

Request for Proposals Janitorial & Cleaning Services Term Contract

Edgefield County, South Carolina

RFP No. 04-14-2021

Proposal Notice

The County of Edgefield is soliciting proposals from local qualified firms for Janitorial & Cleaning Services for a term contract of one (1) year to begin on July 1, 2021 with the option to renew. This proposal is asking for qualified firms to submit proposals for performing Janitorial and Cleaning Services for the County of Edgefield. New proposers are required to attend a pre-proposal walk-thru of all Edgefield County Buildings included in RFP prior to submitting proposal.

Subject to the conditions and provisions set forth in the attached, **sealed proposal packages** must be clearly labeled with Proposal Number and received no later than **1:00 p.m. on Tuesday, May 18, 2021** at the **Edgefield County Administration Building, 124 Courthouse Square, Edgefield, SC 29824**. Neither late, emailed, nor faxed proposals will be accepted.

The commodities and/or services must be furnished as described and specified in the proposal package. Edgefield County reserves the right to reject any or all proposals.

Envelopes should be conspicuously marked in the lower left hand corner:

RFB No. 04-14-2021
EC Janitorial & Cleaning Services

Contact Person:

Dana L. Waters, Finance Director
dwaters@edgefieldcounty.sc.gov
803-637-4006

Please fill out and return with your Proposal Package

RFP No. 04-14-2021

Request for Proposal Form

Edgefield County
124 Courthouse Square
Edgefield, SC 29824

DATE: _____

PROPOSING ORGANIZATION: _____

The above submits herewith our Proposal in response to proposal request number shown above and in compliance with the description and/or specifications within and attached hereto for:

Janitorial and Cleaning Services

SIGNATURE OF PROPOSER'S REPRESENTATIVE: _____

NAME: _____

(Please Print)

PHONE: _____ TITLE: _____

FAX: _____ EMAIL: _____

REGULAR JANITORIAL AND POLICING

All buildings must be cleaned two (2) times per week except the Courthouse and the Health Department. The Courthouse must be cleaned daily during all sessions of Court. The Health Department exam rooms and restrooms must be cleaned daily.

Regular cleaning includes cleaning of all offices, corridors, halls, and restrooms; dusting desks, lamps, window sills, blinds, counters, and other objects; emptying trash cans and replacing liners as needed; sweeping or dust mopping floors, base boards and vacuuming carpet; and dust all a/c vents. All uncarpeted offices and corridors must be damp mopped weekly.

Restroom cleaning includes the cleaning of toilets, sinks, and urinals; mopping of floors; replacing paper products; putting in urinal cakes and screens; and replacing air freshener's as needed.

The Courtroom will be cleaned weekly except when court is in session; then, it will be cleaned daily. Ice and water will be placed in the courtroom when court is in session. Light fixtures will be cleaned of bugs, dust, etc. on a bi-weekly basis.

The grounds around the buildings will be policed daily of trash, bottles, cans and other debris. Costs indicated below will not be paid in full when completion of the work is not completed or is unsatisfactory.

Costs indicated below are given on a monthly basis; however, work is to be performed twice per week unless indicated otherwise below.

Indicate MONTHLY bid values for each technical proposal listed below, cleaning twice (2) per week. (Agriculture Building, DSS Building, Health Department, and Magistrate Office must be cleaned after regular work hours.)

Janitorial and Policing of all levels of Courthouse Monthly (Daily when in Court Session)	_____
Janitorial and Policing of Kneece Building Monthly	_____
Janitorial and Policing of DSS Building Monthly	_____
Janitorial and Policing of Health Department/SC Works Building Monthly (Cleaning of Restrooms and Exam Rooms Daily)	_____
Janitorial and Policing of Library Monthly	_____
Janitorial and Policing of Magistrate Building Monthly	_____
Janitorial and Policing of Agricultural Building Monthly	_____
Janitorial and Policing of Administration & Archives Building Monthly	_____
Janitorial and Policing of County Council Chambers Building Monthly	_____
Janitorial and Policing of Building & Planning and Voter Registration Building Monthly	_____
TOTAL MONTHLY COST	_____
TOTAL ANNUAL COST (MONTHLY X 12)	_____

Indicate bid value for proposal listed below, cleaning only when requested and per occurrence

Janitorial and Policing of Sweetwater Community Center Building _____

CARPET CLEANING

Carpet cleaning two (2) times per year – performed by shampooing or steam cleaning (after a thorough vacuuming). Most buildings must be done after regular work hours.

