



Crystal Lakes Road and Recreation Association

300 Tami Road, Red Feather Lakes CO 80545 | 970-881-2250 | crystal-lakes.org

REQUEST FOR QUOTE (RFQ)

PROPOSAL NUMBER: 2021_02
DESCRIPTION: Janitorial Services
RFQ DATE: April 1, 2021
RECORDING TIME: May 10, 2021 at 4:00 p.m. (Mountain Time)

Project Overview

The Crystal Lakes Road and Recreation Association (CLRRA) seeks a Contractor to clean the Association's facilities.

Scope of Work

The scope of work involves weekly and quarterly cleaning services for the Wapiti Center, Base Camp, Maintenance Facility, and Portable Restrooms. The services are detailed in **Exhibit A – Scope of Services**.

- **Wapiti Center (Top Floor)** includes Manager's office, large conference room (Wapiti Room), kitchenette, and stairs.
- **Wapiti Center (Basement)** includes outside restroom/shower facilities, foyer, small conference room, kitchen, side office, and ADA restroom.
- **Base Camp** includes the main office (Crystal Room), community center, vestibule, kitchen, restrooms, two side rooms (Fireside and Chair Storage Rooms), and laundry facility.
- **Maintenance Facility** includes office, restroom, and breakroom.
- **Portable Restrooms** include seven (7) porta-pots located near Otter Pond, Beaver Lake, Catawba Pond, Crystal Lake (x2), Slash Depot, and Lower Lone Pine Lake.
- During period of peak usage (Summer holiday weekends, special events, etc.) additional cleaning may be required in high-usage areas, with agreement and direction from the Manager and at an additional cost.
- Contractor will provide their own cleaning equipment and materials and dispose of any hazardous materials or chemicals in an environmentally acceptable manner, consulting with the Manager as necessary for unique situations.
- Contractor is responsible for maintaining cleanliness and organization of storage areas rectifying any deficiencies.
- Contractor will dispose of trash and other waste items in the Community dumpster.
- Association will provide replacement toilet paper, hand sanitizer, odor ban deodorizer, and urinal cakes.
- Contract will start on June 1, 2021 and there is an opportunity to shadow the current contractor in May 2021.
- Interested contractors should contact the General Manager (generalmanager@crystal-lakes.org) to schedule a walk through before bidding on this contract.

Qualifications and References

The Contractor must have a minimum of three (3) years of janitorial services experience. Additionally, the Contractor should provide three references.



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Evaluation Criteria

Proposals submitted will be individually evaluated and scored by the CLRRRA Board of Directors. The criteria below will be the bases for review of the written proposals. The rating scale shall be for available points, receiving the maximum points available per criteria would be considered an outstanding rating.

Criteria	Standard	Points Available
Qualifications	<ul style="list-style-type: none"> Does the Contractor’s proposal describe an understanding and a comprehensive approach to accomplish the statement of work? 	5
Price	<ul style="list-style-type: none"> Is the Contractor’s pricing competitive, responsible, responsive, reasonable, best fit, and advantageous to CLRRRA? 	5
Delivery and Installation	<ul style="list-style-type: none"> Does the Contractor’s proposal meet the stated delivery and/or installation requirements? 	5
Experience	<ul style="list-style-type: none"> Does the Contractor have the necessary experience to accomplish the statement of work? 	5
References	<ul style="list-style-type: none"> Does the Contractor have a proven track record for this type of project? 	5

Insurance Requirements

No work shall commence nor shall any invoices be paid until the Contractor provides the requested proof of insurance as outlined on the Crystal Lakes website at <https://www.crystal-lakes.org/my-community/request-for-quote/> and until such proof is accepted by CLRRRA.

Independent Contractor

In performing the work under this Agreement, the Contractor acts as an Independent Contractor and is solely responsible for necessary and adequate worker’s compensation insurance, personal injury, and property damage insurance. The personnel employed by the Contractor are not and shall not become employees, agents, or servants of CLRRRA because of the performance of any work by this contract.

