.
4. All responses are to be submitted on standard 8.5” X 11” paper size in 12-point font minimum type. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and shall remain firm for 120 days from the proposal opening date.
5. Prices should be submitted on the attached Pricing Sheet (Appendix B), exclusive of all federal, state, and local taxes. The contractor will be responsible for providing cleaning products and other materials/supplies proposed for use at the centers. These products should be briefly described in the proposal. Cost of these products and supplies shall be included in the “rate per hour” for each center location on the Pricing Sheet. Prices proposed by vendors shall be submitted on a price schedule. Prices submitted shall be a firm fixed price for the term of the contract.
6. Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to UPO.
7. Contractor shall provide a minimum of three (3) clients to whom the contractor has supplied this service for the last three (3) years with a similar footprint as UPO.

## **B. SPECIAL REQUIREMENTS**

All pages of the proposal should be numbered and should be addressed in the proposer's response in the following order:

1. Completed and signed Cover Page of this IFB.
2. Letter of transmittal, signed by an authorized representative of the proposer.
3. Table of Contents, cross-referencing the contents of the proposal.
4. A written proposal explaining experience and capabilities along with a statement that the proposer understands UPO's requirements.
5. Completed and signed Vendor Identification Form. Blank form included as an attachment (Appendix A) to this IFB.
6. A copy of the current business license.
7. A copy of the current certificate of liability insurance evidencing coverage of the minimum required in this solicitation, and listing UPO as an insured.
8. A completed and signed ACH form (Appendix G)
9. A completed and signed W-9 form.
10. Completed and signed Pricing Sheet included as an attachment (Appendix B) to this solicitation.

## **IX. EVALUATION CRITERIA**

**A.** All proposals will be reviewed to determine if they adhere to the format and instructions of the IFB, meet the criteria indicated below, and conform to the objectives and requirements of the IFB. An evaluation team will evaluate the merit of proposals received in accordance with the criteria outlined in this IFB. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.

UPO reserves the right to a) waive variances or reject any or all proposals and b) request clarifications from any or all proposers. Proposals shall be rejected if they: 1) are received after closing date and time, 2) contain alterations not initialed by an authorized official, and 3) are not meeting the minimum qualification requirements.

**B.** Award of contract does not obligate UPO to order or accept more than UPO's actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds. Contract may be awarded to the Contractor who provides goods or services at the best value for UPO. UPO reserves the right to accept

or reject all or any part of any proposal, waive minor technicalities and award the proposal to best serves the interest of UPO.

C. The following criteria will be utilized in the evaluation of the proposals:

1. 10% Qualifications of key personnel Cleaning and supervisory staff duly qualified, capable and bondable to fulfill and abide by specifications.
2. 20% Experience - Experience in janitorial services including years and history.
3. 10% References - Respondents shall provide a minimum of three (3) references for janitorial maintenance of the type specified herein has been performed in the last twelve (12) month period. Please provide your last 3 year of annual reports.
4. 20 % Project/Service approach.
5. 10% Supplies - Quality of cleaning supplies and paper products based on submittal of manufacturers and samples, if applicable.
6. 30 % Fee schedule/cost of service.

*Technical proposal will carry 70% and pricing proposal will carry 30% of the total weightage.*

## **X. GENERAL TERMS AND CONDITIONS**

1. Additions and/or Deletions of Service: 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 shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: Any contract entered into between UPO and a proposer may be terminated, in whole or in part, by UPO at its convenience if it determines termination is in its best interest. UPO shall terminate the agreement by delivering a Notice of Termination specifying the extent of the termination and the effective date. All approved services will be paid by UPO in accordance with the terms of the contract.
3. Cancellation of Contract: Any contract entered into between UPO and a proposer that is canceled by either party shall in no way relieve the proposer/contractor 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 contractor. All approved services will be paid by UPO in accordance with the terms of the contract.
4. Licenses: By submitting a proposal, proposer 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 contractor's fulfillment of the contract.

5. Anti-Kickback Provision: Any contract entered into between UPO and a proposer is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to any 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.
6. Non-Collusion/Fraud: By submitting a proposal, proposer warrants and certifies that neither the proposer 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. Proposer further warrants and certifies that neither proposer 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 proposer 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, its proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion. Collusive bidding is a violation of District of Columbia and federal law and can result in fines, prison sentences, and civil damage awards. Proposer's signatory agrees to abide by all conditions of this proposal and certifies that he/she is authorized to sign the proposal for the proposer.
7. Equal Opportunity: The proposer 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 IFB on the grounds of actual or perceived sex, race, color, religion, national origin, age, 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 proposer 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.
8. Right to Audit: UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based. Contractor shall provide UPO with a line-item report of quantities and expenditures at any time during the term of this contract for materials,

commodities, or services rendered as requested by the Director of Facilities or the Office of Finance.

