



REQUEST FOR PROPOSALS FOR JANITORIAL SERVICES

REQUEST FOR PROPOSAL

JANITORIAL SERVICES FOR HARMONY HEALTHCARE LONG ISLAND

PROPOSAL SUBMISSION DEADLINE: June 17th, 2024

WALTHROUGH DEADLINE: JUNE 14TH 2024

QUESTION SUBMISSION DEADLINE: JUNE 14TH 2024.

Questions may be submitted in written form to:

Contact Name: Robert Collazo

Telephone Number: 516.996.7077

Email Address:

rcollazo@harmonyhealthcareli.org

INTRODUCTION

Harmony Healthcare Long Island is a not-for-profit organization formerly known as Long Island federally qualified health center or LIFQHC. Harmony Healthcare Long Island comprises six comprehensive health centers and three school-based Health Centers. HHLI strives to improve the lives of those it serves by bringing needed primary care, prevention, and educational services into local communities across Nassau County.

The Harmony Healthcare Long Island locations are situated in these high-need communities where a significant percentage of its service area population lives at or below 185% of the Federal Poverty Level (FPL).

HHLI operates health centers in Elmont, Freeport, Hempstead, Oceanside, Roosevelt, and Westbury/New Cassel. HHLI offers comprehensive services, including adult and pediatric medicine, women's health services (e.g., OB/GYN, mammography, and family planning), laboratory, radiology, dental, health screening for cancer, tuberculosis, sexually transmitted disease, nutrition, behavioral health, and enabling social services, such as WIC and Care Management. Our School-Based Health Center (SBHC) program provides health services within Freeport, Roosevelt, and Westbury high schools. These healthcare locations are available to high school students currently enrolled in that institution.

HHLI provided care to 44,000 discreet patients and saw 147,000 annual visits in 2021. The mission of HHLI is to provide access to equitable, comprehensive, optimal healthcare by improving the overall wellness of all individuals in our communities and delivering high-quality, extensive patient-centered care. Our Vision: Creating healthier communities by transforming the health care system one person at a time.

PROJECT AND LOCATION

- 161 Hempstead Turnpike, Elmont, NY 11003 (*approximately 17,858 sq. ft*)
- 101 South Bergen Place, Freeport, NY 11520 (*approximately 5,000 sq. ft*)
- 619 Fulton Avenue, Hempstead, NY 11550 (*approximately 24,000 sq. ft*)
- 3227 Long Beach Road, Suite 2, Oceanside, NY 11572 (*approximately 2,496 sq. ft*)
- 380 Nassau Road, Roosevelt, NY 11575 (*approximately 25,404 sq. ft*)
- HHLI Mobile Coach – Park at 380 Nassau Rd, Roosevelt, NY 11575
- 682 Union Avenue, Westbury, NY 11590. (*Approximately 15,894 sq. ft*)

The vendor will schedule a walk-through at each identified site (above) before providing a final proposal/response. Please get in touch with Djumaye Dumay at @516.421.2149/ ddumay@harmonyhealthcareli.org or Robert Collazo at 516.996.7077 / rcollazo@harmonyhealthcareli.org for scheduling.

PROJECT OBJECTIVE

The objective and goal for this project are to obtain Janitorial Services for HHLI at the above location.

PROJECT SCOPE AND SPECIFICATIONS

All proposals shall address the following items in the order listed below and shall be numbered 1 through 6 in the proposal document.

Chapter 1 – Proposal Summary

This Chapter shall discuss the Proposal's highlights, key features, and specific points. A separate sheet shall include a list of individuals and contacts for this Proposal and how to communicate with them.

Chapter 2 – Work Plan or Schedule

This Chapter shall present a well-conceived service plan. Include a complete description of major tasks and subtasks. This section of the Proposal shall establish that the Bidder understands HHLI's objectives and work requirements and the Bidder's ability to satisfy those objectives and needs. Succinctly describe the proposed approach for addressing the required services and the firm's ability to meet the HHLI's schedule, outlining the approach to provide the requested services.

Below is HHLI 's hours of Operations with a proposed scheduled, proposed vendor can recommend a different schedule base on vendor's expertise.