Indicate **PER CLEANING** bid value for each technical proposal listed below.

Clean Carpet in Courthouse each time	_____
Clean Carpet in Kneece Building each time	_____
Clean Carpet in DSS Building each time	_____
Clean Carpet in Health Department/SC Works Building each time	_____
Clean Carpet in Library each time	_____
Clean Carpet in Magistrate Building each time	_____
Clean Carpet in Administration/Archives Building each time	_____
Clean Carpet in Building & Planning and Voter Registration each time	_____
Clean Carpet in Agricultural Building each time	_____
Clean Carpet in County Council Chamber Building each time	_____
Clean Carpet in EMS Building each time	_____
TOTAL COST (PER CLEANING)	_____
TOTAL ANNUAL COST (PER CLEANING X 2)	_____

WEEKLY FLOOR MAINTENANCE

Tile floor weekly maintenance includes: dust mopping, damp mopping, and spray buffing all tile floors. Carpeted floor maintenance includes spot cleaning.

Indicate **PER CLEANING** bid values for each technical proposal listed below

Floor Maintenance in Courthouse each week	_____
Floor Maintenance in Kneece Building each week	_____
Floor Maintenance in DSS Building each week	_____
Floor Maintenance in Health Department/SC Works Building each week	_____
Floor Maintenance in Library each week	_____
Floor Maintenance in Administration & Archives Building each week	_____
Floor Maintenance in Agricultural Building each week	_____
Floor Maintenance in County Council Chambers Building each week	_____
Floor Maintenance in Magistrate Building each week	_____
Floor Maintenance in Building & Planning/Voter Registration Building each week	_____
TOTAL WEEKLY (PER CLEANING) COST	_____
TOTAL ANNUAL COST (WEEKLY X 52)	_____

Stripping and Waxing of floors (2 times per year)

Strip all tile floors, remove all dirt and old wax; clean all baseboards and apply 3 coats of non-slip floor finish. (Most buildings must be done after regular work hours.)

Indicate **PER CLEANING** bid values for each technical proposal listed below

Strip and Wax Floors in Courthouse each time	_____
Strip and Wax Floors in Kneece Building each time	_____
Strip and Wax Floors in DSS Building each time	_____
Strip and Wax Floors in Health Department/SC Works Building each time	_____
Strip and Wax Floors in Library each time	_____
Strip and Wax Floors in Magistrate Building each time	_____
Strip and Wax Floors in Administration & Archives Building each time	_____
Strip and Wax Floors in Building & Planning/Voter Registration each time	_____
Strip and Wax Floors in Agricultural Building each time	_____

Strip and Wax Floors in County Council Building each time	_____
Strip and Wax Floors in EMS Building each time	_____
TOTAL COST (PER CLEANING)	_____
TOTAL ANNUAL COST (PER CLEANING X 2)	_____

Window Cleaning (1 time per year)

Window Cleaning consists of cleaning all windows inside and out to remove dirt, grime, smudges and film

Indicate per-site bid values

Clean Windows in Courthouse each time	_____
Clean Windows in Kneece Building each time	_____
Clean Windows in DSS Building each time	_____
Clean Windows in Health/SC Works Department Building each time	_____
Clean Windows in Library each time	_____
Clean Windows in Magistrate building each time	_____
Clean Windows in Administration & Archives Building each time	_____
Clean Windows in Building & Planning/Voter Registration Building each time	_____
Clean Windows in Agricultural Building each time	_____
Clean Windows in County Council Chambers Building each time	_____
Clean Windows in EMS Building each time	_____
TOTAL ANNUAL COST	_____

Please attach References Sheet and any additional information or details needed to clarify your proposal.