9. **Informal Communications:** From the date of receipt of this IFB by each proposer until a binding contractual agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.
10. **Formal Communications:** From the date of receipt of this IFB by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.
11. **Costs Incurred:** Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.
12. **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.
13. **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 contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
14. **Payment Terms:** Preferred invoice payment terms will be 2/10 net 35-40 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 year thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.
15. **Silence of Specifications:** The apparent silence of specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality shall be used. All interpretations of specifications shall be made on the basis of this statement.
16. **Indemnification:** Any contract entered into between UPO and a proposer shall contain the following indemnification clause, altered at the sole discretion of UPO: "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 contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.”

17. Severability: If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.
18. Insurance: Any proposer entering into a binding agreement with UPO 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. Contractors 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 contractors 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.

19. Termination for the Convenience of UPO: The performance of work under this Contract may be terminated by UPO in whole or in part whenever UPO shall determine that such termination shall be affected by delivery to the Contractor of a notice such termination specifying the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective. UPO shall pay to the Contractor for work completed as of the effective date of such termination.
20. Contracts In Default: UPO may declare the Contract in default for any one or more of the following reasons as determined by UPO in its sole discretion:
  - 1) Failure or refusal to comply with an instruction of UPO within a reasonable time.
  - 2) Failure or refusal to perform anew any defective or unacceptable work.
  - 3) Bankruptcy or insolvency, or the making of an assignment for the benefit of

creditors.

4) Failure to prosecute the work in accordance with the agreed schedule or completion.

5) Disregard of laws, ordinances, rules, regulations or orders of any public body having jurisdiction, or the violation of any construction of safety codes.

21. Procedure for Declaring Contract in Default: UPO may declare the Contract in default by giving written notice to the Contractor to that effect. Said notice shall contain the reason or reasons for default and shall fix a day certain, not less than fifteen (15) consecutive calendar days after the date of said notice, when the Contract shall be declared in default, unless the Contractor remedies the default to UPO's satisfaction or makes satisfactory arrangements with UPO for its remedy prior to the day certain fixed in said notice for declaring the Contract in default. If the Contractor fails to remedy the default or to make satisfactory arrangements for its remedy prior to the date set for declaring the Contract in default, or any extension thereof, the Contract shall be declared in default.
22. Completion of Contracts in Default: If for any reason a Contract is declared in default, UPO without process or action at law, may take over all or any portion of the work and complete it at UPO's option for the account and at the expense of the Contractor.
23. Performance Evaluation Meeting: The Contractor shall meet with the Facilities Director/or OEL Contract Specialist weekly during the first month of the contract. Thereafter, meetings will be as often as necessary at the discretion of UPO, but not less than quarterly. A mutual effort will be made to resolve any problems identified. Notes from these meetings, prepared by UPO, shall be signed by the Contractor's representative and UPO representative. Should the contractor not concur with the notes, the Contractor shall state, in writing, to UPO any areas of disagreement within five (5) days.
24. Contractor's Invoice: The Contractor shall submit invoices, monthly to UPO in an original and one copy for services performed. Payment will be based on invoices submitted by the Contractor for satisfactorily completed work. Invoices will be processed for payment upon verification of work actually performed and receipt of required Contractor submittal as identified as follows: 1) The Contractor shall submit invoices (bills) for services to : UPO at Insert here where invoices should be submitted either directly to OEL via Gordon James [gjames@upo.org](mailto:gjames@upo.org).

## **XI. Other General Terms and Conditions**

1. IFB Addendum: In the event that it becomes necessary to revise this IFB, in whole or in part, an addendum will be posted on the UPO website: <http://www.upo.org/work-with-us/#IFB>
2. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this IFB. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
3. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a

proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.

4. Receipt and Opening of Proposals: Proposers 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 IFB will receive consideration. Proposals 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. Proposers must pay particular attention to ensure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.
5. **Contract Award Notification: When the evaluation process of the proposals is completed; the selected proposer 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. The award is not, and should not be construed as, the formation of a contract, nor does it guarantee UPO will enter a contract with the awarded proposer. A formal contract will be generated and supplied by UPO, at its sole discretion, after the award notification is delivered.**
6. Certifications: Any agreement resulting from this IFB shall be subject to but not limited to the following certifications:
  - Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Low Tier Covered Transactions under 45 CFR Part 76 (see Appendix C).
  - Certification Regarding Lobbying under Title 31, US Code, Section 1352 (see Appendix D).
  - Certification Regarding Drug-Free Workplace under 28 CFR Part 83 (see Appendix E).
  - Certification Regarding Environmental Tobacco Smoke (see Appendix F)
  - Certification of Clean Hands from DC Office of Tax and Revenue (or applicable State authority).
7. By submitting a proposal, the proposer represents that:
  - a. The proposer has read and understands the IFB and submits the response in accordance therewith.
  - b. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
  - c. The proposer has all the required licenses and insurance.
8. 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 the IFB.



**WASTE** The successful contractor will limit waste of supplies while performing sanitation services. Waste should be disposed of in proper containers. Recycled items should be placed in blue bins at recycling stations.