Elmont

161 Hempstead Turnpike, Elmont, NY 11003
Monday-Thursday 8 am-8 pm, Friday 8 am - 6 pm,
Sat 9 am-1 pm
Proposed Schedule: 2pm-10pm Monday-Thursday
Friday- 12pm-8pm
Saturday- 10am-2pm

Freeport

101 S Bergen Pl, Freeport NY 11520
Monday-Thursday 8 am-8 pm, Friday 8 am - 6 pm,
Sat 9 am-1 pm
Proposed Schedule: 2pm-10pm Monday-Thursday
Friday- 12pm-8pm
Saturday- 10am-2pm

Hempstead

619 Fulton Avenue, Hempstead, NY 11550
Monday-Thursday 8 am-8 pm, Friday 8 am - 6 pm,
Sat 9 am-1 pm
Proposed Schedule: 2pm-10pm Monday-Thursday (x2)
Friday- 12pm-8pm (x2)
Saturday- 10am-2pm

Oceanside

3227 Long Beach Road, Suite 2
Monday, Tuesday, Thursday 8 am-4pm, Wednesday 8a-8pm, Friday 8a-4p
Sat-Closed
Proposed Schedule: After 4pm Monday-Friday

Roosevelt

380 Nassau Rd, Roosevelt, NY, 11575
Monday-Thursday 8 am-8 pm, Friday 8 am - 6 pm,
Sat 8 am-1 pm
Proposed Schedule: 2pm-10pm Monday-Thursday (x2)
Friday- 12pm-8pm (x2)
Saturday- 10am-2pm

Westbury

682 Union Avenue, Westbury, NY, 11590
Monday-Thursday 8 am-8 pm, Friday 8 am - 6 pm,
Sat 8 am-1 pm

*Proposed Schedule: 2pm-10pm Monday-Thursday (x2)
Friday- 12pm-8pm (x2)
Saturday- 10am-2pm*

Closed on Sundays

All work will be performed based on the agreed schedule except on the holiday list below.

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

** (x2) – Two Staff members

** It is required for the janitorial staff to close the facility.

Chapter 3 – Required Services and Products

This Chapter shall include all services provided daily, weekly, and monthly.

A. General Cleaning

Daily Services

1. Health Center Common Areas
 - Damp dust furniture and horizontal surfaces.
 - Empty and reline wastebaskets, clean, and disinfect all waste receptacles.
 - Clean Glass doors (including metal rim Internal Glass & mirror)
 - Vacuum carpeted floors.
 - Dust and wet mop resilient and tile floors making sure all corners and behind doors are free of dust (remove rugs before doing this task)
 - Dust signs and pictures on the walls.
 - Wipe chairs with disinfectant wipes and sanitized.
 - Clean and disinfect drinking Fountains & Water Coolers
2. Staff Lounge
 - Clean and disinfect tables and chairs.
 - Clean cabinets (counter tops, drawers, inside and outside surfaces)
 - Empty trash cans (replace liner if needed) and dispose of in the designated area.

- Clean and sanitize exterior of refrigerator.
 - Thoroughly wipe and disinfect the inside and outside of the microwave.
 - Dust mop and damp mop floors, making sure all corners and behind doors are free of dust and dirt.
3. Exam Rooms
- Dust and sanitize counter/desktop.
 - Wipe and sanitize chairs.
 - Dust mop floor and damp mop all floor surfaces making sure all corners and behind doors are free of dust and dirt
4. Restrooms
- Clean and sanitize Toilet Bowl and urinals (Inside and Out)
 - High dust
 - Empty & reline trash containers.
 - Clean/sanitize and fill, soap, towel, toilet tissue.
 - Clean mirrors
 - Floors
 - Swept, mopped using disinfectant soap.
 - Dust mop floor.
 - Damp Mop making sure all corners and behind doors are free of dust and dirt.
5. Office
- Dust & Sanitize fixtures and office furniture, including desks, cabinets, countertops & file cabinets.
 - Clean, sanitize, & disinfect light switches, railings, doorknobs & door handles.
 - Clean Vents
 - Disinfect telephones.