General Instructions to Proposers

- 1.1 **Proposal Opening and Award**
Proposals will be examined promptly after opening and each respondent will be announced to all participating. The proposal will not be awarded at the time of the proposal opening. The proposals will be reviewed by the Purchasing Agent, the County Administrator, the interested Department Head, and County Council. Award will be made at the earliest possible date by approval of the Edgefield County Council. No proposals may be withdrawn for a period of thirty (30) days after the proposal opening date.
- 1.2 **Taxes**
The County pays applicable South Carolina State Sales Taxes. All applicable taxes should be shown as separate line items on the proposal form.
- 1.3 **Basis of Proposal Award**
Vendor will be selected on the basis of the Following:
1. Conformance to the proposal – 25%
 2. Firm's competitive price – 25%
 3. References – 25%
 4. Past experience – 25%
- 1.4 **Guarantee with Proposal and Warranties**
Proposer shall provide information on their product and service warranties.
- 1.5 **Use of Brand Names**
Specifications contained herein, in some cases, may refer to brand names. Brand names and numbers are used ONLY to set forth and convey to prospective Proposers the general style, type, character, and quality of equipment desired. If the article proposal upon has a trade or brand name, show name in the proposal.
- 1.6 **Specification Deviations by the Proposer**
Any deviation from this specification MUST be noted in detail and submitted in writing with this proposal. Completed specifications should be attached for any substitution offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement and accompanying specifications will hold the Proposer strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item(s) when offered for delivery. If specifications or descriptive papers are submitted with proposals, the proposer's name should be clearly shown on each document.
- 1.7 **Specification Changes after Proposal Award**
Any changes in specifications after the contract has been awarded, must be with written consent of the Purchasing Agent, otherwise, the responsibility, costs and expense for such changes shall be solely with the vendor.
- 1.8 **Specification Changes, Additions, and Deletions**
All changes in specifications by the County shall be in writing and furnished to ALL Proposers.
- 1.9 **Proposal Changes**
Proposals, amendments thereto or withdrawal requests received by the county after the time advertised for proposal opening, will be void regardless of when they were mailed.
- 1.10 **Location of Project:**
Edgefield County Buildings to be Cleaned:

Auditor's/Circuit Judge Building	Department of Social Services Building
Administration & Archives Building	Library
Agricultural Building	Neighborhood Center
Council Chambers Building	Building and Planning Office & Voter Registration Building
Courthouse (All Levels)	EMS Building
Magistrate's Office	Health Department/SC Works Building
Sweetwater Community Center Building (Cleaning only when requested)	

1.11 Information

Any questions or inquiries concerning this proposal must be emailed to the attention of:
 Dana L. Waters, Finance Director
dwaters@edgefieldcounty.sc.gov
 803-637-4006

1.12 Other Charges

Proposal prices shall include as separate line items all freight (transportation) and preparation charges, applicable taxes and any other applicable charges fully prepaid to the point of delivery so that the proposal price is the total price to be paid for the item(s).

1.13 Inspection and Acceptance of Work

Inspection and acceptance shall be conducted by the person named below:

Joe Simpson, Edgefield County Maintenance

1.14 Pay Schedule

Payment for the project shall be at completion. Any change to this payment procedure must be addressed in the proposal submittal. In most cases Edgefield County will issue payment checks within 21 days of receiving an acceptable invoice for completed satisfactory work.

1.15 The County of Edgefield reserves the right to reject any or all proposals in whole or in part.

1.16 Licenses

Proposer is required to be licensed by the State of South Carolina for the trade in which they are engaging.

1.17 Permits

Successful proposer is required to obtain all necessary federal, state and local permits for this project.

1.18 Insurance

The amount and types of insurance required should commensurate with the hazards and magnitude of the undertaking, but in no event of lesser amount nor more restrictive than the limits of liability and schedule of hazards below described. Without limiting its liability under the contract agreement, the firm shall procure and maintain, at its expense during the life of this contract, insurance of the types in the minimum amounts stated below:

SCHEDULE
WORKERS COMPENSATION

COMMERCIAL GENERAL LIABILITY

LIMIT
 Statutory

\$1,000,000 per occurrence/ \$2,000,000 aggregate

- 1.20 Applicable Building Codes
All work performed shall comply with the current building codes mandated by the State of South Carolina and Edgefield County.
- 1.21 Time of Completion
A work schedule will be agreed on at the time of awarding of contract.
- 1.22 Termination of Contract
Edgefield County reserves the right to terminate this contract for nonconformance with the contract terms.