# **APPENDICES**

**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>

**APPENDIX B**

**PRICING SHEET**

**IFB#2023-04 SANITIZATION & COVID CLEANING SERVICES**

<b>Sl. No.</b>	<b>LOCATIONS</b>	<b>RATE PER HOUR* (\$)</b>	<b>SANITIZATION SERVICE HOURS (No.)</b>	<b>TOTAL AMOUNT (\$)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E (Column C x Column D)</b>
1.	Anacostia High School			
2.	Azeeze Bates			
3.	Ballou High School			
4.	Coolidge High School			
5.	C. W. Harris Elementary School			
6.	Dunbar Senior High School			
7.	Eagle Academy			
8.	Edgewood OEL Center			
9.	Frederick Douglass Center			
10.	HD Woodson High School			
11.	Ketcham Elementary School			
12.	Luke C. Moore High School			
13.	Marie Reed Elementary School			
14.	Malcolm X Elementary School			
15.	Paradise OEL Center			
16.	Randle Highlands ECEC			
17.	Roosevelt High School			
	<b>Sub Total:</b>	<b>XXX</b>	<b>XXX</b>	
	Any other charges (Please explain)			
	<b>TOTAL:</b>	<b>XXX</b>	<b>XXX</b>	

*\*Including sanitation, disinfecting, and other cleaning supplies and equipment.*

**APPENDIX C**

**Certification of Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or District department or agency.
  
- (2) Where the prospective lower tier participant is unable to certify to any of the statements on this certification, such prospective participant shall attach an explanation to this proposal concerning each statement to which certification has not been made.

The prospective lower tier participant certifies that neither it nor its principals are on the consolidated List of Debarred, Suspended or Ineligible Contractors prepared by the General Services Administration, the Department of Housing and Urban Development or other Federal or District department or agency.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title of Authorized Signatory

\_\_\_\_\_  
Date

**APPENDIX D**  
**Certification Regarding Lobbying**

The undersigned certifies, to the best of their knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreements, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of /Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
  
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title of Authorized Signatory

\_\_\_\_\_  
Date

## **APPENDIX E**

### **Certification Regarding Drug-Free Workplace**

By signing and submitting this grant application, the applicant, in accordance with 28 CFR Part 83, certifies that it will provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition,
- (b) Establishing a drug-free awareness program to inform employees about:
  - 1. The dangers of drug abuse in the workplace,
  - 2. The applicant's policy of maintaining a drug-free workplace,
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs, and
  - 4. The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace.
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above.
- (d) Notifying the employee in the statement required by paragraph (a) above, that as a condition of employment under the grant, the employee will:
  - 1. Abide by the terms of the statement, and
  - 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five day after such conviction.
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d) (2) above, from an employee or otherwise receiving actual notice of such conviction.
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2) above, with respect to any employee who is so convicted:
  - 1. Taking appropriate personnel action against such an employee, up to an including, termination, or
  - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f) above.

**[SIGNATURE ON NEXT PAGE]**

---

Signature

---

Printed Name and Title of Authorized Signatory

---

Date



**APPENDIX F**  
**Certification Regarding Environmental Tobacco Smoke**

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract loan, or loan guarantees. The law also applies to children’s services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children’s services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, then undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children’s services and that all sub-recipients shall certify accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title of Authorized Signatory

\_\_\_\_\_  
Date

**Appendix G (See next Page)**

**ACH FORM**

## Supplier ACH/Direct Deposit Authorization Form

United Planning Organization Accounts Payable

<b>1. Please Check One:</b>		
<input type="checkbox"/> NEW Direct Deposit	<input type="checkbox"/> CHANGE Direct Deposit	<input type="checkbox"/> CANCEL Direct Deposit

<b>2. Vendor/Payee Information</b>
<b>Name:</b>
<b>Address:</b>
<b>Contact Person's Name (if other than payee):</b>
<b>Telephone Number:</b>
<b>Email Address:</b>

<b>3. Financial Institution Information</b>
<b>Bank Name:</b>
<b>Bank Address:</b>
<b>Name on Bank Account:</b>
<b>Bank Account Number:</b>
<b>Nine-Digit Bank Routing/Transit Number (ABA):</b>
<b>Type of Account:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings

**4. Approvals/Authorizations** - I certify that the information provided on this form is correct, and I hereby authorize United Planning Organization Office of Accounts Payable to electronically deposit payments to the bank account designated above. It is my responsibility to notify UPO Finance Dept for issues with payment received or deposited, and any changes to bank account information at [payments@upo.org](mailto:payments@upo.org) or (202) 238-4799. I understand that this authorization will remain in full force and effect until UPO Finance Dept received a written notification requesting a change or cancellation and has had reasonable opportunity to act on it, which should take no longer than seven (7) to ten (10) business days.

Print Name: _____	Signature: _____	Date: _____
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**Important Information**  
Please return completed form via email: [payments@upo.org](mailto:payments@upo.org)

Finance Department Use Only	Date Stamp - Received
Reviewed and Approved By:  Date:	