Weely Services

All Areas

- Clean ceilings and corners
- Dust all areas above 6ft, including ceiling vents, light fixtures, high windowsills, and ledges.
- Low dust- Dust items close to the floor, including vents, corners, outlets, baseboard
- Clean doors and knobs
- Clean windows and sills
- Clean blinds
- Clean dust from attached art and signs on the wall

B. COVID-19

The HHLI requires focusing on cleaning high-touch surfaces at least once a day and when visibly dirty. High-touch surfaces can include tables, handrails, faucets, doorknobs, light

switches, kitchen appliances, drinking fountains, shared equipment, and computer workstations (e.g., monitors, keyboards, and mouse). Disinfecting can be done as a secondary step on high-touch surfaces.

Supervision

The Janitorial vendor shall provide necessary staff supervision to professionally clean and maintain the above-listed locations at an acceptable level of cleanliness that meets the requirements of the *Joint Commission, Department of Health, OSHA, and others* in a Healthcare setting.

Supplies

The Janitorial vendor shall provide all labor, tools, material, chemicals, supplies, and equipment. All cleaning chemicals and other supplies used by the cleaning vendor must be used in accordance with all federal, state, and local laws, comply with Safety Data Sheets (SDS) standards, and be used in conjunction with necessary safety equipment. Safety Data Sheets (SDS) must be on-site and available for all chemicals stored and used within a service area on the first day of the contract.

The vendor shall post copies of SDS (Safety Data Sheets) for all chemicals used in each custodial closet in compliance with OSHA Hazard Communication Standard.

The vendor shall maintain Janitor Closet and equipment safely and cleanly.

HHLI shall furnish all paper products such as toilet paper, hand towels, seat protectors, sanitary napkins, trash liners, and all soap products necessary to utilize the facilities properly. The vendor shall maintain all soap dispensers.

Uniforms

All personnel shall wear uniforms always furnished by the vendor during the performance of this work. The vendor's workforce shall be neat and clean and wear a uniform with the vendor's name permanently affixed. Uniforms shall consist of a shirt and full-length pants. Uniforms will always be clean and neat in appearance. Closed toe and heeled shoes shall be always worn for proper safety.

Chapter 4- Project Staffing

This Chapter shall discuss how the Proposer would propose to staff this project. Key project team members shall be identified by name, title, and specific responsibilities on the project.

The Janitorial vendor shall provide to HHLI Facility Manager or Facilities Project Coordinator an accurate list of all personnel who have any relationship to work performed within the scope of this contract before the employee starts work. List data shall indicate personnel by the site (in which they are assigned) and must include full names and work hours. Employees terminated by the Contractor shall be reported on the same day.

Chapter 5- COVID-19

To comply with the NYS state mandate, HHLI vendors, such as Janitorial service, must be fully vaccinated, including the booster.

Chapter 6- Please provide a page summary of all services and prices offered.

SCHEDULED /TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the next project timeline shall be subject to change when deemed necessary by management.

HHLI must receive all proposals by **June 17th, 2024**, for consideration in the project proposal selection process.

PROJECT PROPOSAL EXPECTATIONS

HHLI shall award the contract to the Proposal that best accommodates the various project requirements. HHLI reserves the right to:

- i. award any contract before the proposal deadline or before receiving all proposals.
- ii. award the contract to more than one Bidder,
- iii. refuse any proposal or contract.

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 on the 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. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
5. Overall cost-effectiveness of the Proposal.

HHLI reserves the right to cancel, suspend, and/or discontinue any proposal at any time without obligation or notice to the proposing Bidder.

PROPOSAL SUBMISSION FORMAT

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

Summary of Bidder's Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)

4. Legal Formation of Bidder (sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed.
6. Description of Bidder's company in terms of size, range, types of services offered, and clientele.
7. Bidder's principal officers (President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager) and the length of time each officer has performed in their field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN) on the W-9 form.
9. Evidence of legal authority to conduct business in New York (business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this Proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- HHLI will not incur the cost of lunch/break for the janitorial Staff.
- A Business Associate Agreement will be required.
- Certificate insurance showing general liability and workers' compensation, HHLI is required to be the certificate holder as additional insured, with waiver of subrogation, and coverage is primary and non-contributory.

Service(s), Cost Proposal Summary, and Breakdown

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

Thank you for your interest, Harmony Health Care Long Island