Work Product Ownership

Any copyrightable works, ideas, discoveries, inventions, patents, documents, products, or other information (collectively, the “Work Product”) developed in whole or in part by Independent Contractor in connection with the services remains the exclusive property of CLRRRA. Upon request, Independent Contractor shall sign all documents necessary to confirm or perfect the exclusive ownership of CLRRRA to the Work Product.

Award and Contract

A formal contract will be awarded to the Contractor with the most responsible, responsive, reasonable proposal, deemed the best value, best fit, and most advantageous to CLRRRA. Interviews may be held, and references may be contacted, to assist in the decision for award.

Final Inspection

The Contractor must request a final inspection by the General Manager; otherwise, the final inspection will be the last day of the contract period.



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Payment

Payment for work performed or goods sold to CLRRRA can be expected within 30 days after receipt of the monthly invoice and satisfactory acceptance from the personnel receiving the service or goods. Any discount allowed by the vendor for prompt payment, etc., must be reflected in the bid figure, and not entered as separate pricing on the bid.

Proposal Submittals

Interested Contractors should submit proposals and questions to Stella Anderson, CLRRRA General Manager via email at generalmanager@crystal-lakes.org. Responsibility for timely submittal and routing of bids, prior to opening, lies solely with the Contractor. Bids received after the recording date and time specified will not be considered.

The Contractor should provide a detailed work plan with itemized costs that meets or exceeds the qualifications stated earlier in this RFQ along with the required references. The Contractor should indicate in their bid any work intended to be performed by subcontractor(s) or persons outside of their company. The Contractor should name the subcontractor(s) if known at the time of bid submission.

CLRRRA strongly encourages the use of small and minority firms, women's business enterprises, and labor surplus area firm services. In accordance with Federal and State laws, CLRRRA does not discriminate. CLRRRA shall not be held liable or responsible for any liability, claims, costs, damages, demands, actions, losses, judgments, or expenses incurred by the Contractor or any such entity relating to such separate contract or this solicitation. The Contractor shall not stipulate in the bid any conditions not contained in the specifications, unless mutually agreed upon by both parties. Bids must be furnished inclusive of any Federal, State, or Local taxes. Any charges for freight, delivery, containers, packaging, etc., will be included in the bid price.

In submitting the bid, the Contractor agrees that acceptance of any or all bids by CLRRRA within a reasonable period constitutes a contract. No delivery shall become due or be accepted until a purchase order or written confirmation of bid acceptance/contract award has been issued by the CLRRRA General Manager.

The CLRRRA Board of Directors reserves the right to reject any and/or all bids and to waive informalities in bids, and to accept the bid that, in the opinion of the Board, is in the best interest of CLRRRA. The total cost of bid preparation and submission shall be borne by the Contractor. If, in the sole judgment of the CLRRRA Board of Directors, the proposals are substantially equal, the Board may grant the contract to the company of its choice.



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Exhibit A – Scope of Services

Wapiti Center (Top Floor)

Manager's Office	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Clean baseboards and heaters	X	
Dust blinds	X	
Sweep and mop floors	X	
Empty waste baskets	X	
Wipe lights and ceiling fans		X
Wipe table and chair legs		X
Wash windows		X
Large Conference Room (Wapiti Room)	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Clean baseboards and heaters	X	
Dust blinds	X	
Sweep and mop floors	X	
Empty waste baskets	X	
Wipe lights and ceiling fans		X
Wipe table and chair legs		X
Wash windows		X
Dust flags and TV		X
Sweep and mop closet floor		X
Kitchenette	Weekly	Quarterly
Clean and disinfect sink and cupboard surfaces	X	
Empty waste baskets	X	
Clean microwave (inside/out)	X	
Clean refrigerator (inside/out)		X
Stairs	Weekly	Quarterly
Disinfect railing	X	
Dust shelf	X	
Vacuum stairs	X	

Wapiti Center (Basement)

Outside Restrooms/Shower Facilities	Weekly	Quarterly
Clean and disinfect toilets, sinks, mirrors, ceramics, etc.	X	
Replace toilet paper, paper towels, anti-bacterial soap, refreshers, etc. (as needed)	X	
Clean and disinfect showers	X	
Sweep and mop floors	X	



