

REQUEST FOR BID

Custodial Services

Mandatory Site Visit	November 5, 2020 2:00 p.m. (RSVP by November 3, 2020)
Final Date for Questions:	November 10, 2020 2:00 p.m.
Questions & Answers Posted:	November 12, 2020 2:00 p.m.
Bid Due Date:	November 17, 2020 2:00 p.m.

The South Dakota Science and Technology Authority (SDSTA) is seeking bids for a Custodial Services at the Sanford Underground Research Facility (SURF). Documents included in this Request for Bid include:

- A. Request for Bid (RFB)
- B. Draft contract (2020-12)
- C. Custodial Checklists

1.0 Background

The South Dakota Science and Technology Authority (SDSTA) is a quasi-governmental agency established by the State of South Dakota to operate and manage the Sanford Underground Research Facility (SURF) in Lead, SD. This facility has been developed to support a variety of scientific experiments, including physics, biology, geology and others.

Preference for this procurement will be given to firms based in South Dakota.

2.0 Scope

The Scope of Work will include the following:

The SDSTA is seeking bids for the labor and limited materials to provide contract custodial services for its various Surface locations in Lead, South Dakota. The Scope of Work includes the Ross Dry Building (top floor), Ross Warehouse, Administration Building, Education Outreach Building, Yates Ramp Dry and the Yates Hoist Room. All the locations are in Lead, South Dakota. The Administration Building is a three-story brick building and has varying requirements for each level. The Custodial Checklist, attached and incorporated herein by this reference, details the custodial duties and performance frequencies for each surface location.

Daily, weekly, monthly and quarterly custodial duties to be performed as outlined in Bid Specifications:

The SDSTA will furnish vacuums, brooms, cleaning supplies (hand soap, toilet paper, hand towel paper rolls, batteries, light bulbs, trash can liners, germicidal bowl cleaner, dishwasher detergent, vinegar, window/sink cleaner, disinfectant wipes), mop buckets, mop heads, clean bags, and dumpsters for garbage disposal. Bidder will furnish the labor, floor mops, gloves, OSHA approved ladder and cleaning towels/rags.

3.0 Deliverables:

- Custodial Checklists will be submitted to SDSTA (Project Manager) weekly.
- Five-point Safety Cards will be submitted to the SDSTA (Project Manager) as completed.

4.0 Selection Criteria

The SDSTA will review all submitted bids for adherence to this request's requirements and capabilities to provide the requested services in a safe, thorough and capable manner.

5.0 Form of Quotation / Rates & Fees

The period of performance for the contract resulting from the RFB is two years. Your bid should be in the form of a fixed cost monthly amount for Year 1 and Year 2 and must include hourly rates for all individuals and/or position assigned to this contract.

Year 1 Lump Sum / Fixed Cost Monthly Charge: \$ _____
Year 2 Lump Sum / Fixed Cost Monthly Charge: \$ _____

Please note this contract will be federally funded, and Service Contract Act requirements apply. See the Draft Contract for rates and requirements.

6.0 Contractor Information and Qualifications

Brevity is encouraged in the responses to this RFB. Responses must contain the following:

6.1 Cover Letter

Include contact information, including an email address, for the team's designated contact person who can receive and distribute RFB information.

6.2 Firm Qualifications

Provide firm descriptions and evidence of qualifications to address the scope described in this document. Provide three to five examples of projects performed that demonstrate the qualifications and competence for each of the requested areas of expertise. Provide three client references.

6.3 Project Understanding and Approach

Provide a brief description of your understanding and approach to the project.

6.4 Quality Assurance

Provide a copy of your quality control and assurance programs.

6.5 Exceptions

Describe any exceptions to General Provisions and Terms and Conditions. Disclose any existing relationships and previous work with Sanford Lab.

7.0 Submission Requirements

Bidders should submit an electronic copy (.pdf format) of the requested information no later than 2:00 p.m. November 17, 2020, to: mbaumann@sanfordlab.org.

All bidders are required to attend an onsite pre-bid conference November 5, from 2:00-3:30 p.m. (MT) at the Sanford Lab, 630 East Summit Street, Lead South Dakota. Pre-registration is required. Email mbaumann@sanfordlab.org by close of business November 3, 2020 to register and receive instructions and directions. Only companies represented at the pre-bid conference will be eligible to submit bids.

Questions must be submitted to mbaumann@sanfordlab.org by 2:00 p.m. (MT) November 10, 2020. Answers will be emailed to all prospective bidder and posted to the sanfordlab.org website no later than 2:00 p.m. (MT) November 12, 2020.

The bid period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective proposers by SDSTA.

All communications regarding this procurement between RFB release and contract award shall be directed by email to mbaumann@sanfordlab.org. Communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.