Special Instructions to Proposer

- 2.0 Mandatory On-Site Walk-Thru of Edgefield County Buildings to be Cleaned
New proposers are required to attend a pre-proposal walk-thru of the County buildings to be cleaned described in this RFP. This site visit is scheduled for **May 11, 2021 @ 2:00 p.m.** All parties shall meet in front of the Edgefield County Courthouse located at 129 Courthouse Square, Edgefield, SC 29824.
- 2.1 Provide listing of agencies and clients with contact information for which the proposer has or has had a contract for similar services at any time during the last five (5) years.

Scope of Work

The County of Edgefield is requesting proposals from local qualified firms to provide Janitorial and Cleaning services at County Buildings as listed below and, in the manner, as described herein:

1. Some of the buildings must be cleaned after regular work hours, including Agriculture Building, DSS Building, Health Department, and Magistrate Office. The specific hours of cleaning in each building will be negotiated between the firm and the Edgefield County Administrator or her designee(s). In addition, the carpet cleaning and the waxing which are both performed twice per year are primarily done after hours. A detailed listing of the duties required can be found on the attached proposal form.
2. The firm is responsible for having an employee on duty in the county buildings from 8:30 am until 4:30 pm., Monday through Friday (County holidays excluded). This employee is responsible for day-to-day and emergency cleaning activities as required by the County Administrator or her designee. The firm is also responsible for ensuring the all bathrooms and kitchen areas are properly stocked with paper products and soap. The employee must be physically able to mop floors, raise and lower the flags at appointed times, etc. The firm must provide a cellular phone by which the county can contact this employee during his/her working hours. The firm must express the cost of the staffing requirement as part of all costs given in this proposal.
3. The firm will furnish cleaning supplies, including liquid products, wax, brooms, mops, liners for trash receptacles, air fresheners, and other supplies necessary to execute this contract. Paper products and soap for restrooms and kitchen areas will be provided by the County. The firm must assume the cost of these supplies in costs given for this proposal.
4. The Edgefield County Administrator or her designee shall determine whether a firm possesses sufficient equipment and personnel to execute this contract. To this end, prospective firms must submit a complete inventory of equipment that will be utilized to service this contract. The Edgefield County Administrator or her designee shall have the right to visually inspect equipment inventories and utilize such means as necessary to determine a sufficient level of employees.

5. A scheduled tour of all Edgefield County Buildings is a prerequisite to submitting a proposal for this Janitorial and Cleaning Contract for new Proposers.
6. Prices given for this proposal are good for 90 days and the life of any contract signed, including the renewal option period if exercised. The cost of providing this proposal will be borne by the proposer. Edgefield County reserves the right to reject any proposal and may waive technicalities.
7. Nothing in this proposal shall be construed as limiting the County's ability to hire in-house personnel to perform any part of the scope of services in this proposal. In the event that such, Edgefield County shall give the contracted firm thirty (30) days written notice of the County's intention to perform such services in specified buildings or areas on an in-house basis. Thereafter Edgefield County will not pay the contracted firm to perform the affected areas.
8. There shall be no record of any prior criminal convictions (excluding minor traffic offenses) for any employees of the firm utilized in fulfilling this contract. There will be a \$25.00 charge to be paid by the selected firm for background reports on each employee. No employee can be under the influence of illegal drugs. There will be a \$30.00 charge to be paid by the selected firm for drug testing. The Federal Law requires employment work status reports (E-verify) The County can do this for you with proper ID.
9. Any appearance of illegal conduct shall be cause for the firm to immediately dismiss the employee involved. Alternatively, the County Administrator may terminate the contract under the provisions of this agreement.

Term of Contract

The term of the contract will be for one (1) year period **beginning on July 1, 2021**. The County may extend the contract for additional terms not to exceed five (5) years in total if it appears to be in the best interest of the County.