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Foyer	Weekly	Quarterly
Clean baseboards and heaters	X	
Sweep and mop floors	X	
Vacuum runners	X	
Wash windows		X
Small Conference Room	Weekly	Quarterly
Clean baseboards and heaters	X	
Sweep and mop floors	X	
Wash windows		X
Wipe table and chair legs		X
Dust lights		X
Kitchen	Weekly	Quarterly
Clean baseboards and heaters	X	
Sweep and mop floors	X	
Empty waste baskets	X	
Clean and disinfect sink and cupboard surfaces	X	
Clean refrigerator (inside/out)		X
Clean microwave (inside/out)	X	
Wipe and disinfect counters	X	
Dust lights		X
Side Office	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Clean baseboards and heaters	X	
Sweep and mop floors	X	
Empty waste baskets	X	
Wipe lights		X
Wipe table and chair legs		X
Wash windows		X
ADA Restroom	Weekly	Quarterly
Clean and disinfect toilets, sinks, mirrors, ceramics, etc.	X	
Replace toilet paper, paper towels, anti-bacterial soap, refreshers, etc. (as needed)	X	
Clean and disinfect shower	X	
Sweep and mop floors	X	
Empty waste baskets	X	

Base Camp

Main Office (Crystal Room)	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Clean baseboards and heaters	X	
Dust blinds	X	



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Sweep and mop floors	X	
Empty waste baskets	X	
Wipe lights and ceiling fans		X
Wipe table and chair legs		X
Wash windows		X
Disinfect step railings	X	
Vacuum steps	X	
Community Center	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Clean baseboards and heaters	X	
Dust blinds	X	
Sweep and mop floors	X	
Empty waste baskets	X	
Wipe lights and ceiling fans		X
Wipe table and chair legs		X
Wash windows		X
Vacuum runners	X	
Vestibule	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Sweep and mop floors	X	
Wash windows and glass doors		X
Kitchen	Weekly	Quarterly
Clean baseboards and heaters	X	
Sweep and mop floors	X	
Empty waste baskets	X	
Clean and disinfect sink and cupboard surfaces	X	
Clean refrigerator (inside/out)		X
Clean microwave (inside/out)	X	
Clean and disinfect counters	X	
Wipe lights		X
Restrooms	Weekly	Quarterly
Clean and disinfect toilets, sinks, mirrors, ceramics, etc.	X	
Replace toilet paper, paper towels, anti-bacterial soap, refreshers, etc. (as needed)	X	
Sweep and mop floors	X	
Two Side Rooms (Fireside and Chair Storage Rooms)	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Clean baseboards and heaters	X	
Dust blinds	X	
Sweep and mop floors	X	



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Empty waste baskets	X	
Wipe lights and ceiling fans		X
Laundry Facility	Weekly	Quarterly
Sweep and mop floors	X	
Wipe washers and dryers	X	
Wipe counters and chairs	X	
Clean lint trays	X	

Maintenance Facility

Office	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Clean baseboards and heaters	X	
Dust blinds	X	
Sweep and mop floors	X	
Empty waste baskets	X	
Wipe lights and ceiling fans		X
Restroom	Weekly	Quarterly
Clean and disinfect toilets, sinks, mirrors, ceramics, etc.	X	
Replace toilet paper, paper towels, anti-bacterial soap, refreshers, etc. (as needed)	X	
Sweep and mop floors	X	
Breakroom	Weekly	Quarterly
Dust and clean all exposed surfaces such as lamps, pictures, window ledges, pipe work, desks, bookcases, tables, chairs, cabinets, on/off switches, etc.	X	
Clean baseboards and heaters	X	
Dust blinds	X	
Sweep and mop floors	X	
Empty waste baskets	X	
Clean microwave (inside/out)	X	
Clean refrigerator (inside/out)		X

Portable Restrooms

Seven (7) porta-pots located near Otter Pond, Beaver Lake, Catawba Pond, Crystal Lake (x2), Slash Depot, and Lower Lone Pine Lake.	Weekly	Quarterly
Clean and disinfect toilets, side walls, floor, etc.	X	
Replace toilet paper, anti-bacterial soap, refreshers, etc. (as needed)	X	